

**THE UNIVERSITY OF ALABAMA
PROFESSIONAL STAFF ASSEMBLY**

**ASSEMBLY MEETING Updated
17 April 2008**

The meeting was called to order at 3:08 p.m. by Dr. Cali Davis, President.

Roll Call: The roll was called by Kristina Hopton-Jones, Secretary. 57 members were present at roll call. 1 member joined the assembly after roll call. Final members present: 58.

PSA did have a quorum to approve minutes from January, February and March, but Cali wanted to give the new member's time to review before voting.

PSA Presentation/Welcome: Cali Davis

Before the meeting Cali presented a slide show with the PSA history for the benefit of both returning and new members.

Officer/ Committee Reports:

Since this is the first meeting of the new PSA members, Cali asked the returning chair or a committee member to share a brief description of the committee tasks for the new members.

Treasurer: John Chambers

No report since John was elected just today.

Past-President: Mark Foster

Mark asked the assembly if they would be willing to participate as individuals in the McNair Scholar survey that will be sent out via email in the next couple of weeks. If you need more information or have questions, please contact Mark or Cali.

Staff Life: Lynn Tobola

No report this month.

Service and Outreach: Cathy Butler

The Service and Outreach committee is charged with identifying projects that help the PSA and campus community. This committee is the coordinator of Beat Auburn/Beat Hunger for the PSA. An annual Christmas gift fund raiser that benefits the students at Brewer Porch is led by Service and Outreach. This year's committee will focus on Environmental initiatives as well.

Professional Development: Jill Beville

The Professional Development committee identifies and coordinates events and programs to benefit all professional staff at UA.

The Professional Development committee has designed a logo for their programs and events and purchased note cards with the new logo to send to presenters after the event to express appreciation for their help.

The next presentation will be given by Josh Burford on how staff members can effectively communicate with students through Face Book. This presentation will be at 2:00 in the Anderson Room at the Ferguson Center on April 24.

Teresa Faulkner, from HRD met with the group at the end of the meeting to discuss collaborating with the PSA on future programs.

Nominations and Elections:

Cali Davis worked with Peter Pierre to investigate the concerns regarding the recent elections. Four staff members did not receive an instruction sheet through Campus Mail, and 1 person got the instructions after the election. Three issues emerged as a cause for the confusion of elections this year:

1. The letters were sent out the week before Spring Break
2. The letters were on a piece of paper that came through Campus Mail. The paper could have easily been discarded or landed under a stack of papers on someone's desk.
3. There was some confusion about who would receive a letter based on whether someone was appointed or elected from a specific department.

Communications: Wendy McMillian

The committee is responsible for distribution of relevant information and maintenance of the PSA website. The Communications committee met and created a set of recommendations for the coming year based on the year-end wrap-up information compiled.

Assembly Operations: Richard Livingston

The Assembly Operations committee is responsible for dealing with bylaws, amendments, and interpretation of rules and legal procedure for the PSA.

President: Cali Davis

Cali is happy for the opportunity to serve as PSA President. Cali reviewed her President-Elect nomination address and stated her goals for 2008-2009. 1) Speak at Dr. Witt's fall address. This will help representation/publicity of the PSA. 2) I want attendance close to or near full capacity. This will be accomplished through the enforcement of the attendance policy of if you miss four meetings (without an alternate), you are out. 3) Use meetings to get to know your colleagues as well as issues/resources available on campus. In August, we will begin with a demo/presentation about Adms at UA.

New Business:

Elections for the 2008/2009 officers was conducted and resulted in the following appointments:

- Jill Beville was elected President-Elect
- John Chambers was elected Treasurer
- Kristina Hopton-Jones was elected Secretary

Committee Preference sheets were distributed and are due to Peter Pierre by May 2. Vacancies are still available in the PSA. Please let Peter Pierre know if you know of someone who is interested in filling one of these positions.

Announcements:

Steering Committee: 8 May, 3:00 p.m. Housing Conference Room

PSA General Meeting: 15 May 2008, 3:00 p.m. 247 Bryant Hall

2008-2009 PSA General Meeting Dates

May 15

June & July (committee meetings only; no general assembly meeting)

August 21

September 18

October 16

November 20

December 18 (tentative, meet if necessary)

January 15

February 19

March 26 (Thursday after Spring Break)

April 16 (first meeting of 2009-2010 assembly year)

RHA is holding a Week of Acceptance program for all students. A wall will be constructed and students will be encouraged to write negative things people have called them or done to them on the wall. The big event will be tearing down the wall of hate. The wall will be set up in the North East corner of the quad.

Two representatives will speak to the PSA at the May meeting regarding domestic partner benefits.

The Department of Health Promotion and Wellness is partnering with Bama Dining to hold Training Table Tuesdays for Faculty and Staff members free of charge in April at noon. The April 22 and 29 event will be in Burke Faculty Staff Lounge. Bama Dining's Chef James will show participants how to prepare a quick and healthy meal. Recipe cards and lunch will be provided.

Adjourned at 3:55 p.m.