

## Staff Association Executive Board

March 11, 2009

2:00 PM

*Meeting was commenced at 2:02 pm by Bruce Tebbs*

*All board members were in attendance except for Secretary Pat Gardner.*

### *Approval of February's minutes*

- The following corrections needed to be made:
  - Under paragraph starting "UHESA Day Update:", Jacob Johnson's title should be changed from Assistant Director of Student Involvement and Leadership to Staff Association Legislative Liaison. Also, in the following sentence, change the word UHESA to Utah State Capitol. In the last sentence, change Commissioner Sederburg to Senator Stowell. Bruce mentioned the changes and it was approved by committee.
  - Under paragraph starting "Review Policy:" Delete the word final and capitalize changes. Adrian mentioned the change and it was approved by committee.

### *Final Read through on Policy*

- More revisions need to be made to the drafts Pat sent out. We believe that through so many revisions that some of the full revisions have been lost. Bruce will provide a completed copy of the final revision to the next board meeting.

### *Budget Report from Treasure - Estimate funding needed till EOY (eg. Spring Social, Recognition Awards, UHESA Travel)*

- According to a report given by Adrian, there is approximately \$1,771 available for spending. It was determined that \$815 should go towards staff years of service awards for the 2009 opening social, \$750 go towards the Spring Planting (Meeting #2), \$113.50 travel for the UHESA May meeting at CEU, and the remainder reserved for bereavement plants and misc. expenses as needed. The following individuals will coordinate usage of the remaining funds:
  - Years of Serve Plaques – Travis
  - Spring Planting/Meeting #2 and UHESA May meeting – Bruce
  - Remainder - Adrian

### *Staff Association Scholarship - Available Funding & Sub- Committee*

- Casey is chairing the committee this year and Bryant will serve on the committee as well. Scholarship applications have been coming into Bruce Tebbs. There is a link on the Financial Aid website and also paper copies available there. The last acceptance day for applications is March 27<sup>th</sup>.
- In reviewing funds for the next year, there is approximately \$5000 - \$6000 available for awarding, the highest ever. Roughly \$1800 will come from the Staff Association Endowment while the remainder is through payroll deduction donations to the scholarship.

### *Review Election Time-line*

- In accordance with Staff Association by-laws, board nominations will go out to campus on or around April 15<sup>th</sup>. Nominations will continue for 2 weeks. The three presidents will review nominations and determine an election ballot. These will be released for voting on May 18<sup>th</sup> and will end on May 29<sup>th</sup>. Tabulation will occur and final results will be announced on Monday, June 15<sup>th</sup>, with the new officers coming in on July 1, 2009. This timeline was approved by the committee and will be set into motion at the next meeting.

### *Reports*

- In reviewing policy, it was determined that the gender definition be removed from the Outstanding Staff awards to better suit other types of awards given to distinguished faculty & staff across campus. The vote was unanimous. Bruce will do a memo and present in President's Council.
- Blaine said that the training committee is going well. There are several trainings relating to Microsoft programming for the month of March. Trainings are being well attended.
- Jared said that volunteers would be needed for commencement this year. Anyone interested will need to contact his office.

*Meeting was adjourned at 3:05 pm*