Meeting Minutes  
6/16/16  
4:00 PM  
RFH 311

Members in attendance: Katie Thomas, Kimber Shaw, Kori Smith, Rob Littrell, Julie Bu, Maria Mabbutt, Karen Hansen, Aaron Culver

Absent: Ben King, Jared Cox, Rachel Duffy, Matt Lundgren, Erin Colburn, Rebecca Young, Daniel Gold

1. Call to Order - Katie Thomas/Kimber Shaw, President/Past President, called the meeting to order at 4:08 PM

2. Guest Presenter - Maya Duratovic from COAS on Technical Communications Graduate Program opportunities

3. Minutes
   a. May 19 Minutes Approved

4. Treasurer’s Report
   a. Luncheon Costs - to be distributed to Senate post meeting
   b. Staff Appreciation costs - to be distributed to Senate post meeting
   c. End of FY16 budget - to be distributed to Senate post meeting

5. Old Business
   a. Committee review - a survey went out, uncertain as to what is done with data; review of committees handout distributed; Kimber and Katie will coop the Wellness Champion duties; Student Fee Committee requires Senate Member, Maria Mabbutt will represent Senate; Disability Advisory Group (inactive), Rob Littrel will reach out to contact to attempt to reactivate; Facility Naming Committee (University Naming Committee) needs Professional Staff Member does not have to be Senate member; Parking Citation Appeals Review Board needs Senate member; Safety & Security Advisory Committee (Inactive), Senate would like to see it is reactivated; Workplace Climate Monitoring Committee is inactive; survey will be created to send to Pro-Staff to self nominate for committees; Google Form will be shared

   b. Professional Staff of the Year - Plaque update, needs to be updated in HR office; Kimber will get photo over to HR representative.
c. Staff survey - 2009 info, create new (July) - Survey of professional staff to "take pulse" in order to guide what the PSA Senate should be focusing on. The 2009 survey results will be sent to senate. Goals to be set after staff is surveyed, based on feedback from Pro-Staff; Rob Littrel with Qualtrics will organize, and Katie will assist; 2009 survey will be used as guide. Deadline for questions to be added to survey from Senate will be established.

d. Continued discussion on connecting with staff - Senate does participate in ONE Boise State Orientation; talking points to be used as handout. Currently no marketing materials for Senate, should be goal of Senate to develop marketing; up and running by Fall? Student opportunity to develop graphic design for Senate? Aaron will reach out to Andrew Mason about graphic design volunteer portfolio work--Sub Committee to assist in this; Aaron, Kori, Maria
   i. Personal calls and invites - Senate Members responsible for certain divisions/departments?
   ii. Develop mailer to send to new people - Should be tied in with development of marketing materials
   iii. Networking events (all senates?) - ACE, BSUAOP?

6. New Business
a. One Boise State Orientation - continue participation? - Yes, and talking points to used as handout, as well as marketing materials to be developed

   b. Senate photo - To be scheduled during upcoming meeting time

c. 2016-17 meeting times - 2 times scheduled, regular monthly meeting on Tuesday, with Bi-weekly optional meeting every other Wednesday; Alexander room in the SUB is now new meeting place for regular meeting, and RFH 311 for alternative meetings

   d. October 19th tentatively scheduled for Fall luncheon, coordination with ACE president; Spring luncheon date potential? Early to mid April suggestion; Staff week Katie will be working on, will reach out to ACE

5. Other - Senate constitution; Katie will send out to Senate for review and potential updates; access to google folder will be given to new Senators for review

6. Adjournment
   Meeting adjourned at 5:04 PM
Meeting Minutes
July 19, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Rebecca Young, Ben King, Rachel Duffy, Kori Smith, Matt Lundgren, Maria Mabbutt, Erin Colburn, Aaron Culver

Absent: Kimber Shaw, Jared Cox, Karen Hansen, Daniel Gold, Rob Littrell

1. Call to order - 11:05 AM, Katie Thomas, President called meeting to order.

2. Minutes - June minutes approved

3. Treasurer’s Report - Not all charges have been updated. $700.00 rolled over from last FY budget. $200.00 in question, being reviewed.

