February 10, 2011
Steering Committee

The meeting was called to order at 3:03 p.m.

Reata asked if there were any changes necessary to the December and January minutes. None were needed and the committee unanimously approved the December and January Steering Committee Minutes as written.

**Officer Reports**

- **President- Reata Strickland**
  - Cathy Morris from Housing and Residential Communities has been named the new chair of the Staff Life Committee.
  - Reata will meet with President Witt to discuss fund matching options for the Mark Foster Professional Scholarship when all of the paperwork is complete and the PSA has approved the Memorandum of Agreement.
  - The committee reviewed the MOA for the scholarship and agreed to send to the PSA general assembly for review and voting. There was a question about the GPA requirement that can be discussed at the February meeting.
  - Cheree Causey would like to speak at the February PSA meeting about the Early College program.
  - Amelia de los Reyes has resigned her PSA positions as CCHS representative and COC representative.
  - Reata received a folder full of thank you notes from the students at Brewer Porch and a note from the administrator. These notes will be brought to the February meeting in Gorgas Library.

- **President-Elect- Tom McLeod**
  - No report.

- **Past President- Jill Beville**
  - Jill would like to pass on the committee reports and bylaw amendments that she signed to the Historian. Jill will contact Randy to see how these are handled and provide that information to Reata for this year.

- **Secretary- Kristina Hopton-Jones**
  - No report.

- **Treasurer- John Chambers**
  - No report.

- **Parliamentarian- David Brown**
  - No report.

- **Historian- Randy Mecredy**
  - No report.

**Committee Reports**

- **Nominations and Elections- Tony Daily**
  - Tony has text ready for nominations and elections process but has not developed the Survey Monkey voting process yet. The nomination email is to go out via email on Monday, February 14.

- **Assembly Operations- David Brown**
The committee met on January 27 and discussed the purpose of the committee.
The committee discussed the contributions Mark Foster made to the PSA and the AO Committee. The committee has endorsed the Mark Foster Professional Scholarship.
The committee has committed to reviewing the bylaws annually.

- Communications & Public Relations - Allan Guenther
  - Jackie Howell will be the new chair of the C&PR committee.
  - Allan has reviewed the reports from the newsletter and found that the open rate was 30% and the most frequently followed link was for the Web for Dummies program.
  - Allan will send out the nominations email on Monday, February 14, a reminder, and then the election ballots on March 7.

- Professional Development - Sonya Dunkin
  - The Web for Dummies program has 52 participants so far. Emails will be sent out again promoting the event. The agenda is really exciting and the whole committee has given 100% to this project.
  - The Outstanding Professional Award has received 4 nominations so far.

- Service and Outreach - Ralph Clayton / Mary Thornton
  - The committee will begin the Professional Clothing drive to support Tuscaloosa’s One Place. The committee had a flyer developed for this project that will be given out at the February meeting. Donations will be accepted between February 14 and March 25. Donation locations are Rose Administration break room, Crimson Ride Hub, Health Center lobby, and UREC lobby.

- Staff Life - Cathy Morris
  - No report.

- Technology
  - No report.

- Web - Donald Malone
  - No report.

New Business

- We will have the MOA vote at February meeting. A copy of the MOA will go out with the meeting reminder for the February meeting and January minutes.
- Annual reports are due at the end of March.
- Jill suggested the AO committee review Article 3 Section 7 of the PSA bylaws regarding vacancies.
- Elections will be held in March. At the February meeting, Reata will ask for nominations. So far the following have been nominated:
  - Allan Guenther has accepted a nomination for President-Elect for the PSA for next year.
  - Gayle Howell has accepted a nomination for Secretary for the PSA for next year.
  - We still need a Treasurer nominee.

Old Business

- Please invite the new chair of your committee to attend the March Steering Committee Meeting.

Announcements

- The next Steering Committee Meeting will be Thursday, March 10 at 3:00 Lloyd Hall.
- The PSA General Meeting will be held in 205 Gorgas Library on Thursday, February 17 at 3:00.

Adjourn 4:00