

# STAFF ASSOCIATION EXECUTIVE BOARD MEETING MINUTES

Student Services Conference Room  
September 21, 2006  
2 p.m.

Attending: Mary Jo Anderson, Jeb Branin, Suzanne Brinkerhoff, Barbara Rodriguez, Bruce Tebbs

1. **Approval of Minutes**

Mary Jo moved the minutes for August 16 and July 25 be approved, seconded by Bruce. The motion passed.

2. **Faculty Representative**

Two faculty members were appointed to serve on the Staff Association Board - Kay Anderson and Mark Colberg. It is the consensus of the board that only one faculty member should serve.

Jeb checked the by-laws and they do not account for a faculty representative. Discussed issue of rewriting the by-laws to include faculty representative. Faculty representative would give added insight to issues. The by-laws will not be rewritten but a faculty member will be invited to serve but will not have a count in the quorum.

3. **Scholarship Report**

Jeb meets with the Board of Trustees tomorrow, September 22, and needs the amount pledged for the scholarship. Mary Jo will give the total to Jeb as soon as the reports have been generated. Approximately \$300 a month was pledged.

4. **Opening Social**

The Opening Social was a great success - many good reports have been received. Approximately 250 staff attended. Intermingling the gifts with the service plaques was well received. A survey was sent out last year and the staff members voted to continue awarding the service plaques. Substantial money was saved by giving certificates instead of plaques for five years of service.

One complaint was received concerning a vice president receiving a door prize. Vice presidents are members of the Staff Association and are eligible for the drawings.

5. **UHESA and Salaries**

Discussed inequality of salaries. Suggested an equal amount be given across the board instead of a percentage. With the percentage system the inequality continues to grow.

UHESA has requested:

- 4% salary increase
- continued funding for health care
- increased funding for staff positions to match enrollment increases.

Utah has a billion dollar surplus this year. Suggested a portion of the surplus be used:

- to restore lost benefits
- to increase raises
- for merit & retention

SUU does not have much lobby power alone so it is important to work with the other universities. Jeb will write or call Jennifer at UHESA to suggest UHESA raise the request for salary increase to 8% percent and ask about the 30 million reserve.

Jeb will ask Renee Ballenger to serve as the UHESA PR/Media person from SUU. One of the responsibilities of the PR/Media person is to gather information for the UHESA newsletter.

6. **Salaries and Institutional Governance Committee - Bruce Tebbs**

Bruce will select staff members to serve on the committee and then submit the names to the interim president for approval.

7. **Organize Legislative Representatives**

The Starlight Room has been reserved for the visit from the legislative representatives. Details will be completed after elections.

8. **New Application Software - David McGuire**

The Human Resource Department has purchased a PeopleAdmin system. An individual will be able to complete and submit a job application online and PDF files can be attached. Advantages of the system:

- track search results and enter reasons for non-selection online
- save paper
- route applications, resumes, cover letters and other attachments to search committees

- after an individual has been selected, an online contract can be sent for review
- reduce staff data entry and tracking
- improve response time and significantly reduce mailing costs
- provide automated notification to applicants both online and via email regarding the status of their application

A terminal will be available in the HR office for local individuals who are having problems with the system. The system may be a disadvantage for applicants who are not computer literate. HR has been advised not to accept paper applications once the system is online. Barbara suggested applicants receive help from Job Service if they are not computer literate.

All equipment for the system will be housed in Texas. The initial cost is \$6,000 with a yearly maintenance fee of \$14,000.

Time Line

September	Human Resource Testing
October	Selected Users Will Test System
November 15	PeopleAdmin Trainer Will Be on Campus to Train Secretaries and Deans
November 27	Live Date
December 11	Applicants Must Apply Online

Board members thanked David for taking the time to explain the system and gave their stamp of approval for the system.

Barbara moved to adjourn, seconded by Mary Jo.

Adjourned: 3:40 p.m.

