

Staff Association Board
Meeting Minutes
November 19, 2007
4:00 pm
Purchasing Office Conference Room

Those in Attendance: Casey Bowns, President; Bruce Tebbs, President-Elect; Travis Rosenberg, Secretary; Executive Board Members Juliann Smith, Lee Chamberlain, and Loralyn Felix.

Those Excused: Jeb Branin, Past-President; McKenzie Hyde, Treasurer; Marc Colberg, Faculty Representative; Executive Board Member Blaine Edwards.

Meeting commenced by Casey at 4:07 pm

Items of Business:

- *Thank you to President Benson* – The purpose of this month’s meeting was to meet with the president to discuss the possibility of an extra holiday off for Christmas. Prior to the meeting, but after it was scheduled, the president announced two additional holidays would be given for this year: Christmas Eve and New Year’s Eve. It was proposed that a memo be prepared to thank the President for the extra days off. Casey Bowns was assigned to prepare the memo, send it to the board for review, and then forward it on to the president.
- *Update on Vacation Roll-over* – As from the last meeting, Travis reviewed SUU’s vacation roll-over policy with Human Resources and due to the fiscal year set up of time entry and leave entry, the current system of tracking leave/time within the fiscal year is the only practical method currently available to monitor/rollover leave. When Banner went live, various auxiliaries (Utah Shakespearean Festival and Head Start) tried to do their annual leave accruals, etc. based on their budget years, but it was unsuccessful. As such, the current system stands with any hours over 240 not used by June 30th of the fiscal year will be lost. Bruce & Casey mentioned from their last UHESA meeting that other institutions track the number of hours lost each year, thus giving the president leverage to assign closed campus holidays throughout the year. It was proposed that Travis get the number of vacation hours lost in FY2007 and report back during the next meeting.

UPDATE: The University lost 3,140 vacation hours during FY2007. There are approximately 470 staff members on campus that accrue leave.

- *UHESA Day at the Legislature* – it was proposed that some members of the Staff Association board and staff around campus go to the Capital to share concerns over salary funding, etc. in the beginning of February. More information will become available at the next meeting.
- *Salary Committee* – It was proposed that the salary committee be reformed to write letters to the legislature to promote the \$2 million dollar salary increase goal set by UHESA. More information will become available at the next meeting.
- *Faculty/Staff Christmas Social* – For the first time, the Faculty Senate and Staff Association are going to host a Christmas social. Casey submitted staff members Susan Durfee and Michelle Rossman as committee members to David McGuire, who is in charge of the event. Through David, budgetary and personnel needs would be addressed to the Staff Association. An update will be given at the next meeting.

Meeting adjourned by Casey at 4:45 pm