Unclassified Staff Senate Meeting Minutes  
September 5, 2012

I. **Call to order**  
Meeting called to order at 3:05pm by President Missi Kelly.

II. **USS group photo**  
Group photo taken by Malcolm Turner of all senators present.

III. **Canvas presentation – Susan Dellasega**  
Overview of how to login to Canvas and what documents can be located in the system. Contact Susan Dellasega if you have any issues logging into Canvas or have questions about how to navigate our USS community in Canvas.

IV. **Approval of Minutes – 8/1/2012 Meeting. M/S/P (Girth, Bartlow)**

V. **Other University Reports – No representatives were present at the meeting.**  
1. Student Senate – Lara Ismert  
2. Classified Senate – Tim Anderson  
3. Faculty Senate – Peter Chung  
4. President’s Council Liaison – Shawn Naccarato

VI. **Executive Committee Reports**  
1. President – Missi Kelly  
   i. Nametags for all senators have been purchased and were distributed.  
   ii. Bill Hoyt accepted a classified position and Josh Shay will replace Bill.  
   iii. Missi met with Dr. Scott yesterday. He commented that enrollment is fairly flat this semester. He also will be meeting with the Kansas Health Foundation in regards to studying the concept of a tobacco free campus. He will be assembling a task force and an unclassified staff person will serve on this task force. Email Missi Kelly if you would like to serve on this committee or recommend another unclassified staff person. Include why you or another person would be a good representative for this task force. Please make this request by Friday, September 14th.  
2. President Elect – Andy Myers: No report  
3. Secretary – Susan Dellasega: No report  
4. Treasurer – Lauren Werner  
   Current account balance is $2,330.67. We are using a foundation account this year. Call Lauren if you need the account number to purchase materials for the USS. [Expense report attached to minutes.]

VII. **Standing Committee Reports**  
1. Elections Committee – Barbara Herbert: No report.  
2. By-Laws Committee – Mindy Cloninger  
   Misty Button has agreed to participate on the committee.  
3. Fundraising Committee – B.B. Stotts  
   Heather Eckstein and B.B. Stotts will be investigating how other committees are raising funds and will give a report at the next meeting.
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4. Communication Committee – Susan Dellasega: No report

VIII. Old Business
1. Contributions to USS
   Individuals can now make donations to the USS. Donor cards are available per request from Missi Kelly.
2. Welcome event re-cap
   We had approximately 53 people in attendance at the welcome event. This is very close to the number that attended the soup and salad event last January. A request was made to have this event at a different time of the year. The first two weeks are very busy for several unclassified staff. B.B. Stotts stated that the original thought was to have the event close to the open meeting where we could invite new unclassified staff to the event. A later date might conflict with the faculty association steak fry.

IX. New Business
1. KBOR meeting
   Next KBOR meeting will be Sept. 19th. Missi Kelly will be attending. If you feel strongly about anything Missi should address at this meeting, please let her know.
2. Professional development opportunity
   The USS now has a budget and plan in place to help provide funding for professional development. The College of Business is sponsoring a professional development workshop on Oct. 25th. The cost is $199 per person. Unclassified staff may complete an application and submit to the executive committee if interested in attending this event. Please request an application and submit to Missi Kelly by Thursday, Sept. 24th. After this event, we will have a scholarship committee that will finalize the procedures for obtaining professional development funds.
3. Scholarship committee appointment
   David Nance will chair this committee with Lauren Werner and Misty Button.
4. PSU Employee Fair
   The second PSU Employee Fair will be held on Monday, October 8th and Tuesday, October 9th in the Overman Student Center. USS will have a table at the event to distribute informational literature for our organization. If you would like to help, a sign-up sheet is available with one hour time slots. Please sign-up today or contact Missi know if you’d like to participate. It was suggested by Heather Eckstein that we consider purchasing a table covering for such events or other items to distribute like candy or pens. With the event in October, it was suggested that Halloween candy be attached to the information sheet that we will distribute.
5. Assistance for US pursuing higher degrees – Jon Bartlow
   Instructors receive perks for working toward an advanced degree. Should unclassified staff get some type of help for pursuing advanced degrees? Jon wanted to get the conversation started in order to help others down the road. Josh Shay asked if we could find out what other schools might be doing to help their unclassified staff. Debbie Amershek stated that tuition assistance for employees is not limited to PSU courses. It was suggested that we invite Michelle Sexton to a monthly meeting to help the senate learn more about these possibilities. Missi will follow up with Michelle.
6. Presentation for October USS meeting  
   Missi may contact Michelle Sexton to present on tuition assistance or Shawn Naccarato.  
   Other suggestions included inviting someone from University Advancement to update  
   us on the new Center for the Arts and/or the Weede expansion. Josh Shay  
   recommended Ellen Carter to speak on this topic. B.B. Stotts suggested that we try to  
   arrange a tour of the University Hour and/or schedule a meeting in that location. Paul  
   Stewart may be able to arrange a tour.

X. Adjournment  
   Meeting adjourned at 4:05. Next USS meeting will be 10/3/12.

Minutes Submitted by,  
Susan Dellasega  
USS Secretary
## Attendance Chart

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