Members in attendance: Kimber Shaw, Julie Bu, Erin Colburn, Rebecca Young, Christy Babcock, Leif Nelson, Daniel Gold, Katie Thomas, Matt Lundgren, Aaron Culver, Kori Whitney

Absent: Mike Gibson

1. Call to Order

Kimber Shaw, President, called the meeting to order 4:17 PM

2. Minutes

No prior minutes to approve

3. Treasurer’s Report

As of 10/15/2015 the Senate has $2268.07 remaining in the budget.

4. Old Business
   a. Committee Assignments – A sub-committee was formed after discussion on determining what committees Senate feels it necessary for Senate to be present on. Kimber Shaw and Leif Nelson will gather list of university committees and meet in two weeks. List will be provided at future meeting for Senate to discuss.
      • PSA does have active Volunteer Sub-Committee which has scheduled time to care for PSA sponsored section of Greenbelt.
   b. Senate photo – The Senate photo was taken prior to the meeting being called to order.

5. New Business
   a. Blood Drive – Matt Lundgren will contact ACE to coordinate for Spring.
   b. Event at Zoo Boise – Discussion on possibly setting up Zoo day for all university staff, with potential of PSA booth. Target date in April. Julie Bu will follow up with Zoo Boise.
c. Fall Employee Recognition Luncheon – Scheduled for Thursday November 19, from 11:30 – 13:00. Discussion on speakers, uPay store, and code for honorees. Rebecca Young will follow up on code. Discussion on working with HR in the future on further assisting with administrative needs for luncheon. Julie, Christy, Erin will assist with coordination of check-in for Luncheon.

d. Emeritus Status Request – PDF file will be distributed. Senate to review and provide feedback to President.

e. Website Usage – Senate was encouraged to visit website and provide ideas on enhancement, and ways to increase traffic to site from Pro-Staff.

6. Other

7. Adjournment
   17:08
Meeting Minutes
March 12, 2015
10 AM – 11 AM
Housing Conference Room

Members in attendance: Kimber Shaw, Lauren Oe, Katie Thomas, Ron Janeczko, Travis Moore, Mike Gibson, Rebecca Young

Absent: Karen Wargo, Amber Hoye

1. Call to Order
   Kimber Shaw, President, called the meeting to order at 10:07.

2. Minutes
   Past minutes approved

3. Treasurer’s Report
   As of 1/31/15 Senate has $2016.42 in the budget for spring luncheon expenses.

4. Old Business
   Spring luncheon planning update:
   - Decision was made to supplement the luncheon to $10.00 for each participant.
   - Discussed Hawaiian theme and budget for decorations.
   - Kimber will touch base with Blaine and Chris about doing a skit at the luncheon.
   - Katie will work on creating an electronic invitation and send out.
   - Request to get uPay store set up - done.

   Professional Staff of the Year Award. Email did go out to Pro Staff.
   - Need to look at creating a nomination packet for next year.
   - We should be keeping all nominations going forward.
   - The plaque in HR needs to be updated with current Pro Staff of the Year recipients.

   Recruiting new senators
   7 positions to fill.
   - president
   - vice president
   - secretary
   - 4 senators

   PSA Google group was updated.
   - Senate email group should also be updated

5. New Business
• Emeriti applications - email will be re-sent for a vote.
• Luncheon supplemental funding to be set at $10 for participant.
• Staff recognition week planning
  Need prizes - Bookstore, Rec Center, Aramark, Bike Shop.
  Reach out to Bike Shop - Travis
  Reach out to Aramark for free coffee Monday. - Rob
  Tentative date - week after commencement. Kimber will check with ACE

6. Other
   University day 4/11/15 – brief discussion on University Day.

7. Adjournment
   10:58am
Meeting Minutes  
February 11, 2015  
10 AM  
Clearwater Suites Conf Room

Attendance:  
Lauren Oe  Ron Janeczko  Kimber Shaw  Katie Thomas

Absent:  
Kim Brandt  Mike Gibson  Amber Hoye  Travis Moore  Leif Nelson  Karen Wargo  Rebecca Young

1. Call to order  
a. Kimber Shaw, President, called the meeting to order at 10:05 AM.

2. Review December Minutes  
a. December minutes were reviewed. Quorum not present to approve minutes. Deferred to March meeting.

3. Treasurer’s Report  
a. At this time the Senate has approximately $2,100 in the budget for spring luncheon expenses.

4. Old Business  
a) Spring luncheon planning  
Menu of Hawaiian buffet was selected. Will defer to March meeting to determine amount we can supplement from the budget.

b) Professional Staff of the Year Award  
Kimber Shaw, President, will send out notice in early March.

c) Recruiting leadership nominations  
Kimber Shaw, President, asked Senate members to be actively recruiting colleagues to run for office. We have several vacancies and will have several Senators with terms ending.
5. New Business
   a) Report on meeting with ACE President and Administration
      Kimber Shaw, PSA President and Kelly Erickson, ACE President met
      with Randi McDermott, Chief of Staff to update on PSA and ACE
      initiatives and issues. Excellent conversation around which unit
      should plan staff recognition luncheons, or even whether recognition
      should be in the form of a luncheon. Any decision has been deferred
      until a new AVP for Human Resources is hired.

   b) Website updates/questions
      Right now Travis Moore, Senator, is serving in the role “web master”
      for the Senate. We will need to find replacement, as his term is
      ending. We also need to be more diligent about getting meeting
      dates and agendas posted. This will be a primary focus for fall 2015.

   c) PSA google group for emails
      Kimber Shaw, President, will request an updated professional staff
      list and request that Travis Moore, Senator, update the google group.
      This google group is our primary tool for communication with
      professional staff.

   d) Committee assignments
      Kimber Shaw, President, will begin recruitment.

6. Other
   ACE Chili Fundraiser reminder. Kimber Shaw, President, will send
   professional staff reminder.

7. Adjournment
   Meeting was adjourned at 10:58 AM.
Meeting Minutes  
December 17, 2015  
4 PM – 5PM  
Riverfront Hall 311

Members in attendance: Kimber Shaw, Julie Bu, Erin Colburn, Matt Lundgren, Aaron Culver

Absent: Mike Gibson, Kori Whitney, Rebecca Young, Leif Nelson, Daniel Gold, Katie Thomas

1. Call to Order
Kimber Shaw, President, called the meeting to order 4:14 PM

2. Guest
   a. Michelle Ihmels – BroncoFit: Dr. Ihmels discussed origins and plans of BroncoFit program and how Senate can be involved. Program has served several hundred employee with free diagnostic screenings and blood work.

3. Minutes
No prior minutes to approve

4. Treasurer’s Report

5. Old Business
   a. Committees – The Senate tasked to discover membership of several campus committees including: Parking Advisory Board, Parking Appeals committee, Executive Budget, and Food Services Advisory

   b. Spring Events – Julie Bu set to follow up on potential event at Zoo Boise

6. New Business
   a. 2015-16 Goals discussion – Discussion centered on ways Senate can impact employees at the University; how to increase involvement
and strengthen community. Possibilities included Senate members bringing co-workers to Senate meeting. How to get messaging out to campus, and the logistics of making that happen: website improvements, utilizing targeted emails to small group.

b. Emeritus status discussion – Information was distributed to Senate members.

c. Professional Staff of the Year planning – Initial discussion begin, set to follow up on next meeting

7. Other

8. Adjournment 17:11