

SUU Staff Association Minutes
Thursday, August 8, 2013
Registrar's Conference Room

Attendance: Julie Larmore, James Loveland, Brandon Rasumssen, Ron Cardon, Sheri Lopez, Nellie Lee, Mindy Benson, Paula Lambeth, Barbara Rodriguez, Daniel Bishoff

Absent: Sonn Berrett

Call to Order: Julie called the meeting to order at 11:00 a.m. and welcomed all.

Items of Business

- I. Approval of minutes: Julie called for motion to approve July 18, 2013 minutes, Barbara 2nd the motion. All in attendance approved.

- II. Treasurer Report (Handout) – Julie
 - a. Budget Status Report as of August 8.
 - b. Julie noted the 560.00 showing as being spent for meals was actually for UHESA annual meeting in June. They needed an on-campus account to run the charges through and will send reimbursement.

- III. Committee Reports -
 - a. Benefits – Ron
 - i. There is now an RFP representative on campus who will be involved in the process which will take most of the year.
 - ii. Committee to be formed. Ron would like to see that each entity of campus has a representative.
 - iii. SUU's self-insurance with a re-insurance policy for individual costs over \$75,000 has proven to work well.
 - b. Events – Barb
 - i. Event Services is currently changing who they fall under. The committee will resume once changes are in place.
 - c. Parking – Mindy
 - i. The committee has not yet met. However, there will be rates for parking beginning fall. Sheri reported an email going out today regarding rates and a map of parking lots. Lots and costs are classified by color.
 - ii. At the first meeting, Mindy will bring up the questions raised by the board such as a refund for someone leaving mid-year, visitor parking, etc.
 - d. Training – Julie
 - i. The annual UHESA meeting focused on communication with the campus community. Julie would like to accept questions or concerns through one or more of the following venues:
 1. Open forms at the opening meeting and or opening social.
 2. A discussion form on the Staff Association website
 3. A SUU Staff Association Facebook
 4. A Google group (with someone as a moderator to screen posts)
 5. Suggestion box at the opening social.

6. Publish the phone number of the current seated Association President.
7. Publishing on our current website our board meeting time and place.
 - a. Allowing public comments the first 15 minutes
- ii. The Board agreed to the following for this year:
 1. Suggestion box at the opening social
 2. Web Version (Google Group or Staff Association Website Discussion Forum)
 3. Publish the phone number for Julie
 4. Post Board meeting time and place on the Staff Association website

IV. Opportunities for Suggestions from Staff

a. Opening Social – James

- i. Ballroom reserved for Wednesday, September 4th.
- ii. Approval received from President Kendell for staff to have an additional hour (12-2).
- iii. President Kendell agreed to give an opening address.
- iv. Two options for food for the same price as last year:
 1. Pasta, Marinara and Alfredo Sauces, Bread Stick, Salad, Marble Cake, Lemonade & Water.
 2. Basic Fajita (Chicken, Peppers, Onions), Salad, Dessert, Lemonade & Water.
- v. The Board decided Pasta is the best choice.
- vi. Barbara asked if Roger Greener had been contacted regarding constructing a service award (plaque or other)? Sonn is assigned to follow-up on different options and report. Julie will remind him to contact Roger, the sign shop and be ready to report at the next meeting.
- vii. Ron requested an updated list of staff for review of awards.
 1. Are there awardee's who have left campus. If so to offer two options to mail the award or cancel.
 2. Sheri will get an updated list to Ron. Sheri also reported inquiry from awardees about the money used for their plaque to be donated to scholarship. Barb reminded that the Staff Association account is appropriated funds which cannot be used toward scholarship.

V. Legislative Process

a. Board involvement – Julie

- i. UHESA would like to get the board involved. If we have an issue we would like addressed, we need to contact our legislators before November. UHESA suggested holding an open forum on campus to train staff.
- ii. Information needed:
 1. What bills are out there for consideration now?
- iii. Dorian gave a recent presentation about legislature being more unwilling to support Higher Ed and to put the burden back on student tuition. A better approach would be to come up with suggestions or solutions of how to reallocate the money in the "pie". Mindy reported legislators may suggest the need for us to reallocate on our own campus.
- iv. Higher Ed is the largest employer in the state of Utah and should receive adequate funding. Public Ed is very visible and always receives recognition. Their approach is very well tuned. We need to do the same.
- v. Donna Law is the legislative liaison on campus. Mindy will contact Donna (and keep Julie in the loop) for help to access the information needed to possibly have a campaign in place before the opening social. Donna should know details such as deadlines etc.
- vi. Barb suggested a legislative forum in September or October before the bills are discussed. If we can plant the seed early, it will be on their minds.
- vii. How do we compete with other states offering in-state incentives if we don't receive any funding? We can't always pass the increased costs on to the students and still expect them to come.

viii. The Staff Association website needs to have current legislator contact information.

VI. Welcome Wagon –

- a. Chad Bell – Athletics (Ron)
- b. Carrie Childs – Payroll (Paula)
- c. Jacob Askeroth – President’s Council Fellow (HSS) (Barbara)

VII. Staff Professional Development Request from IT- Julie

- a. There is a proposal from IT to bring an off campus entity in to teach Microsoft Word/Excel/Access for a fee of \$5,000.
- b. The Board is in agreement that we should ask faculty/staff teaching those classes on campus to put on training rather than hire an outside entity.

VIII. Policy Updates – Julie

- a. Policy 5.56 - Policy Development Authority
Julie visited with Dorian Page and he is in agreement that new policy should be reviewed by the staff association (to be added to #2).
- b. Policy 8.1 – Classified Staff Personnel System
This policy has not been reviewed since 1998. There is a difference between Classified Staff (Exempt) and Professional Staff (Non-Exempt) and there may be a need for two separate policies. (Exempt/Non-Exempt classifications come from the Dept. of Labor.)
 - i. Barb suggested to form a sub-committee:
 1. Barbara
 2. Mindy
 3. JulieDaniel said Dorian will insist on someone from the HR to be on the committee.
The committee will gather information from previous Board members who have been involved and review the policy process. Upon completion, the committee will make a presentation.

IX. Tuition Waivers

- a. There is currently a request to change the policy for approved time to take classes.
 - i. Policy currently allows up to 6 hrs. per week if arranged so as not to interfere with the contractual agreement and obligation to the University. If course is specifically related to job improvement, 3 hrs. per week of released time may be used without expectation to make up the time. An additional 3 hrs. may be approved by the supervisor using the employee lunch hour. Courses not related to job performance requires all released time to be made up or compensation adjusted as approved by the supervisor.
 - ii. Dorian Page is suggesting a change to allow 3 hrs. per week related to job performance with no option for additional released time.
 - iii. The Board would like the policy to remain as is with responsibility falling on the supervisor to allow or disallow released time.
 - iv. An addition needs to be made to policy regarding the benefit of obtaining a degree while employed at SUU.

X. Presidential Search Update - Tabled

Meeting adjourned at 12:40. Motion to adjourn by Sheri. Barbara 2nd.