Meeting Minutes

Location: SUB, Farnsworth
Date: Friday, December 7, 2018
Time: 11:00 AM

Attendees: Veronica Cuppy, CID, Dalton, Business Manager, Linsey Hartke DPS, Jacy, Tana, Francisco, Charity Strong, Rob Littrell, Chelsea, Eileen

I. Call to Order/Minutes
   a. Prior to the meeting – please review the minutes from the previous meeting
   b. 2018-2019 PSA Meeting Minutes not approved (July through current)
   c. Previous minutes not yet approved (please review March, April, May, and June)
      - Tana: 11:03am - holding off on approving while waiting for quorum. Please review and will approve next time there is a quorum. Minutes can be approve by e-mail

II. Guest Speaker
   a. Veronica Cuppy: Introduction of all members
      i. Ms. Cuppy is with the College of Innovation + Design as a project coordinator. She asked to present at the next PSA meeting.
         - Fee waiver as employees is accepted at CID. Presented course list. Different certifications are included.
         - 12 different experiments - piloting 12 different program areas
         - Professional and Strategic Skills Program, - No pre-req. The Fee waiver works. Some online, some in person. Great resources for someone looking for an additional growth opportunity
         - Harvard Business School programs taught through CID - Certificates for completion which are case based, receive the Harvard “H” when done.
Q&A: Anything that your departments are doing that you see the connection or if there is an opportunity to collaborate reach out. It has not been marketed as much to staff. It’s been primarily marketed to students. Has looped around with HR to send out in the Newsletter and have made contact with ACE and is waiting for a contact back. Marketing through different touch points to show what is being offered. CID is different because there is a wide variety of electives, but only one major. Info is often shared through other colleges. Classes are offered on a small scale in the summer. Courses are traditionally a semester but there are a couple 7 week courses. Goal of these courses will acknowledge that not everyone is on a 4 year degree program and they are taught by an industry expert. They are not traditionally part of another college. You do receive credit but less degree pursuing.

III. Old Business

a. PSA Representation on Committee (Tana):
   i. Review the updated list
   ii. Discuss any needed representatives
   iii. Reporting back from committees

- Updated list presented.
- Need to report out. If you meet with a committee let Tana know so you can report to the group
- Tana will work on contacting the people on the list to see if there are new/different employees work on committees.
- List notes: Academic Committee - met and done for the year, Communication Committee - unknown, Employee Handbook Committee - active and added currently doing all University policies and procedures
- Employee Recognition Luncheon - the discussion is to move this luncheon to the end of the year and include it with Staff week which would mean moving the PSA business luncheon to the fall.
  - For Staff week do a first year with a second year to plan it. Charity will be on the committee, Tana will be on the committee, Chelsea will take on the planning of staff week. Charity will create a survey. Francisco, Linsey, Rob all said they will help with staff week.
  - If there is a second luncheon Chelsea will be looped in because its staff week. Linsey will help lead the luncheon this year. Someone will have to do solicitations for PSA staff of the year and moving forward from there. Concern is that there will not be the attendance for the business luncheon of there are too many too close together. Perhaps we include this on the survey.
  - PSA meeting in January where there will be more information to share regarding the move. We may need budgetary support from the President’s Office to do both because both luncheons would be in the same budget year.
  - Chelsea will need support with generating ideas. We can duplicate what has been done in previous years. Coordination is the most important goal.
  - Staff week sneaks up on you so it needs to get started now
- Will decide in January about the spring luncheon
• Items in red have to have someone from the PSA on it
  o Will reach out to Holly or Michelle about employee wellness. Eileen would be willing
• Facility Naming committee does not meet but just reviews...can be handled by e-mail - Rob will take this
• Dalton is on food service advisory board - meetings every two months to discuss options
• Networking Committee: Need to do this. Employees would like networking opportunities. In a post-Rachel world is that something we would like to take up? Charity thinks it’s important and we could engage people but would not like to take this one on. Perhaps it could be combined with the new employee group as well. What if this was called the Welcoming Committee. Perhaps doing it quarterly. Invite all new employees and notify all professional members as well. Put this on the survey.
  o Zab could lead this as the secretary...
  o Perhaps a quarterly newsletter. All could submit content and photos
• New Employee Welcoming Committee - Casserole Committee - Name TBD. Will relay finalized name to Tana - Tana receives a monthly e-mail that can be sent to Charity monthly. This committee also needs help. Let Charity know if you have bandwidth to assist. Linsey is willing to play too.
• Parking Advisory and Citation Appeals is dissolved
• PERSI Review Committee needs a rep: Daniel and Tana now but other support would be helpful, Dalton will play too
• Search Committee - Not active but may become more active in January. Please give names to Tana of people that we think may be a good fit.
• Student Fee Committee: Linsey - Hearings took place last week. Making recommendations soon. Recs will go to Executive Fee Committee in February. Group will meet again soon. There were 18 different cases presented for student fees. Time commitment is extensive but it is time well spent because new information was shared and it provided an enhanced view of what is taking place on campus.
• Tana will follow-up with Matt about volunteer committee and workplace climate committee

b. Constitution and Handbook
  • Will be sent out next week. Please take time to review. The handbook will be the next piece that will be pushed through. The constitution will need to be approved by vote. Will confirm what those requirements are.

c. President Search
  • People will likely start coming to campus in February - be thinking of questions.

IV. New Business

a. Meeting schedule
  • Meeting schedule. Does this work?: Mondays and Fridays are hard. IT is largely out of office on Fridays. Will send out another DoodlePoll and change the time. If we change it and set a new meeting we need people to come.
  • Send out a new survey for second semester. We could have up to 15 members if the new constitution gets pushed through. Perhaps this becomes a lunch meeting. A conference
call may be a good option. We would need to find a location that is conducive to that environment.