PSA Special Meeting Agenda

<table>
<thead>
<tr>
<th>Location:</th>
<th>Boise State Student Union Building, Bookstore Conference Room</th>
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<tr>
<td>Date:</td>
<td>Thursday, March 28th</td>
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<td>Time:</td>
<td>10:00 AM</td>
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<td>Attendance:</td>
<td>Tana Monroe, Charity Strong, Chelsea Avery, Dalton Routh, Daniel Gold, Fatima Cornwall, Francisco Salinas, Ilene McEnroe, Linsey Saras, Moriah O’Kelley, Rob Littrell, Zab Biason</td>
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I. Call to Order/Approve Minutes
   A. Change: PSA will subsidize pay $12 per person for food for the spring luncheon
   B. Minutes approved after this change is made

II. Information/Reminders
   A. Spring Luncheon
      a. Speaker: Dr. Tasha Souza
      b. Invitations have gone out
      c. Room is reserved, food is squared away
      d. PSA will send out another reminder email for this event
      e. Rob will prepare a PowerPoint to display at the luncheon
      f. Other ideas
         i. Printed handout “icebreakers,” with top 10 favorite places PSA members like to volunteer?
      g. Individuals can donate their lunches
   B. PSA picture
      a. Photographing services have not been secured yet
      b. The photo will be taken on the same day as the spring luncheon, so make sure you’re there
   C. Survey results
      a. Suggestions
         i. Social networking group
         ii. PSA orientation
         iii. Professional development
         iv. Opportunities to volunteer
      b. Print out the survey results and put them on the tables at the spring luncheon
      c. This document is in the team Drive
   D. Subsidize Emeriti?
a. Cover one person’s lunch

E. Staff Week
   a. May 13-16
   b. Budget
      i. The year before, Coffee and Carbs was free
      ii. No donations from Aramark this year
      iii. $760 from ACE last year
         1. Will ask ACE if they’re willing to do the same thing
      iv. What is the budget?
         1. $1,972 invoice for last year, credited $600-$700
      v. We need a budget so we can start getting food
      vi. Budget is about $2,500
         1. $2,000 from PSA, $500 from ACE
   c. People
      i. Last year, we ordered food for 180; should we use this same number for this year?
      ii. Bump it to 200
   d. Food
      i. Sliders, hamburgers?, chicken wings?
      ii. We can serve beer, fill out an alcohol permit
   e. Next year, Staff Week will be much easier for PSA, because it will be organized and ran by the President’s Office
   f. Disclaimer: faculty can’t win prizes
   g. At the spring luncheon, emphasize that faculty members must RSVP to make sure we have enough food
   h. Last year we used the O’Neil Room, which is no longer free
      i. We can still hold Coffee and Carbs in this room and just pay for it
   i. Donations
      i. Massages, bike, parking pass, etc.
      ii. Rec Center - membership donations?
      iii. The Flicks always donates, just send them an email
      iv. Center for Professional Development - gift certificate for a class

F. Constitution and elections
   a. Once the constitution is finalized, elections will begin
   b. Increase number of senators by one
   c. Splitting vice president and treasurer position
   d. We at least have nominations for each officer position

G. Welcoming Committee
   a. Goal: build connections across campus
   b. 40 people expressed interest, 17 people RSVP’d to the committee meeting, and 7 people were actually at the meeting
   c. ACE representation
   d. Put a flyer in a packet to advertise this group?

H. Handbook
   a. We need to update the handbook

I. Focuses for next year
   a. Professional development
   b. Staff inclusion
c. Employee benefits  
d. Mindfulness/stress reduction  
e. Sean Miller is going to be tapping PSA for HR projects

J. Support from leadership
   a. Often comes in the form of a policy; what would a policy look like that makes the community better?  
   b. Would it make sense to have a meeting with the policy director and HR?  
   c. Tana will get a hold of Shawn and see what his recommendation is for going about this

K. Even if you are not going to be an officer or senator next year, stay active and involved!

Meeting adjourned at 11:15am.

III. Date/Place of Next Meeting
   a. The next meeting is scheduled for April 25, 2019, at 10 AM. The location is SUB, Ah Fong Room.