4. Old Business
   a. Staff survey - Would like to get out ASAP; review of survey conducted by Senate, categories amended, formatting discussed, senate wanting text boxes tied into questions in order to facilitate feedback from Pro-staff. Publicizing in order to make connections, and not necessarily facilitating informational sessions. Added fundraising category for raising funds for nonprofit organizations. Cleanup highway group to be revived? Bronco Zone lunch happening? Reach out to University Services will occur. A list of opportunities will be included on survey with activities Senate hosts that pro-staff can volunteer to assist with. Do not include the list of “other ideas” that were included, so that senate can compare feedback from last survey to this. Build logic into question 3 in order to eliminate question 4 which should provide an easier method to clarify pro-staff feedback. Question 5 to be modified to ask specifically if pro-staff is interested in sitting on PSA subcommittees, and if so, request contact information; also mirror this process for volunteer opportunities. Add note to notify surveyee that providing contact information will not be linked to survey questions in order to ensure anonymity. Benefit to reopen social subcommittee based on previous survey results. Make sure that survey has blurb to let pro-staff know that the survey will not take long, in order to increase responses. Develop goals from survey responses in September? Try to get survey out by end of July, early August, then circle back on how to proceed.
   b. Connecting with staff:
      i. Personal calls and invites - Katie has received list, and will distribute to senate to follow through.
      ii. Develop mailer to send to new people - Student is interested. Will be run as group; talking points sheet to be used as point of reference. Trello will be utilized to organize this.
iii. Invite your coworkers! Senate has interest in this. Details to come later.
iv. Monthly meals? - Meet Senators? How to incorporate this with other senate activities. Wait until Social Networking subcommittee is activated.
v. Other ideas? Katie will update the new employee orientation schedule for senate to attend; August upcoming as of yet no senators scheduled
c. Committees - A google sheet has been created to organize committees; Katie is following up with inactive committees in order to take the next steps; Erin Colburn will sit on Academic Calendar committee.
d. Senate photo - Will be scheduled when “most” Senate members can be there.

5. New Business
a. Programs/activities for PSA - Karen Hansen providing information from University of Washington PSA, will be scheduled to speak to Senate. Katie will send link to the document to group.
b. Fall luncheon planning (Oct 19) - save the date, coordinate with ACE, run of show/program, emeriti, memorials? Katie met with ACE, requested that PSA Senate take lead on planning, Katie agreed. HR taking larger role this year. Subsidy will continue? Planning to be major emphasis in upcoming meeting. An “In Memoriam” to be conducted during this luncheon? Concerned about missing any staff members; what mechanism does the University have in order to capture this information? Katie will check with HR in order to get clarity on what this process might look like.
c. Spring luncheon planning - April date? Follow up on all details that are required. April 19th date tentatively; Katie will reach out to SUB begin the process.
d. Staff week - May 8-12, 2017, ACE okay with this, PSA Senate okay with this.
e. Next blood drive - Aug 11, Matt Lundgren has room and will request catering exemption. Continue to publicize in same method as all seats were filled.
f. Website - Currently in some disarray. Getting the website up to date goal of Senate? Does wordpress access require OIT to run it? Or can Senate take on running of own site? University of Washington site shared in order to help guide process. Notes on website to be sent to Erin.

6. Other
a. ACE update - Interested in collaborating with PSA Senate, as Senate is with ACE. Will be providing minutes to ACE.
b. Trello/google drive - Trello is not mandated, but rather it is an organizational tool which is being utilized in order to assist Senate as sort of repository for all Senate documents. Matt gives overview of Trello process.
c. Handbook and Constitution - Katie will reach out to HR on what/how/if to updated constitution. Add notes on handbook to document within google drive; Senate needs edit access, Katie will do.

7. Adjournment - 12:09 PM
Meeting Minutes
August 16, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Rebecca Young, Ben King, Rachel Duffy, Kori Smith, Matt Lundgren, Kimber Shaw, Jared Cox, Erin Colburn, Daniel Gold, Aaron Culver

Absent: Karen Hansen, Rob Littrell, Maria Mabbutt,

1. Call to order - 11:05 AM, Katie Thomas, President called meeting to order.

2. Minutes - July minutes approved.

3. Treasurer’s Report - Budget updates. No changes to report. Some Staff Week charges from FY16 will post in FY17. HR agreed to load typical budget plus money to cover the Staff Week charges.

