

Staff Association Board  
Meeting Minutes  
August 1, 2007  
2:30 pm  
Provost's Conference Room

Those in Attendance: Casey Bowns, President; Bruce Tebbs, President-Elect; Jeb Branin, Past-President; Travis Rosenberg, Secretary; McKenzie Hyde, Treasurer; Executive Board Members Juliann Smith, Lee Chamberlain, Blaine Edwards, and Loralyn Felix

Those Excused: None.

*Meeting commenced by Casey Bowns at 2:32 pm*

**Items of Business:**

- Future Meeting Time & Place – it was proposed and decided that the 2<sup>nd</sup> Wednesday of the month at 2:30 pm would be the best time to meet starting in October and continuing through the fiscal year. All meetings (subject to availability) will be held in the Provost's Conference Room in the Administration Building, 3<sup>rd</sup> Floor.
- Next Meeting will be held on Wednesday, August 29<sup>th</sup>, to complete planning of Opening Social.
- Opening Social has been scheduled for Wednesday, September 12<sup>th</sup> from 12:00 – 2:00 pm. The Committee in charge of organizing is headed by Bruce Tebbs, President-Elect. Various names were discussed to assist Bruce in planning the event. The plaques for the event are already made.
- Public Safety Training – this is the new Campus Emergency Preparedness Training for all faculty and staff to attend. It will take place on Tuesday, August 21<sup>st</sup> from 3:00 – 5:00 pm in PE 101. Encourage all staff members to attend the training.
- UHESA Meeting – the Annual meeting will be August 9<sup>th</sup> and 10<sup>th</sup> in Logan, Utah. Bruce Tebbs, Casey Bowns, and Barbara Rodriguez will be in attendance.
- Release Time for Inauguration – the Installment Ceremony will take place on Friday, September 21<sup>st</sup> at 1:00 pm. All staff is encouraged to attend. Propose to administration that allow all non-essential offices be allowed to close to attend the Installment Ceremony.

**To Do Items Prior To August 29<sup>th</sup> Meeting**

- Casey: propose to administration that the staff be allowed an extra release time to attend Staff Association Opening Social and President's Installment Ceremony.
- Jeb: has staff award plaques for Opening Social. Complete any final preparation work on the plaques and prepare a list of names for award winners to present to Staff Association Board.
- Bruce: contact proposed names for Opening Social Committee and have a finalized list of committee members ready to present to Staff Association Board.
- Travis: update the following on Staff Association website – officers & committee members, minutes, outstanding staff employee awards, and distinguished service awards. Add Opening Social and Next Meeting to announcements on website. Prepare minutes and distribute to Board; send email appointment notifications to Board about future meetings for the year. Contact Jill Whitaker to analyze proper procedure to update website.

*Meeting adjourned by Casey Bowns at 3:31 pm*

**Preliminary Items for August 29<sup>th</sup> Meeting**

- Staff Association Opening Social – develop itinerary, etc.
- Discuss Employee Benefits, including additional float holiday (12/24) and health promotion on-campus with wellness training
- Risk Management letter with regards to classroom safety
- Software for updating Staff Association Website
- Annual Activities – preliminary organization and planning
- Plaque Awards – other ways of compensating staff