

**Staff Association Board Meeting  
Tuesday, September 13, 2011  
Minutes**

**Attendance:** Mary Jo Anderson, Bruce Barclay, Mindy Benson, Sheri Butler, Dan Camp, Ron Cardon, Steve Irving, Jamie Orton, Kristin Wiggins

**Excused:** Christa Cardon, Tyson Kyhl, Shon Spevak

Call to order: Sheri called the meeting to order at 11:02am and introduced Steve Irving, the Faculty Senate representative.

Items of Business

Approval of Minutes of August 9, 2011: Ron motioned to approve the minutes, Bruce seconded and the minutes were approved unanimously.

SPDF Report: Bruce gave an update of the fund (see attached) and an explanation of the awards that were given in the last application round.

Budget: Jamie presented the budget showing that currently only travel, salary and some expenses for the opening social have been posted. Ron explained the cost for the opening social and that he misunderstood the email from Jori regarding what Chartwell's would charge and consequently he went over budget by about \$200.

Opening Social report: Ron gave a brief report about the opening social. There have been a lot of positive comments from staff about the opening social. The committee did a great job and should be commended. So far the scholarship donations from staff have increased by about \$50 per pay period.

Training Committee Report: Mary Jo reported that the trainings are scheduled through December. September includes PowerPoint, Stress Management, Excel (beginning). October: Post Office, AP training, GroupWise and Excel (Intermediate). November: EAP, Excel (advanced) and Reconciliation of E&G accounts. December: Work study and reconciliation of non-E&G accounts.

It was recommended that we post the photos of the staff scholarship recipients on our web page.

Meeting adjourned at 12:05 p.m.

Next meeting will be October 12<sup>th</sup> at 11:00am in the Library Conference Room 302D.