



## STEERING COMMITTEE MEETING May 9, 2016

The meeting was called to order at 3:35pm by Darrell Hargreaves, President.

Minute correction from April: Next PSA meeting date to be changed from June 16<sup>th</sup> to June 9<sup>th</sup>. Minutes from April were approved and will be posted to the PSA website.

### Officer Reports:

#### President: Darrell Hargreaves

- Updated PSA roster was handed out to the Steering committee members who were present. Five vacant spots need to be filled. One of those spots will be held for a representative from the Division of Strategic Communication. Three names were put forth to fill vacant spots: Stephanie Freeman from Capstone International Services, Vanessa Goepel from the Office of Disability Services (Academic Affairs), and **Jessica Anderson from Education**. This will leave one spot not filled and one intentionally left vacant for the Division of Strategic Communications. This new roster will be put into the drop box and a listserv set up.
- Discussion regarding the PSA calendar of events and Invitees. Working on a select few meetings to have a VP attend to listen and get/give feedback. An idea to run this meeting would be to have a mediator guide the discussion through particular topics the VP would be made aware of before the meeting.
  - Proposed PSA guests:
    - Dr. Bell to attend the August or September meeting.
    - Travis Railsback to discuss the Fair Labor Act/Parental Leave in September or October meeting.
    - Social Meet and Greet-purposed to have it before the August meeting.
    - Town hall meetings were also put forth for this calendar year.

#### President-elect: Robert Baxter

- Meeting room has been reserved for the fall PSA meetings: 247 Bryant Hall for the 3<sup>rd</sup> Wednesday of each month from 3:30-4:30pm.

**Past-President:** Jennifer Clark (not present)

- Report given by Darrell Hargreaves- The Strategic Planning Council is continuing to fine tune the Strategic Plan. Right now we are working on goals for a 1st year action plan to go along with the Strategic Plan. The idea is that the main plan will be in place for 5 years, but each year will have its own set of goals. At the end of the first year, we'll reassess and set goals for the next year. The whole things should all be complete and released to the public by the end of August.

**Secretary:** Emili Alexander – no report

**Treasurer:** John Chambers- not present

**Historian:** vacant-no report

**Parliamentarian:** vacant-no report

### **Committee Reports:**

**Assembly Operations:** Terry Grimm- no report

**Communications and Public Relations:** Rebecca Royen- not present

**Professional Development:** Amy LeePard

- Thank you cards will be sent to those who participated in the OPA.
- Starting to gear up for the Mark Foster Scholarship award. Nomination forms will be sent out in July. Plans are set to invite Mark Foster's family to the presentation of the scholarship.

**Nominations and Elections:** Cori Perdue and Holly Grof

- First meeting set for July 29<sup>th</sup>.
- Plans to look/discuss UA's org chart.
- Will search out a representative for the Division of Strategic Communication.

**Service and Outreach:** Daphne Wright and Patricia Powe- not present

**Staff Life:** Danielle Clark

- Three main projects to work on this year: FLSA, Parental leave resolution, and Educational benefits (making them more staff friendly).
- Plans to hold a June meeting with Travis Railsback present to discuss the details of the FLSA and Parental Leave.

**Technology and Web:** Kim Smalley- not present

**Old Business:**

- Tasked by Darrell Hargreaves to have each committee to formulate goals. These should build excitement and increase involvement in the PSA.

**New Business:**

- None.

Next Steering Committee will be on July 14, 2016 at 3:30pm.

Adjourned at 4:29pm.