4. Old Business
   a. Connecting with staff:
      i. Personal calls and invites - HR will set up automated report that will be sent to Katie on a regular basis. Discussed reaching out to employees in new positions since they may be first time PSA members or not know much about PSA. A Google doc with list of staff to contact will be created to track.
      ii. Develop mailer to send to new people - Aaron and Kori discussing.
      iii. Invite a co-workers - Plan to extend invitation to new employee contacts and senate members encouraged to invite others.
   b. Committees - reviewed committee list and open seats. Planning to contact PSA members who indicated on the survey they are willing to serve on a committee.
   c. Website - Erin and Rachel were granted editor permissions. The table press widget was added to better manage tables. Planning to start cleaning up links and reorganizing in September.

5. New Business
   a. Fall luncheon planning (Oct 19) - Rachel agreed to help; Rebecca will share past experience. Kimber is scheduling meeting PSA, ACE, and HR to coordinate run of show, emeriti,
speakers, and in memoriam. Kimber requesting staff list from HR. Katie to invite VPs. Planning to send “save the date” 2nd week of classes in coordination with ACE.
b. Spring luncheon - confirmed for April 19
c. Staff survey - Senate asked to review prior to next meeting.

6. Other
a. Calendars, Trello and Emails - Matt provided update
b. Policy Updates - Discussed the lack of timely communication of policy updates and how they affect the University. Discussed some ways this could be improved. Planning to contact HR to discuss further.

7. Adjournment - 11:52am
Meeting Minutes
September 20, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Katie Thomas, Daniel Gold, Maria Mabbutt, Jared Cox, Ben King, Rachel Duffy, Tana Monroe, Rob Littrell, Matt Lundgren, Erin Colburn, Aaron Culver

Absent: Kimber Shaw, Kori Smith

1. Call to order - 11:05

2. Minutes - August minutes review/approval - Approved

3. Treasurer’s Report - Budget updates, projected costs for luncheon
   - Asking Kimber to step in to keep an eye on the budget.
   - U store open
   - Subsidizing PSA lunches and pay for PSA emeriti

4. Old Business
   a. Fall luncheon (Monday, Oct 17)
      i. Program - HR sent honoree email for years of service; including last year and this year-details in email to recipients; Cali at HR. Run of show sheet reviewed. More details to come on day of event.
      ii. Day of - sign up for tasks - Need a few more; Rachel will recontact ACE
   b. Staff survey - review feedback prior to meeting - Overall themes: 1. Training and Development - Shared Leadership heavily mentioned; does Senate have capability to affect, or how much capability does Senate have to affect this category? New learning and training development program in the process. New group being formed to tackle this campus wide (in development). Connection between training and networking is Shared Leadership? Now what happens after shared leadership? How does senate create Pro-Staff specific “Shared Leadership”? Senate may not be able to facilitate training, but maybe be the outlet to promote what the university already has?
Communication is the issue? Decentralized communication.
Strengths Finder session for senate? New employees need to know where to look for these things. Does the PSA aggregate on senate website? Yes, senate can capture communication and find a way to find effective communication; perhaps email not the best way to distribute. Senate to reach out to HR to discuss survey results. 2. Volunteering - there is a volunteer subcommittee, Matt sits on this committee. Historically two or three events per year were conducted, in addition to greenbelt cleanup; fundraising also conducted. This has fallen off recently. Senate serve to connect people with resources? Similar to training and development capabilities, then add a few events a year internally. 3. Networking - Connected heavily to both 1 & 2? PSA Networking sub-committee to be invited to upcoming meeting to discuss potentials. Survey results will be sent to subcommittee. Katie will do both. Rachel will join this group.

i. Set goals to be sent out to PSA in Sept. - PSA Senate to be active in increasing access to training and development; tasks associate: quarterly communication, add links to website, communicate with HR on staff feedback. Measureable through google analytics. Increase in attendance to events? Survey on annual basis? Can then ask if staff feel like their concerns/interests have been met/increased? Networking goal: tap into/empower Networking subcommittee, PSA to advertise for this committee. What is the goal of networking for PSA members? Have a list and a plan. Increase opportunity for volunteer activities on and off campus; reactivating volunteer subcommittee; listing opportunities. Katie will reach out. Measurable by attendance and list. This can link in with Networking.

ii. Include volunteer opportunities and committees

C. Website

i. Group photo? Canceled; headshots of individuals instead of group photo? Setup time for each person to be individually photoed. Group photo at luncheon.

ii. Headshots through photographic services
d. **Committees** - send out requests. Katie will reach out to interested individuals from survey to see who would like to be involved.

