The meeting was called to order at 3:00 p.m. by Tom McLeod, President.

The first order of business was the approval of the minutes of the March minutes. The minutes were unanimously approved as written.

**Officer Reports:**

**President:** Tom McLeod
- He had several points to discuss under New Business and had no other report.

**President-elect:** Allan Guenther
- Allan has secured a General Assembly meeting place for fall semester: 118 Graves Hall. The system would not allow him to reserve that location beyond December.

**Past-President:** Reata Strickland
- Reata posted the minutes of the March Steering Committee and the General Assembly meetings to the website.
- She uploaded three reports.
- Reata distributed a copy of the Ad Hoc Scholarship Committee’s proposed eligibility criteria and application process for the Mark G. Foster Scholarship. The document, with the input of the Steering Committee incorporated, will be read at the next PSA meeting. The goal is to have a presentation of the first scholarship in August 2011. Reata will post the MOA to the website.

**Secretary:** Gayle Howell
- No report.

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

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

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

**Committee Reports:**
Nominations and Elections: Tom Daily
  o No report.

Assembly Operations: David Brown
  o Dr. Richard Livingston represented David. He suggested that the responsibility for archiving PSA documents rest with the Historian.
  o The committee is investigating a manner for submitting minutes to the University archives.

Communications and Public Relations: Jackie Howell
  o No report.
  o Reata will call on the committee to disseminate an email to all professional staff on campus announcing the availability of the Mark G. Foster Scholarship. The message will include a link to the application form.

Professional Development: Sonya Dunkin
  o The committee has selected the award winners. The top four nominees will be notified as well as their nominators. Her supervisor was nominated, so she and Allan Guenther abstained from the vote.
  o A potential delivery problem to bama email addresses may have been experienced. Reata and Allan will investigate.

Service and Outreach: Julie Elmore & Mary Thornton
  o The committee did not meet this month.
  o Mary collected the donated clothes at the collection sites for Tuscaloosa One Place.
  o Tom had told Mary about the SGA starting a clothing collection project. He will put Julie in touch with the SGA point of contact.

Staff Life: Cathy Morris
  o The committee has met one time. Their focus is on developing marketing tools to increase understanding on campus of what the PSA does.
  o The committee plans to devise and conduct a survey to ascertain concerns that professional staff has currently.

Technology: Vacant
  o Reata suggested that Donald Malone may be interested in serving on the Technology Committee. If he vacates his seat on the Web Committee, Reata will maintain the PSA website for the next year.
  o Kathy volunteered to serve on the Technology Committee.

Web: Donald Malone
  o No report.
New Business:
  o Reata clarified the role of the ad hoc committees on the Steering Committee. The chairs of these committees only attend the Steering Committee meeting when they have something to report.
  o Tom reported that we have standing committee vacancies in the following: Safety and Security, Equal Opportunity, Student Health, University Recreation, Intercollegiate Athletics, and IT. He asked for input on whom he should approach for these committees.
  o Tom explained the decisions that were made last week concerning the election ties. Allan raised a question concerning the University Recreation Center’s and the Counseling Center’s representatives.
    ▪ Reata Strickland moved to accept Tom’s proposal for filling the PSA seats (see attached file). The motion carried.
  o Tom reported that seven people were nominated for PSA seats which were not open for nomination. An additional four have expressed interest in serving this year. These could be at-large positions. He asked the Steering Committee to give him approval to allow him to find at-large opportunities for them.
    ▪ Kathy moved that Tom fill the at-large positions as he sees appropriate. The motion carried.
  o Tom provided a list of names of PSA members who have missed four or more meetings in the last nine months. He will compose a letter to them.
  o Agenda items for next month’s meeting:
    o Tom will propose a bylaws change concerning officer seats and how they’re counted in the membership seats.
    o The development of an annual President’s Award.
    o A proposed procedure for dealing with election ties.

Old Business:
  o None.

Announcements:
  o The next Steering Committee Meeting will be Thursday May 12 at 3:00 in Lloyd Hall, New College Conference Room.
  o The PSA General Meeting will be May 19 at 3:00 in the Gorgas Library.

Adjourned at 4:15 p.m.