

**SUU Staff Association Minutes**  
**July 14, 2009, 10:00 am**  
**Provost's Conference Room**

Present: Travis Rosenberg, Bruce Barclay, Paula Mitchell, Julie Larmore & Lindsay Fullerton.

Excused: Bryant Flake, Bruce Tebbs, Mike Humes, Emily Dean & James Loveland.

**Items of Business**

*Approval of June's Minutes*

- Julie made a motion to approve the minutes of the June 17, 2009 Meeting. Paula seconded the motion.

*Overview of Executive Board & Subcommittees*

- Travis explained the role of the Staff Association as that of promoting staff awareness on campus. We also have a presence on the UHESA board working with other staff associations across the state. Within our staff association we have the following subcommittees:
  - Professional Development
  - Social Affairs
  - Web Development
  - Salaries & Governance

*Call for Board Nominations to Subcommittees*

- Travis made a motion to make Paula Mitchell a member of the Professional Development Committee. Julie seconded the motion.
- Travis made a motion to make James Loveland a member of the Web Development Committee. Bruce B. seconded the motion.

*Project Agenda for the Year*

- September: Opening Social
- November: Begin nominations for the Outstanding Staff and Distinguished Service Awards
- December: Determine award recipients (not made public knowledge at this time)
- December: Winter Social (depending on budget)
- Jan/Feb: Promote Staff Association Scholarship
- May: Closing Social- Parterre Planting Day

*Opening Social*

- The opening social is scheduled for September 8, 2009 from 12-2pm in the Ballroom. Bruce Barclay will head up this event. Ideas for the social revolved around an 'internal' SUU theme. We will look into having a speaker come to get the staff energized about a new year. Bruce will begin gathering his subcommittee for the social and begin meetings. Shauna Fay, Kristine Frost and Paula Mitchell will be members of this committee. Travis will send Bruce the information for the "Years of Service" awards. Last year the food for this event cost \$1560, we are planning
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about the same amount for this year. Julie suggested we talk with Mike Humes about possible graphics/logos for the event through the paint shop. Travis suggested that we distribute numbers and/or colors as people come through the door, and distribute prizes based on that.

#### *Housing Volunteer Project*

- On August 19, 700 students will be moving to campus. Travis will send an email to staff that they are looking for volunteers to help these students as the move in. People will be asked to donate an hour of their time to go help the students move in.
- Travis made the committee aware that other universities have a Volunteer Leave Policy. At other universities, employees are granted 8 hours throughout the year of paid time off to do things such as donate blood, help students move in, volunteer at commencement. The committee decided creating a Volunteer Leave Policy at SUU would be a good project.

#### *Constitution Update*

- Tabled until the next meeting.

#### *Budget Items*

- Current Budget:
  - \$4200 to cover the overloads for the President and Secretary.
  - \$5700 for Current Expense
  - Bruce made a motion, seconded by Julie to move an extra \$168 from the overload fund to go toward the current expense budget.

#### *UHESA*

- The upcoming UHESA meeting will be July 30-31<sup>st</sup> hosted on our campus. All board members are invited to attend any of the day time events.

The meeting adjourned at 10:51 am.

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