5. **New Business**
   a. ORP/PERSI email discussion - Will continue. Daniel will research PERSI vs current retirement.
   b. FLSA communication - next steps: Still rough around the edges for rollout and communication. Katie has asked Jay to follow up with her this week to go over. Focus group for HR on this, members were requested.
   c. Grievance policy update (#7310) - changes: Post termination appeal process through State Board of Education. State Board no longer desires to do this. This will now be done by outside entity. Optional mediation process was slightly changed for editorial purposes. These two items likely to be separated into separate policies going forward. Senators should read policy and Sonny will be approached if senate has concerns.
   d. PSA Networking Committee - Covered in #4 above.

6. **Other**
   a. Emeriti Process - Katie will ask for clarification on role of senate.

7. **Adjournment - 12:11**
Members in attendance: Katie Thomas, Kimber Shaw, Rebecca Young, Rachel Duffy, Tana Monroe, Matt Lundgren, Aaron Culver

Absent: Rob Littrell, Daniel Gold, Ben King, Kori Smith, Erin Colburn, Maria Mabbutt, Karen Hansen, Jared Cox

1. Call to order - 11:05

2. Minutes - September minutes review/approval- Approved

3. Treasurer’s Report - Budget updates, projected costs for luncheon - Staff week. Requesting from Aramark for potential donation and/or discount of ice cream/coffee/bagels. Potential to sell staff T-Shirts to produce a bit of revenue to offset.

4. Old Business
   a. Fall luncheon - feedback and capture thoughts - Dry chicken sandwiches; Cash process for those who pay at door may be developed: one person set to take cash; $15.00 at door instead of $10.00; 15% no shows. Honoree tags, naming them; perhaps having honoree writing their own name and providing sharpee to do so. Thank president for staff interaction. Will develop sheet with this information for future planning purposes.
   b. ORP/PERSI email discussion - Daniel N/A
   c. PSA Committee assignments - Food services advisory board committee still needs to have a seat filled; Rebecca will follow up with housing staff. Katie filled others from survey feedback.
   d. Grievance policy - and follow up needed? - No follow up needed.
   e. Rake Up Boise - Matt - 13 responses; 18 adults and several kids.

5. New Business
   a. FLSA survey feedback - what do do with data - wanted feedback from all professional staff, now able to see what concerns are from
affected staff and staff who are not affected, and those who were uncertain if they are affected; surprised almost half of respondents thought there were benefits. State Board is upcoming, and conversation and decision on FLSA should occur. Common concerns about vacation accrual and using vacation; “if coworkers are now confined to 40 hours a week, and I am not, will extra work be added to my job?” Fair and fairness concerns. Thoughts moving forward: Matt will attempt to produce analytics from data; send general themes to Professional Staff. Kimber and Tana will assist Matt in this endeavor.

b. Goals - path forward and assignments for each - Networking committee on good path; Matt and volunteering committee will attempt to make structure going forward to make certain annual events are occurring for volunteering; connecting with shared leadership; build plan is the plan. Training- open brainstorming session to think about what can be done in this goal area.

6. Other
   a. Presentation from PSA Networking Committee - Corrine Henke and Kathleen Tuck: “Places you never been”, Historical walking tour, “Ghost Tour”, goal is really to just get people in the same room; lunch and bike event just occurred. Morrison Center tour, Taco Bell Arena tour, Orange Shuttle downtown, then Tour of Downtown Campus, State House Tour; speed networking, behind the scenes at Stueckle; PSA is organizer, but all staff are welcome. Perhaps JUMP tour. No budget. Can loose structure be developed so that staff can expect certain things on an annual basis? Rachel will serve on committee as liaison between senate and committee. Enrollment services has a “passport” program, designed to familiarize with different departments.
   b. Next events - Spring luncheon and Staff week

7. Adjournment - 12:02
Meeting Minutes
December 20, 2016
11:00 a.m.
SUB, Alexander Room

Members in attendance: Rebecca Young, Rachel Duffy, Matt Lundgren, Katie Thomas, Kimber Shaw, Kori Smith, Jared Cox

Absent: Tana Monroe, Rob Littrell, Daniel Gold, Erin Colburn, Karen Hansen, Maria Mabbutt, Ben King, Aaron Culver

1. Call to order - 11:06

2. Minutes - November minutes approved

3. Treasurer’s Report - Budget update from Rebecca. Rebecca is digging into what appears to be a shortfall totalling roughly $700. Appears to be from the amount loaded and carry forward we were expecting due to 2016 Staff Week expenses hitting the ledger in FY17. Budget report link will be in Trello for everyone to see. Rebecca is also double checking the fall luncheon charges.

