

Staff Association Board
Meeting Minutes
April 17, 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; McKenzie Hyde, Treasurer; Executive Board Members Loralyn Felix, Blaine Edwards, and Juliann Smith

Those Excused: Executive Board Member Lee Chamberlain; Mark Colberg, Faculty Representative

Meeting commenced by Casey at 1:45 pm

Items of Business:

- *Staff Association Scholarship(s)* – Jeb and Juliann reported. There were 19 students that applied for the scholarship. The committee was formed, met, and based on the high quality of many of the applicants, the committee decided to award 6-7 scholarships this year based on the funds available. Three of the scholarships are worth \$1000 and depending on student preference can be awarded in one semester or broken equally between fall & spring semesters. Three of the scholarships are worth \$500 and they will be awarded in fall semester only. Reserve funds are being held for one potential \$500 scholarship that is pending; if it falls through, the 3 semester awards will be increased to \$650. Travis will work with Jeb and Malinda Rhodes in Financial Aid to get the awards posted for the students. The award names were discussed and a motion was made to approve them. The motion was passed unanimously.
- *Staff Association Subcommittees* – The attached handout was given to the board and voted upon for approval before posting to the Staff Association website. The following committees were given names, duties, and obligations for current and future years. The vote was unanimous that the committees be approved and posted to the website.
 - *Opening Social (Meeting #1)* – President-Elect, Chair
 - *Parterre Clean-Up (Meeting #2)* – President, Chair
 - *Outstanding Staff Awards* – President-Elect, Chair
 - *Distinguished Service Awards* – President-Elect, Chair
 - *Staff Association Scholarship* – Past-President, Chair
 - *Annual Elections* – President, Chair
 - *Web & Electronic Development* – Secretary, Chair
 - *Social Affairs* – President, Chair
 - *Salaries & Institutional Grievances* – President, Chair
 - *Professional Improvement* – President, Chair
- *Budget Update for Current Projects* – based on the Association's current fund balance, the following projects will be completed by 06/30/08:
 - *Staff Association Award Plaques* – Jeb has called and given the new names of this year's recipients. The plaques will be updated and posted in the Sharwan Smith Center after commencement.
 - *Years of Service Awards* – a list from HR is being analyzed and verified by Travis. Names will be sent to Casey for the ordering of the plaques or other types of recognition as the board sees fit.

- *Parterre Clean-Up* – the event was tentatively scheduled for Friday, May 30th. Casey will confirm with grounds, form a committee to gather prizes, organize the event, etc.
- *UHESA Dues & Retreat* – Barbara Rodriguez serves on the UHESA Board. She was contacted and will arrange for the dues for 2008-2009 to be paid in June. The last UHESA meeting will occur on May 16th. Casey, Bruce, and Barbara will attend.
- *Special Thank You's* – Various names of staff who have volunteered their time for the benefit of the association that are not board members were discussed. A complete list will be presented at the next board meeting at which point thank you's will be done for these individuals.
- *Bereavement Plants* – In June, any remaining funds will be credited to the Biology department for Bereavement plants.
- *Elections* – the following election schedule was brought to a vote and approved unanimously for this year's elections. Travis will work with Jill Whitaker, Webmaster, and then forward information to the President, President-Elect, and Past-President for approval.
 - *April 21* – Nominations go out
 - *May 2* – Nominations are due
 - *May 19* – Elections are held
 - *May 30* – Elections End
 - *June 13* – Announcements are made to campus on new board
 Positions for next year: President-Elect, Secretary, Treasurer, and three board members (two 2-year terms to replace Lee Chamberlain & Loralyn Felix, one 1-year term to replace Juliann Smith)

To Do Before Next Meeting (May 12)

- **Casey** – confirm Parterre Clean Up date with grounds. Form committee. Coordinate with Jeb & Bruce to run election nominations.
- **Jeb** – confirm Staff Association Award plaques will be completed and available for pick up around commencement. Give receipts to McKenzie.
- **Travis** – review years of service award list for 2008 Opening Social. Give list to Casey for ordering next year's awards. Post committees to web site. Work with Jill to post online election nominations. Work with Jeb on getting award letters and amounts posted to scholarship recipients.

Meeting adjourned by Casey at 2:20 pm