STEERING COMMITTEE MEETING  
March 8, 2012

The meeting was called to order at 3:30 p.m. by Tom McLeod, President.

Minutes Approved from February 2012:
Reata Strickland identified a correction to be made in the February 21, 2012 minutes. Reata Strickland made a motion to approve the minutes as corrected. The assembly unanimously approved the February minutes.

Officer Reports:

President: Tom McLeod
- Tom spoke on Curt Ward’s behalf about the nomination process. Curt has been able to remove a couple of names of people who did not want to be nominated. Their representation will be open to write-in nominations. Tom will send an email of gratitude to all members whose terms expire this month.
- Tom sent a letter of congratulations to Dr. Bonner on her appointment to the position of Interim President. He thanked her for her support of the PSA.

President-elect: Allan Guenther
- Allan congratulated Tom for the successful luncheon between the Faculty Senate officers and the Professional Staff Assembly officers.
- Steve Miller, Director of Book Arts Program, will be the new Faculty Senate president.

Past-President: Reata Strickland
- The Mark G. Foster Scholarship has received approximately $2,700 in donations to-date. The Scholarship Committee members will again this year select the recipient. They will review application in June or July.

Secretary: Gayle Howell – No Report.

Treasurer: John Chambers – Absent

Parliamentarian: David Brown – Absent
Committee Reports:

Nominations and Elections: Curt Ward
- Jessi Hutchins reported on Curt’s behalf that over 300 professional staff voted in the election. The Committee suggests that they take on the role of providing new member orientation. Tom recommended that a meeting with newly elected members be held 30 minutes prior to the April General Assembly meeting. Allan suggested that the new officers attend as well.

Assembly Operations: David Brown – No report.

Communications and Public Relations: Jackie Howell & LaTasha Watters
- LaTasha Watters was elected at the last Committee meeting as co-chair.
- Jackie met with Renae Sullivan of OCT this past January to learn how to set up and use mailchimp in this year’s nominations and elections process.
- The Committee mailed out two newsletters; one was general in nature (Feb 9th) and the second pertained to service opportunities for members (Mar 6th).
- Four eBlasts have been sent; web training announcement (Feb 1), nominations (Feb 10), elections (Feb 28), Outstanding Professional Awards nominations (Mar 8). Another eBlast on the OPA nominations will be sent Mar 27 and invitations will be sent when ready.
- The Committee is pursuing the means to have an article published in The Tuscaloosa News on the on the many activities of the Service and Outreach Committee.

Professional Development: Sonya Dunkin
- Sonya introduced Rachel Frazier and Deidra Perry as the two new Committee co-chairs.
- Sonya heard a little feedback from some professionals that they didn’t know which department under which they are assigned, so they didn’t nominate anyone for the PSA.
- The Committee held the two workshops. Human Resources conducted satisfaction surveys and the results were positive.
- The Committee is developing a needs survey to identify other training needs and interests. It will be launched in April or May.
- The Outstanding Professional Awards plans are going well. They will follow up with Dr. Bonner to see if she will still be available to attend the awards ceremony.

Service and Outreach: Julie Elmore & Mary Thornton
- Julie reported that Peter Pierre, who works at the Supe Store, donated a large box of magic markers for Caring Days.
- The PSA has collected 158 cell phones to-date. The goal is to collect 300 by March 30, 2012.

Staff Life: Amy Ratliff
- Amy has met with the Committee members and is now reviewing the child care survey that was conducted last year.
- The Committee members elected Amy as their chair.
Web and Technology: Donald Malone – No report.

Announcements:
Steering Committee: April 12, 3:30 p.m. 216A Lloyd Hall
PSA General Meeting: April 17, 3:00 p.m. Graves Hall, room 118

• Tom reminded the committee chairs to submit their annual reports to himself, Gayle, or both. The reports will be posted to the PSA website.
• Allan thanked Tom for making the transition very smooth.
• Allan will represent the PSA and speak on the Assembly’s behalf at the April 17 President’s Address.

Adjourned at 4:28 p.m.