4. Old Business
   a. FLSA update
      i. On hold until further movement; no further discussion.
   b. TIAA/PERSI meeting briefing and next steps
      . Daniel not present; will keep on agenda for next month.
   c. Networking committee update
   d. Volunteer committee update
      . None
   e. Marketing materials and website status
      . Kori reworking the marketing materials
i. Rachel is working on adding senate headshots and committee information to the website. Discussed creating process to update committee information.

f. PSA email update
i. Reviewed Katie’s draft with plan to distribute in January
ii. Kimber suggested adding to the PSA web page and sending link via email. Discussed options on best approach.

g. Staff week
   i. Shirts - Rachel followed up with Abby. Print on demand and can get in a week. Likely $10 and discussed having option to donate $5 to a campus organization such as the Sustainability club. Matt and Rachel to discuss design - unicorns on the table.
   ii. Jared planning to talk to Aramark about food donations.
   iii. Ben made some comments/suggestions via email about bowling, geocaching rather than poker run, and picnic on the quad coinciding with ice cream social.
   iv. Kimber to coordinate Monday bagels and coffee

h. Spring luncheon - April 19
   i. Rachel and Matt to meet after the break to start getting the menu and speaker lined up
i. Save the date - mid march

5. New Business
a. Student fee committee
i. Jared and Maria members. Kimber suggested having a previous member mentor/shadow an incoming rep since this is a rather complex process.
b. CEC hearing - Rachel expressed interest; Rebecca sharing her thoughts after presenting last year.
c. Charter and membership book - discussed updating, Katie taking first stab
d. PSA Staff of the Year Award
   i. Kimber expressed interest in coordinating
e. Elections
   i. Kimber will coordinate.

6. Other
a. No other business

7. Adjournment
a. Adjourned at 12:15
In Attendance: Karen Wargo, Jami Dye, Sierra Lewis, Kathleen Tuck, Eric Orton, Katelyn Smith, Mark Messing

Absent: Zab Biason, Valerie Dresslar, Mary Naccarato, Sundi Musnicki, Chris Hyer, Peter Juhrs

Call to order
Karen called the meeting to order at 10:37 a.m.

Guests from Classified Staff Association

Presentation on Boise State Branding
Guest Speakers, Frank Zang, Heather Calkins, and Melinda Keckler, came to speak about the upcoming long-term process and campaign, Unifying Our Identity.
What is a brand? It is much more than a logo, a product, or an expression. Boise State University’s “brand” is how people talk about us based on their experiences. While the colors that represent Boise State University have been blue and orange and the mascot has been the Bronco since 1932, the Diamond logo debuted in 2001. Today, there are many different marks to identify with Boise State University. In order to keep Boise State strong, it is critical that we revise and unify brand efforts to reflect consistency, which speaks powerfully to consumers (i.e. Apple products). Nike has donated their design services to achieve a consistency throughout the university with the revealing of a new logo.
Nov. 27, 2012 will mark the notification of the new logo to campus and December will consist of a web transition where all university pages will display the new logo. The diamond logo will slowly be phased out. By July 2013, all branding materials should be revised with the new look and the expectation that full University compliance will be in effect September 2013. The logo consists of a new and improved “B” with two fonts (Garamond & Gotham) to indicate Boise State University, The College, and/or department. While this is a new change for the university, it is important to remember that this is a process and not an event, this effort has been fully embraced and accepted by administration, we will all have important roles within this process, and tools and resources will be provided.

Review and approval of minutes from the October meeting
Kathleen moved and Eric seconded approval of the October meeting minutes.

Treasurer’s Report
Appropriated account -- $532.47; there is an outstanding charge of $28.50 for the Professional staff of the year photo and engraving of the plaque.
Local account -- $4002.00; the budget load was only $721.67, which brought the account up to $3,000, but we were expecting a full $2,000 budget load. Jami was sent an invoice for the Fall Luncheon and will watch for the charge. A late lunch credit has also been received. According to Karen, we do have the ability to go to Stacy to request additional funds. We should put together
an argument to request additional funds including future costs of the Spring Luncheon, Staff Week, possibly a new banner that includes the new logo, new brochures, and sub-committee events.

**Old Business**
With the new Boise State University logo, we will need to update the PSA Brochure that Sundi is working on. Karen will ask Sundi if she will send the Senate a PDF of the PSA Brochure to take a look.

There were about 150 R.S.V.P.’s for the 2012 Fall Luncheon. Feedback indicates that the luncheon was a great success! Kathleen will be sending the nomination packets out to the nominees for them to keep.

A time slot was saved for the PSA Senate to attend the Tunnel of Oppression, but due to conflicting schedules, senate members were unable to attend at this time.

**New Business**
Andy Cover and Jerri Mizrahi left Karen a voicemail in regards to her thoughts on changing the name of the Professional Staff Association to Exempt Staff Association. There was not much enthusiasm for the change within the Senate; however, Karen will be returning their call to see what they have to say about this suggested change.

**Announcements**
Kathleen reported that Networking subcommittee chair Corrine Henke has planned another networking event. This time it will be a brown-bag lunch and Alex Gutierrez from the Career Center will present on how to use LinkedIn professionally. The event was originally scheduled for December 13, 2012; however, due to a conflict with Shared Leadership it has been re-scheduled for December 11, 2012, in the Barnwell room in the Student Union Building. The lunch will start at 11:30 a.m. with the presentation beginning at 12:00 p.m. As of now, a projector is being provided for the presentation, but if for some reason it isn’t available or working, Jami and Eric moved to approve the charge for a projector through the appropriated account.

Karen passed out a flyer for “Drop It Now. Swap It Later!” a program that has been put in place to help parents in-need this holiday season. Several donation boxes have been placed out around campus. The sponsors were wondering if the PSA would consider contributing a donation to the cause. Karen will be sending out the original email with the flyer attached so that if you would like to pass it around your office or hang it up, you can.

**Adjourn**
The meeting was adjourned by Karen at 11:38 a.m.
Members in attendance: Kimber Shaw, Julie Bu, Erin Colburn, Matt Lundgren, Kori Whitney, Rebecca Young, Katie Thomas, Aaron Culver

Absent: Mike Gibson, Daniel Gold, Leif Nelson

1. Call to Order
   Kimber Shaw, President, called the meeting to order at 1:05 PM

2. Minutes
   a. January Minutes Approved
   b. February meeting moved to current March 1st meeting

3. Treasurer’s Report
   a. No change from previous report

4. Old Business
   a. Spring Business Luncheon planning (May date)
      i. Determine menu and cost: Potato Bar to coincide with Potato Theme (iii), specifics to be determined in follow-up meeting; nominal amount beyond $10.00 in budget to subsidize.
      ii. Set up uStore for payment: Rebecca and Julie to set up uStore site for payment.
      iii. Determine theme and entertainment: Senate decided upon Potato theme. Matt and Rebecca will look to purchase decorations. Potential entertainment to be decided during follow-up meeting include: Potato Trivia, Hunt, History of the Potato, Games?
      iv. Develop invite and send: Erin will create the invitation design
      v. Invite guests (based on theme/entertainment/etc): Kimber will send “Save the Date” notifications, and invites to supervisors of and new Pro Staff. Invites to go out officially after date and plans finalized.
      vi. Invite emeriti: after date and plans are finalized.
   b. Engagement goal and progress - PSA Senate has started attending HR new employee orientation hour, welcoming new Pro Staff. Katie gave presentation with Shared Leadership group. List still needed for all new Pro Staff in order to send welcome notes and phone calls.
   c. Professional Staff of the Year award - Nomination form was updated to reflect Emeritus form, with adjustment to remove recommending department references, and added “responsibility of recommender…”
   d. Employee Recognition Luncheon (Fall) update – Conversation with HR was positive. Kimber updated Senate on these developments, including more shared recognition HR/ACE. President’s Office Event Planning team (Margaret Satterlee) to assist with planning going forward.
e. Committees – Julie Bu attended recent Student Fee Committee meeting, sent on to President’s Office

5. New Business
   a. Emeritus application – Unanimously Approved new application
   b. Employee Appreciation Week
      i. Set Date – discussion on whether 9th-13th or 16th-20th, to be finalized at next meeting.

