

SUU Staff Association Minutes
Thursday, November 14, 2013
Registrar's Conference Room

Attendance: Julie Larmore, Daniel Bishoff, Nellie Lee, Sonn Berrett, Mindy Benson, Ron Cardon, Sheri Lopez, Barbara Rodriguez, Paula Lambeth

Absent: James Loveland, Brandon Rasumssen

Call to Order: Julie called the meeting to order at 11:05 a.m. and welcomed all.

Items of Business

- I. Review of Action Items from October. Welcome Wagon: Deborah Staples and Mark Dimond were contacted. Nellie will contact Georgia Goodson this week and Mindy offered to contact Jessica Burr.
- II. Approval of minutes: Julie called for motion to approve October 12, 2013 minutes, Sheri made the motion, Daniel seconded. All in attendance approved the minutes.
- III. Treasurer Report (Handout) – Julie
 - a. Budget Status Report as of November 14.
 - b. Julie gave Bruce Barclay approval to take a university van to St. George.
 - c. A few charges from the Legislative Forum will hit the account this month.
- IV. Committee Updates/Assignments
 - a. Training – Daniel reported the trainings have *mostly* been well attended. They are offered at 10:00 and 3:00 as requested, however, not many are attending the 10:00 (with exception of the Gmail and Tango).
 - i. Post Office Training had low attendance. Rather than offering a regular training, they could offer training by invitation to departments who use bulk services, etc.
 - ii. If there is a big change, post office training could be combined with other training.
 - b. Parking Advisory – