

SUU Staff Association
Meeting Minutes

July 21, 2004

3 p.m.

Admission's Conference Room

In attendance: Dale Orton, Paula Alger, Dave Rees, Barbara Rodriguez, Kim Ille, Annette Murray, Shon Spevak, Casey Bowns.

Not in attendance: Stacia Thomas, Lauri Lamb.

Call to order. First order of Business: Introduction of new members by Annette Murray, Staff Association President. Each member received reference manual which included reference sections on By-laws & Constitution, Committees, Action Items, Minutes/Notes and Calendar.

Agenda items:

- General Discussion: Association By-laws, procedures, goal setting, and outline of purpose of Association by Dale Orton. A strong recommendation was made for all Association members to read, and familiarize themselves with the policies and procures outlined in the by-laws and constitution section of the reference binders. Dale's recommendation was for the Association to be sure to continue to cultivate and foster goodwill among staff, promoting a positive and approachable image.
- Goal Setting: Dale also recommended that the Association set three attainable goals for the year, as has been done in the past. The awarding of service award plaques was discussed. Dale admonished the Association to be cautious of not overlooking those employees who may be retiring or leaving campus very close to the time when they would normally be recognized for their time and service. The Association's roles are to be that of unified staff, team builders, and act as a representative voice to the campus staff through participation and membership in various campus committees as outlined in the committees section of the reference binder.
- Staff Association Scholarship: A motion to hold the annual scholarship committee meeting two weeks prior to Spring break was made, seconded and approved. This will allow more time and flexibility in scheduling this important event. A motion to tie in scholarship fundraising with the Fall social seconded and approved. Some discussion was made regarding acceptable methods of approaching staff with this critical issue. The suggestion was made to send out an individual mailer to each staff member detailing what their donation would fund explaining that if each staff donated \$2 each pay period that would generate \$4,800 dollars each year which would more than adequately fund a half

scholarship for a male and a half scholarship for a female. We may also want to consider how we want to handle donated funds—award them directly to recipients or continue to put the funds into our endowed scholarship fund. This issue to be re-addressed at next month's meeting. All members were in agreement that the scholarship recipient(s) write a letter of appreciation to the donor (SUU Staff Association) including a brief bio and an explanation of how the generosity has helped the recipient attain their educational goals.

- Staff Association Fall Social: Last year staff members received one hour of release time, we will confer with President Bennion to see if administration will allow the same again this year. That, coupled with the individual's lunch hour, will provide staff the time needed to participate in the Fall opening social. Many positive comments were made congratulating the Association's efforts on last year's very successful event. August 26 from 12:00 – 2:00 was the proposed date and time to be held in the SUU ballroom. Clarification was made regarding the current method for obtaining donations. Door-to-door and phone requests are the current methods. Last year the Association was able to secure over \$1,000 in gifts and gift certificates from local businesses. (Update from President Elect, Barbara Rodriguez concerning date, time and venue of social. Transcript from email follows: I was unable to reserve the Ballroom on Thursday, August 26 or 25. There is freshmen orientation and the rooms are already reserved. I was able, however, to reserve the Ballroom for Tuesday, August 24 from 10:00 - 3:00 with our event time 12:00 - 2:00.) Executive Board members were notified of this change via email from Barbara. Finalization of planning for the social will commence at next month's meeting.
- Other items:
 - SUU will host the Utah Higher Education Staff Association (UHESA) meeting to be held by August 5, and 6, 2004. The Association's current president, Annette Murray, and president elect, Barbara Rodriguez will attend.
 - \$3500 is funded by President Bennion to help defray the costs associated with the Fall social, service plaques, Spring parterre plantings, dish gardens, etc. The treasurer was not in attendance, but will provide an update on budgetary items at next month's meeting.
 - Concern was expressed about items being voted on when there was not a quorum of the board in attendance. Motion made, seconded and approved that we obtain proxy's from absentee members for future meetings making sure an agenda for topics of discussion was available beforehand and to clarify what the absentee member's vote will be on each separate issue.
 - Stacia Thomas nominated to serve on the campus Parking Citations Appeals Committee. Motion seconded and approved An alternate will be decide on if necessary.

- Motion made, seconded and approved that the Association meet on the 3rd Wednesday of each month to ensure that all items and issues are addressed in a timely manner.
- The August meeting was scheduled for Wednesday, August 18, 2004 at 3 p.m. in the Admission's conference room.

Motion made, seconded and approved to adjourn.