6. Other

7. Adjournment
   Meeting adjourned at 2:04 PM
Members in attendance: Kimber Shaw, Julie Bu, Erin Colburn, Matt Lundgren, Rebecca Young, Aaron Culver, Daniel Gold

Absent: Mike Gibson, Leif Nelson, Katie Thomas, Kori Whitney

1. Call to Order
   Kimber Shaw, President, called the meeting to order at 1:05 PM

2. Minutes
   a. March 29, Minutes Approved

3. Treasurer’s Report
   a. No change from previous report

4. Old Business
   a. Spring Business Luncheon - Orange Burlap and blue napkins for decor. Idaho Potato Pins and Idaho Potato Bars potential for tables; Julie will contact Idaho Candy Company. Erin will work on Crossword Puzzle and other games for tables. Flyer for Luncheon was distributed, and UStore currently with 50 reservations. Senate to do outreach to departments to increase involvement. Spuddy Buddy mascot not available; Rebecca to procure Mr./Ms. Potato Head costume. Kimber reached out to departments, door prize baskets to contain potatoes and recipes; Julie’s Department will handle. All proceeds from drawing will go to Horsebit Pantry. Jared Everett will be doing comedy/presentation. Julie will work on compiling service photos of staff; reminder will be sent.

   b. Professional Staff of the Year Award - Four nominations were received, Senate needs panel of 3 to decide; 5 volunteers: Katie, Rebecca, Matt, Daniel, Erin to form review panel. Each member will rank nominations via email, and convene if no consensus is developed. Deadline is week of Luncheon, though sooner is better.

   c. Staff Appreciation Week - Blood drive set for Wednesday, May 18 from 9 AM - 2 P.M., separate specific communication to be sent; all donors will be entered in raffle for Mountain Home Country Music Festival tickets. No Zoo Boise arrangements could be agreed upon. No extra BAM discount (already discounted with Boise State ID). Ice Cream Social all set for both day and night staff. Bowling and Volleyball signups need to be disseminated. Katie is working on door prizes from the Bookstore. Still awaiting news on discount for the Village at Meridian. ACE Luncheon has been moved to the same week.
5. New Business
   a. Nominations – Senate nominations included 14 Senators. President, Vice President, and Secretary had single nominations, but will be open for write-ins.

   b. Election - Election to be held next week.

6. Other
   a. Discussion regarding organization change, and change management; what kind of impact can the Senate have on campus? Event planning has been main focus of Senate this session. How can the Senate engage the Pro-Staff community and further affect the campus? Further discussions to be held.

7. Adjournment
   Meeting adjourned at 2:02 PM
1. Call to order-1:03 PM
2. Minutes
   A. March 1, 2016 minutes approved
   B. Spring luncheon planning minutes (March 14, 2016) approved
3. Treasurer’s Report
   A. No updates from last report (no new expenses)
4. Old Business
   A. Spring Business Luncheon planning – May 12, 2016
      i. Menu is Idaho Potato Bar – selected an upgraded dessert
      ii. Cost of 14.30 pp; 18% discount cost is 11.44; cost to participant is 9.43+tax ($10.00); subsidizing 2.01 pp (max will be $408, based up on 200 attendees).
      iii. Kimber distributed the Save the Date correspondence
      iv. Develop invite and send—Erin has initial approval from Branding for “Great Idaho Potato Bar” invitation plan. Kimber will reach out to Horse Bit for donation jars to be utilized for collections at luncheon.
      v. Invite guests (based on theme/entertainment/etc)—Kimber and Julie reaching out to Idaho Potato Commission to see if “Spuddy Buddy” would be available. Discussion on whether raffle or door prizes more appropriate; Rebecca will contact Compliance for clarification. All proceeds to go to the Horse Bit Pantry. Theme to be Supporting Horse Bit and our Community; possible slide show of Pro-Staff photographs while in service.
      vi. Invite emeriti—Emeriti data for PSA Senate and at HR incomplete; discussion on possible methods of identifying Pro-Staff Emeriti. Kimber will get list and identify to best of her ability.
   B. Engagement goal – new employee list for contacts—Kimber will share document with list of new Pro-Staff and Senate will decide method of contacting.
   C. Participation in new employee orientation – changes—Senate participation has been returned to the Monday session and will be greeting new staff at approximately last 30 minutes of (10:30-11:00AM).
D. Professional Staff of the Year award—As of date, only single nomination; Kimber will send reminder of impending deadline.
E. Nomination process—Senate unable to discuss due to time constraints
F. Committees—Senate unable to discuss due to time constraints
G. Staff Appreciation Week planning
   i. May 16 – 20
   ii. Monday – bagels and coffee; cost last year was approx. $600
   iii. Tuesday – Poker run and blood drive—Kimber is working on reaching out to former Senate member on interest in organizing Poker Run; Matt has confirmed Blood Drive.
   iv. Wednesday – Zoo discount (or event); bowling; Aramark discount on coffee—Erin and Julie will assist with Bowling; Katie will confirm Aramark discounts; Julie still following up with Zoo Boise on possibilities for either discount or requesting the Zoo stay open late for Staff.
   v. Thursday – BAM discount (?) and ice cream social—Kimber working on BAM discount; Katie is surveying departments for percentages of night/swing shift employees to gauge how much Ice Cream should be ordered.
   vi. Friday – activity day—Jared Cox attended meeting to discuss possibilities with Senate; Volleyball successful in the past, potential for two time slots and round robin tournament (11-12 and 12-1). Discussion on other potential possibilities included Golf, Mini-golf, Ultimate Frisbee, Kickball, and Dodgeball. Senate settled on Volleyball and Kimber will contact Warm Springs Golf Course for potential discount for Staff. Volleyball will be held at Rec Center, indoor, and will be organized by Jared Cox on day of. Senate should put together initial sign-up form to gauge interest, although pre-registration not required. This form should be similar or same form as Bowling. Discussion on potential prizes for winning times: Bookstore to donate T-Shirts? Gift cards? Discounts? Senate purchase shirts and Bookstore print them?
   vii. Week long – Rec Center free—This has been confirmed by Kori with Lisa Stuppy.
   viii. TBD – Bookstore discount, Village discount—Katie will work on Bookstore and Kimber to follow up on Village.
5. New Business
   A. Employee Benefits Fair—Senate unable to discuss due to time constraints
   B. Banner—Senate unable to discuss due to time constraints
6. Other
7. Adjournment-2:02 PM
Members in attendance: Kimber Shaw, Erin Colburn, Matt Lundgren, Aaron Culver, Kori Whitney, Rebecca Young, Daniel Gold, Katie Thomas

