

Staff Association Board
Meeting Minutes

March 13, 2008

1:30 pm

Purchasing Office Conference Room

Those in Attendance: Casey Bowns, President; Jeb Branin, Past-President; Bruce Tebbs, President-Elect; Travis Rosenberg, Secretary; Executive Board Members Lee Chamberlain and Lorilyn Felix

Those Excused: McKenzie Hyde, Treasurer; Mark Colberg, Faculty Representative; Executive Board Members Blaine Edwards and Juliann Smith.

Meeting commenced by Casey at 1:40 pm

Items of Business:

Outstanding Staff & Distinguished Service Awards – Bruce Tebbs chaired the committee who reviewed the nominations and applications. They met twice and decided on the recipients. Names were discussed, but will not be disclosed in these minutes until after winners have been notified and announced publicly. It was discussed and proposed that the awards for distinguished service be changed from “classified staff” to “non-exempt staff” and “professional staff” to “exempt staff” as to properly include all types of contracted employment with the university. The proposal was accepted for future years. Bruce will get out cards to all nominees ASAP congratulating them on their nominations. There was also some confusion with the name on the distinguished service application form. Two changes were proposed for future years: 1) There will be lines for both a nominator & nominee and 2) A note added asking nominators to contact the nominee about the nomination as to get more details as to all on-campus and off-campus service activities.

Staff Association Scholarship(s) – Jeb said they have received numerous applications and will hopefully have some more before the deadline next week. We have more funds available for distribution this year, so it was proposed that multiple scholarships be awarded. The scholarships are cash-based so they can be done in addition to other scholarships an applicant may have. Jeb has a partial committee and the board discussed additional names for the committee. Recipients will be announced in the April Board Meeting

Staff/Faculty/Emeriti Spring Social – The event will be Tuesday, April 8th, from 11:30 am – 1:30 pm. The social affairs committee has been working on the event. The theme is country and lunch will be provided and hopefully good weather will allow the event to happen on the multipurpose quad; if inclement weather, the event will occur in the ballroom. A flyer will go out at the end of March. The board will begin promoting the event to get adequate participation from staff.

Staff Association Subcommittees – There are three subcommittees within the staff association:

Professional Improvement – it was determined in today’s meeting that this board would be charge of training courses (such as meditation, staff wellness, etc.) so that individuals can do their jobs better.

Next meeting, a new committee head and operations will be designed. Input from David McGuire on the wellness plan will be discussed as well to better enhance the duties and functions for the remaining fiscal year and future years.

Salaries & Institutional Governance – this subcommittee advocates general salary and benefit issues for the staff. They will actively promote the continuing need for greater increases and benefit coverage as well as promoting UHESA Day at the Capital. Bruce Tebbs is currently chair of the committee, but no officers have been assigned.

Social Affairs – it was determined in today's meeting that this subcommittee would assist the chair in planning and orchestrating various social events around campus, such as the opening and gardening socials, the holiday socials, etc. A committee head will be designated with officers to assist in the April meeting.

During the course of the year, attention has been made to the S&IG subcommittee, but little on the other two. It was proposed that the roles and duties of these committees and all others be reviewed and discussing in the April meeting to determine a direction for next year and possible committee members.

Change in Life Insurance Policy – a copy of the new life insurance policy proposal was passed around and discussed. The current proposal is to increase term life insurance benefits to better serve the needs of the institution and provide better coverage. The cost is minimal and all board members found no issues with the proposal.

Budget Update – an analysis of our current budget was done. We are in the process of funding the following through the rest of this fiscal year:

Staff Association Award Plaques (currently at trophy shop – Jeb will check and have this year's recipients added before reposting the plaques in the Sharwan Smith Center)

Years of Service Awards (Casey currently researching other recognition awards outside of plaques – more next meeting on the awards)

Planting Day (food and raffle prizes)

UHESA Dues

UHESA Retreat

Special Thank You's for staff that have gone above the scope of their jobs to assist the board this fiscal year.

Credit payments toward Bereavement Plants

Elections – Discussion was made about next year's elections. Jeb provided the following dates:

April 15 – Nominations go out

May 1 – Nominations are due

May 15 – Elections are held

May 31 – Elections End

June 13 – Announcements are made to campus on new board

The new elected positions: President-Elect, Secretary, Treasurer, and two executive board members (vacancies by Jeb Branin, Travis Rosenberg, McKenzie Hyde, Lee Chamberlain, and Lorilyn Felix.

Casey Bowns – new Past-President for 2008-2009

Bruce Tebbs – new President for 2008-2009

Juliann Smith & Blaine Edwards – second year service as board members for 2008-2009.

It was proposed that discussion with Jill Whitaker, Webmaster, take place to ensure everything is ready for nominations to occur for this year. Also, it was proposed that any committee and procedural information regarding Staff Association be available to all members. Travis will obtain information from the current presidents and prepare the information to be placed online via the website for future counsels and decisions.

Meeting adjourned by Casey at 2:30 pm