



## **STEERING COMMITTEE MEETING**

### **September 9, 2016**

The meeting was called to order at 3:37 pm by Darrell Hargreaves, President.

Minutes from July were approved and correction made on the next meeting date. They will be posted to the PSA website.

#### **Officer Reports:**

##### **President:** Darrell Hargreaves

- Darrell will represent the PSA on the search committee for Chief Diversity Officer. They will meet next Friday at 1:30. If you have any suggestions that he needs to bring forward as the search begins please let him know.
- Darrell is meeting with the Higher Education Partnership on September 13<sup>th</sup>. This is a group who advocates for higher education in Montgomery, AL. They are looking to come speak to PSA, but they are meeting with Darrell to discuss this.
- Confirmed that Brewer Porch would be speaking at the September General Assembly meeting, the committee is waiting on a firm date from her.
- A representative from the University Club will be coming to the September General Assembly meeting to discuss membership for staff members.
- During the October General Assembly meeting HR will be coming to speak to the assembly regarding the Fair Labor Standards Act. HR has sent emails to the 600 UA employees who will be affected by this change and managers and supervisors will have a training to learn the new policies.
- 2 people have recently dropped out of PSA. Chris Lee was voted into an At-large position.
- UA BOX PSA folder has now been updated.
- Darrell is still working on a Parliamentarian and an Assembly Operations Chair.
- Thanks were given to all the committees for submitting their goals for the upcoming year. Strategic Communications will put our initiatives on their website.
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##### **President-elect:** Robert Baxter

- The Provost Search Committee met 2 weeks ago to set meeting dates. They are using a search firm to help fill this position. They are in the process of setting up

a job description for the hiring process and Robert will let us know when it is posted.

**Past-President:** Jennifer Clark- absent

**Secretary:** Emili Alexander – no report

**Treasurer:** John Chambers- absent

**Historian:** Julie Elmore- no report

- As United Way committee chair Julie gave an update on this year's fundraising. UA's goal will be \$365,000. Please encourage everyone in your department to turn in their pledge cards as that also counts as participation. Last year we were number one in participation, followed closely by Auburn University. The Kick-Off event will be held on 10/6/16 from 2-3:30 in the Ferg Plaza. Donations will most likely be cut off at the end of November.

**Parliamentarian:** vacant

**Committee Reports:**

**Assembly Operations:** vacant

**Communications and Public Relations:** Rebecca Royen

- Emails were sent out for nominations for the Mark Foster Scholarship.
- Email invite was sent for Dr. Greenfield's upcoming presentation on 9/12/16. It was also posted on social media and the UA events calendar.

**Professional Development:** Amy LeePard-absent

- Darrell reminded everyone of Dr. Greenfield's presentation on 9/12/16 at noon in 205 Gorgas.
- The Mark Foster Scholarship presentation will be during the September General Assembly meeting.
- The Committee is currently working with Teresa Faulkner and HR regarding the free resources from Skillport and how to partner with the PSA.

**Nominations and Elections:** Cori Purdue and Holly Grof- no report

**Service and Outreach:** Daphne Wright

- Committee meets this month to discuss fundraising opportunities for Brewer Porch. They are looking into the possibility of having "spirit nights" at local restaurants who will partner with us to donate proceeds to the center. Daphne will keep us posted on this progress.
- She will address the PSA regarding payroll deducts for the months of September, October, and November.

- The “Footwear for Furbabies” shoe drive is still happening. Contact Daphne if you have shoes that need to be picked up so she can keep a running tally of how many PSA donates.

**Staff Life:** Danielle Clark

- The committee met on 9/7/16 to discuss goals and the FLSA. The committee has not come to a resolution, but they are still working on recommendations to send to HR. The committee would like for HR to reconsider how they will do information sessions regarding the new policy changes so they are more anonymous.
- Danielle and her committee are also working on the Family Friendly Campus Act. They plan to get in contact with UAB, who currently offers parental leave, to see how they are able to offer that benefit.
- The committee is also working on the educational benefits for staff members. Recommendations that came forward were: 12 hours total but not regulated per semester, waiving the application fee for employees, spreading out tax payments for dependents, and offering book assistance.

**Technology and Web:** Kim Smalley

- Encouraged everyone to look at the new PSA website. They are still working on it, but if there are any corrections that need to be made let her know. A calendar and contact form was added to the website.

**Old Business:** none

**New Business:**

- Discussion over changing the Steering Committee meeting times to accommodate all Steering Committee members. This will be emailed out if changed.
- Discussion on how the FLSA will affect those staff members in PSA who fall under the new rules. They are still encourage to stay in PSA, but the steering committee is still brainstorming ideas on how to be as inclusive to those people as possible.

Next Steering Committee will be on October 13, 2016 at 3:30pm.

Adjourned at 5:00 pm.