

Staff Association Board  
Meeting Minutes  
October 17, 2007  
1:30 pm  
Purchasing Office Conference Room

Those in Attendance: Casey Bowns, President; Travis Rosenberg, Secretary; McKenzie Hyde, Treasurer; Executive Board Members Juliann Smith and Loralyn Felix.

Those Excused: Bruce Tebbs, President-Elect; Jeb Branin, Past-President; Mark Colberg, Faculty Representative; Executive Board Members Lee Chamberlain and Blaine Edwards.

**Items of Business:**

- *Christmas Holiday* – Last year, the Staff Association’s lobbying with the University President and others was successful in obtaining a personal leave float holiday in addition to the 12 regular holidays, giving SUU staff 13 total holidays during the fiscal year. In researching other higher education institutions, there are several schools with 14 holidays. Due to Christmas being on Tuesday this year, it is proposed that we speak with the University President about getting Christmas Eve off for this year and an extra Christmas holiday day in future years. Travis will arrange with the President’s office to find a convenient time to have the November meeting with the President in attendance.
- *Vacation Time Cut-Off* – SUU is only one of three Utah higher education institutions that does its yearly vacation time cut-off to correspond with the fiscal year ending in June. The other schools do annual leave from January thru December. It is proposed that the policies and procedures be examined and Human Resources asked about the current ramifications of the policy. Travis will ask and report at the next meeting.
- *Bereavement Plants* – A list of those individuals who needed bereavement plants was given to McKenzie to get plants to the appropriate staff members. Also, questions were raised with regards to sick leave and bereavement. According to Policy 9.10, employees may use accrued sick leave for personal illness, injury, or incapacity. You can also use up to 8 days of sick leave for the illness, injury, or incapacity of the employee’s spouse, dependent children, parent, and parent-in-law. Bereavement falls under funeral leave and is separate for sick leave. You are allowed to take up to 3 working days off in the event of the death of one of the following: father, mother, brother, sister, wife, husband, son, daughter, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents.
- *Payroll Dates* – it was asked if it were possible to go from a semi-monthly payroll system to a bi-weekly payroll system (going from 24 pay periods per year to 26 pay periods). It was proposed that a focus group be assembled to ask the opinion of staff. Travis voiced concern due to the already overloaded HR/Payroll Departments due to the unique payroll dates for each of the University’s three payroll systems, but did not object to a focus group and researching possibilities with the two offices.

**To Do Items Prior to November 19<sup>th</sup> Meeting:**

- Casey: write email to President requesting importance of the 11/19 meeting.
- Travis: arrange for board meeting with the President in November. Research vacation time cut-off.
- McKenzie: get out all bereavement plants.

*Meeting adjourned by Casey Bowns at 2:02 pm.*