October 14, 2010
216A Lloyd Hall Steering Committee

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

The first order of business was to approve the minutes for September. The minutes were passed around to the steering committee for review. A couple changes were noted on the draft. The steering committee unanimously approved the revised minutes for September. They are posted on the PSA website.

Officer Reports

- President- Reata Strickland
  - Reata spoke at President Witt's Fall Address on October 5 and did an outstanding job representing the PSA.
  - Andy Rainey would like the PSA's feedback about the UA calendar. He would like to speak at the October meeting to give a general overview of the calendar and find out what functions are currently used and what functions would be helpful to professional staff members.
  - As of today, the Brewer-Porch project account total is $1,280.
  - The notice for Career Connections was in the 10/12 UA Student News email that goes out each Tuesday night.
  - Janice Palmer from HR would like to make an announcement about Skillsoft at our October meeting.

- President-Elect- Tom McLeod
  - No report.

- Past President- Jill Beville
  - Margaret Garner from the Faculty Senate would like to speak to the PSA about the Higher Education Partnership. Will a total membership of 114, Margaret would like our assistance with a membership drive.
  - Dr. Karen Steckol has had a relapse with her fight against cancer. Jill will pick up a card and bring it to our October meeting so that the PSA membership can sign and encourage Dr. Steckol as she is out of the office on medical leave.

- 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
  - No report.

- Assembly Operations - Mark Foster
  - No report.

- Communications & Public Relations - Allan Guenther
  - The committee is now working on the January PSA newsletter last week.
  - Allan will be out of town next week and will not be at the October meeting.

- Professional Development - Sonya Dunkin
  - The committee is working with Lisa Sandy on the development of the “Web for Dummies” program. The first training session will be set for February, 2011. The committee is trying to identify interests and skill level to gear the training toward the majority.
  - The committee will soon begin working on the Outstanding Professional Award.
  - Sonya will be out of town next week and will not be at the October meeting.

- Service and Outreach - Ralph Clayton / Mary Thornton
  - The committee (Ralph and Julie) met on Wednesday.
  - The committee will do one last Brewer Porch fund drive at the conclusion of the United Way campaign.
  - The PSA fall Coat Drive started October 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. All sizes are needed.
  - The dates for the blood drive have been selected. The committee will promote the drive once they receive confirmation of the dates.

- Staff Life - Tom McLeod
  - No report

- Technology - __________
  - John Hawkins has stepped down as Technology Committee Chair. Reata will attend the next committee meeting and attempt to find a replacement.

- Web - Donald Malone
  - The student application for Career Connections is up and running.

New Business

- The November meeting will be held at Smith Hall. Randy Mecredy will give a tour of the newly renovated museum prior to the meeting at 3:00. Kevin Stevens, Chief Procurement Officer, will address the PSA on the wireless communication stipend policy at the November meeting also.

- Allison Arendale is the PSA representative to the Faculty Staff Benefits Committee. That committee meets at the same time as the general assembly meetings of the PSA. The steering committee agreed that it is important for the PSA to have representation at the FSBC, so David suggested the PSA President excuse Allison from PSA meetings without penalty.
Martha Rogers, President of TUARA contacted Reata and asked if the PSA would like to have a representative on their committee. Reata will speak with Martha again and let her know that the TUARA representative on the PSA is Elaine Globetti.

- The United Way Campaign has begun.
- David Bertenzetti and Allison Arendale met with the committee to explain the health care benefit changes. David will send someone from Benefits to the October meeting to explain the changes to the PSA.
- David Brown mentioned that the new Nursing building may have classroom openings for future PSA meetings.

**Old Business**

- PSA Scholarship. We need $20,000 to endow a scholarship and it must be sent to the Board of Trustees for approval. If you have ideas on how to raise the money for this scholarship, please see Reata.

**Announcements**

- Reata will send out agenda for general assembly meeting next week.
- The next Steering Committee Meeting will be Thursday, November 11 at 3:00 Lloyd Hall.
- PSA General Meeting Thursday, October 21 at 3:00 in 118 Graves Hall.

- **Adjourn at 4:00 p.m.**