The meeting was called to order at 3:00 p.m.

The first order of business was to approve the minutes for June and August. The Steering Committee unanimously approved the minutes for June and August. They are posted on the PSA website.

**Officer Reports**

- **President - Reata Strickland**
  - President Witt’s Fall Address will be held on Tuesday, October 5, 2010 at 1:30 in the BCC/Rast Room. Reata will speak on behalf of the PSA.
  - Reata is calling the list of PSA members who have missed 3 meetings. Some of the people no longer work at UA and some asked for a reminder calendar. That has been set up on the PSA website. You can link this Google calendar with your Outlook calendar.
  - The November general assembly meeting has been moved from 18th to the 16th due to the football game change and activities.
  - UA annual United Way drive kicks off on September 30th.
  - Reata attended a Professional Development Committee where they planned and discussed the upcoming seminar meeting tentatively titled, “Web for Dummies.”

- **President-Elect - Tom McLeod**
  - Would like everyone to think about stepping up or recruiting members to serve as Secretary for next year. Our current member will be rolling off of the committee.

- **Past President - Jill Beville**
  - Jill attend the Faculty Senate meeting on August 24. She will report on the meeting next week at the PSA General Assembly meeting.

- **Secretary - Daphne Wright for Kristina Hopton-Jones**
  - Kristina asked Daphne to ask the committee to vote on adding an at-large member who would like to join PSA. Jim Johnson. There were no objections to adding Jim Johnson. A motion to accept was seconded. The committee unanimously approved the appointment of Jim Johnson. Kristina will send him a welcome letter. Mark Foster will send an invitation to serve on a committee of his choice.

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

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

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

- Nominations and Elections- Tony Daily
  - The committee is going through the N&E folder to identify what they need to do so they can hand down an official folder to next committee chair. The committee is attempting to make the election process better defined and more transparent to the PSA as a whole. The goal is to have a plan by the December meeting so the committee can be ready in January for the next election. Reata suggested WUFU.
  - The committee is also evaluating the number of representatives assigned to each department/college.

- Assembly Operations- Mark Foster
  - No report.

- Communications & Public Relations- Allan Guenther
  - The committee sent out the Fall PSA newsletter last week. The open rate was 26%, which was higher than in spring.
  - The committee plans to send out the next edition of the PSA newsletter before the next elections and making it a feature article. They will also including the “Web for Dummies” training session planned for the spring term.
  - There will be a feature article about Brewer Porch in an upcoming Dialog Extra.
  - The committee asked for suggestions for making the e-mail newsletter with a directory on top so people will know what it is in their e-mail in box. Donald suggested linking to a web page.

- Professional Development- Sonya Dunkin
  - The committee is developing the “Web for Dummies” program. The first training session will be set for February, 2011. If you have suggestions on additional topics, please let Sonya know.

- Service and Outreach- Ralph Clayton
  - The Brewer Porch fundraiser has been extended to September 29th.
  - The UA United Way drive will end on December 6th.
  - The PSA fall Coat Drive will be held from October 1st through December 1st. Please let people know that the drop-off location is the Crimson Ride HUB and Ralph will have tubs for donation deposits available. Donated coats will be sent to Temporary Emergency Services.
  - The Brewer Porch garden project is expanding! Brewer-Porch is making this project part of their academic curriculum. The Arboretum is donating the supplies.
  - The annual UA Health Fair will be held on October 13th. We will need volunteers from PSA.
  - A date is being coordinated for the semester blood drive.
  - Reata suggested collecting professional clothes for men and women from PSA members.
  - Tony suggested an e-mail be sent out as reminders/notification.
  - Reata will put dates on the calendar.

- Staff Life- Tom McLeod
  - Tom asked the steering committee to encourage current PSA members to select and participate in a committee. Reata reiterated how important committees are to the PSA and to UA. Mark suggested distributing a card with the various options for committee participation.
  - Reata will look at the website and ask for committee chairs to update their list with current members so that it will be easier to identify who is not currently participating in a committee.
  - Kendra Daily was elected as co-chair of the SL committee and attended the meeting today.
  - Email links to Bama Perks was sent out last week. Please invite businesses to participate. Benefits will put out information during open enrollment.
- Technology - John Hawkins
  - No report.

- Web - Donald Malone
  - No report.

- Career Connections - Naomi Powell
  - The call for staff volunteers for Career Connections was closed today. Forty employees volunteered with an interest in 42 different areas of expertise. Reata suggested the committee use the WUFU program as a tool to limit the number of students so they do not surpass the number of professional volunteers. This needs to be set up by September 20. The tech committee will help with this.
  - There is an article about career connection in the Dialog and online.

**New Business**

- New Committee Chairs Sonya Dunkin and Kendra Daily
- Please join the PSA Facebook page!
- The September 16th general assembly meeting will be held at Bryant-Denny Stadium in the Recruiting room. Come in gate 1 the recruiting room is right behind the welcome desk. Kristina will send out message the day before the meeting.
- David Bertenzetti asked if he could meet with the steering committee about the upcoming benefit changes. This has yet to be scheduled, but will be sometime in the week of September 20 or 28.
- Reata received an email about running an article in Dialog featuring the PSA. Reata will provide the names of the committee chairs to the reporter, and please let her know if you need help.
- Brewer Porch FUNdraiser – This will be held at Letters (Hops & Vines) 701 Paul W Bryant Drive. Enjoy Wine and Beer tasting with colleagues while supporting Brewer Porch. $5 of the $10 charge will go to the Brewer Porch Holiday Project. September 30th at 5:30 – please invite everyone you know!
- Topic for discussion. Letter from employee regarding Wireless Communication Stipend Policy.
  - Reata will ask Christina in OIT (a PSA member) to speak on this new policy change.

**Old Business**

- PSA Scholarship. We need $20,000 to endow a scholarship and it must be sent to the Board of Trustees for approval. There are various rules associated with this, one being, that the PSA can only touch a certain percentage per year. Details will be gathered and all pertinent information will be shared at the next steering committee meeting and put up to a vote.

**Announcements**

- Reata will send out agenda for general assembly meeting next week.
- The next Steering Committee Meeting will be Thursday, October 14 at 3:00 Lloyd Hall.
- PSA General Meeting Thursday, September 16 at Bryant-Denny Stadium.

- Adjourn at 4:00 p.m.