I. **Call to order**
Meeting called to order at 3:00pm by President Missi Kelly.

II. **Approval of Minutes – 10/03/12 Meeting**
Motion to approve minutes was made by Jon Bartlow. B.B. Stotts seconded the motion. Motion carried.

III. **Other University Reports**
1. **Student Senate – Lara Ismert** (unable to attend)
2. **Classified Senate – Tim Anderson** (unable to attend)
3. **Faculty Senate – Peter Chung** (unable to attend)
4. **President’s Council Liaison – Shawn Naccarato** (unable to attend)

IV. **Executive Committee Reports**
1. **President – Missi Kelly**
   Missi met with Dr. Scott today. Student applications were due Nov. 1st and our numbers are up by 100 over last year. He was also very happy with the last Rumble in Jungle. There were about 800 parents and students in attendance.
2. **President Elect – Andy Myers** (unable to attend)
3. **Secretary – Susan Dellasega** (no report)
4. **Treasurer – Lauren Werner**
   October account balance is $2,042.67. Monthly expenditures totaled $199 for professional development funding to unclassified staff member, David Hogard.

V. **Presentation – Workshop Summary – David Hogard**
There were over 20 persons in attendance at the event. Most were PSU employees, but there were also participants who were city of Pittsburg employees. The workshop was sponsored by the Center for Management and Development from Wichita State. It was a full-day workshop. Ideas presented included: how individuals transition into leadership, delegating tasks, improving communication, motivating employees and dealing with discipline problems. They also participated in group exercises which could be applied in David’s department on campus. David appreciates the Senate’s support to help him attend the event.

VI. **Committee Reports**
1. **Elections Committee – Barbara Herbert**
   No report
2. **By-Laws Committee – Mindy Cloninger**
   No report, but will be meeting to cover items covered in the last Executive Council meeting.
3. **Communications Committee – Susan Dellasega**
   Committee has discussed the best ways to communicate information to both senate and the full unclassified staff group that the senate represents. We currently use both Canvas and the PSU website. Please let one of the communications committee members know if you have any suggestions for using either the website, Canvas or both for USS information. (Communications Committee includes Lindell Haverstic, Jenny Hellwig and Susan Dellasega)
VII. **Old Business**

1. **Tobacco Free Task Force**
   Cathy Lee Arcuino is the USS representative for this task force. Their initial meeting will be tomorrow. The task force is being chaired by Jim Triplett and Rita Girth.

   The university has also secured the services of Ty Patterson, the director of the National Center for Tobacco Policy. Patterson is one of the leading experts on developing and implementing tobacco policies for higher education institutions.

   A final report with recommendations will be delivered to the president in May of 2013. Additional information can be found at: [http://www.pittstate.edu/news/university-forms-tobacco-policy-task-force](http://www.pittstate.edu/news/university-forms-tobacco-policy-task-force).

2. **Ride Share Re-Cap – Lindell Haverstic**
   The Communications Committee met to review tools to share a real-time document. Opted to share a spreadsheet in a Zimbra briefcase with all unclassified staff represented by the senate. Publicity efforts included coverage in the faculty-staff newsletter, reference on the AASHE Event Calendar and a reference during the introduction of the PSU Sustainability Day speaker. Lindell has attempted to get an article in the Collegio, but nothing has been published at this time.

   On October 24th, 2 people coordinated and have a trial ride-share in place, 2-days a week. There are not a whole lot of results at this time, but Lindell is glad that we have initiated the program.

   Jon Bartlow suggested keeping the Collegio updated and being persistent. Missi Kelly also recommended contacting the Morning Sun about writing an article.

   Other ideas to continually publicize this program include a regular Mr. Bulk-E each semester, adding the item to the USS web pages, and adding a tag line to each USS email. Ride-share could also be tied into Earth Day.

   It was also recommended to submit a follow-up story to put on the website and get quotes from those who took part in the trial on Oct. 24th.

VIII. **New Business**

1. **Soup & Salad & Dessert Luncheon – B.B. Stotts**
   The event will be held on Friday, January 11th from 11:30-1:00pm. An email to “save-the-date” will be sent next week with another email sent in December to RSVP for the event. Individuals will be asked to bring a soup, salad, dessert or they may donate $5 to cover expenses. A third email will be sent in January to remind everyone of the event after Christmas break.

   Jon Bartlow noted that Pitt Cares takes place on Friday before classes start and that other offices on campus will probably be busy at this time as well. The event is not set to occur the Friday before the semester starts, it just worked out this way this year.

   Lindell Haverstic asked if Sodexho offers any service to supply bowls and all necessary table service so that we do not purchase throw-away items. It was discussed that events like these
could be called a “sustainable luncheon.” Jon Bartlow has offered to contact Sodexho to see if this type of service would be possible.

IX. **Adjournment**

Meeting adjourned at 3:31pm. Next USS meeting will be 12/5/12.

Minutes Submitted by,
Susan Dellasega
USS Secretary
## Unclassified Staff Senate Meeting Minutes
### November 7, 2012

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Unclassified Staff Senate Meeting Minutes
November 7, 2012

Unclassified Staff Senate: Fundraising Mini-Task Force Report
Charge: Look at other [similar] groups to see if they have a fundraising committee

Fundraising Standing Committee for Senates at KBOR Institutions and MSSU

PSU Faculty Senate – None
PSU Classified Senate - None

ESU Faculty Senate - None
ESU Unclassified Assembly – ESU is in the process of organizing the group.
ESU Classified Assembly
Standing Committee – Scholarship Committee
“Scholarship – shall manage annual awarding of ESU’s “ Classified Personnel Dependent/Child Scholarship Fund.” The Committee shall also be involved in promoting awareness of this scholarship and continued contributions from ESU classified personnel.”

FHSU Faculty Senate – None
FHSU Unclassified Senate – FHSU does not have an unclassified senate.
FHSU Classified Senate
Standing Committee – Classified Scholarship Committee (No additional information available.)

KSU Faculty Senate – None
KSU Unclassified Caucus – represented within the faculty senate
KSU Classified Senate - None

KU University Senate - None
KU Faculty Senate – None
KU Unclassified Senate - None
KU Classified Senate – None

WSU Faculty Senate - None
WSU Professional Unclassified Senate - None
WSU Classified Senate
Standing Committee – Shocker Scholarship Committee
“Shocker Scholarship -- Develop a promotion for scholarship program to raise funds – try to send out yearly; develop/monitor scholarship criteria for Shocker Employee and Dependent Scholarship; review/score qualified applicants for Fall/Spring semester; submit applicant/s with highest scores to Financial Aid for scholarship award and provide updates at Classified Senate monthly meetings.”

MSSU Faculty Senate – None
MSSU Staff Senate (like unclassified senate) – None

Respectfully submitted,
B.B. Stotts, Past-President
Heather Eckstein, Senator