Absent: Julie Bu, Leif Nelson, Mike Gibson

1. Call to Order
Kimber Shaw, President, called the meeting to order at 4:25 PM

2. Minutes
December minutes reviewed and approved by all members.

3. Treasurer’s Report
Report reviewed and approved by all members. As of 1/21/2016 the Senate budget stands at $1326.62. Kimber Shaw will review previous budgets to examine former Spring spending.

4. Old Business
   a. Review committees for recruitment: Will be opening for Calendar Committee in Fall 2016. Senate to recruit for Parking Advisory Board committee member.

   b. Goal(s) for year: Public “Thank you” to Rebecca Young for her testimony on CEC! – Discussion continued from previous meeting regarding ideas to promote engagement; Senate to bring along professional staff member to meeting seemed feasible, but more spacious meeting place would be required. Question raised as to the purpose of seeking engagement from pro-staff? – The best way which to communicate with pro-staff? Too much email? Senate decided that the focus should be on reaching people and encouraging involvement so that good ideas may be cemented out for next year (collaboration with Shared Leadership group discussed; Katie Thomas will reach out to them). Current outreach to pro-staff should include what has been accomplished by the Senate, and what the Senate has plans to accomplish. Senate members will be attending New Employee orientations in order to welcome new employees to campus and introduce them to Senate. (Kimber Shaw will also reach out for query of New Employees so that Senate can reach out and “say hello” to new staff members).

5. New Business
   a. Upcoming elections: Election impending for officers, organization to commence.

   b. Professional Staff Award 2015: Nominations due by February 26th.
c. Spring Business Luncheon date and planning: Discussion on including various campus committees on luncheon so that pro-staff have understanding of what involvement is occurring. Tentative date for week of April 18th, on a Wednesday or Thursday.

d. Village Day proposal: Owners of Fleet Feet floated the idea of a “Boise State Day” which would include discounts for Students/Faculty/Staff. Senate liked the idea of tying this into Staff Appreciation Week. Katie Thomas will follow up with Rachael Bickerton and Texie Evans on ability to pursue this.

e. ACE Senate Changes: President of ACE stepped down after “no-confidence” vote. Several members stepped down in solidarity. Unclear as to future of group.

6. Other
   Staff Appreciation Week: Aiming for mid-May time frame. Discussions on including Village day outlined above.

7. Adjournment
   Meeting adjourned at 5:14 PM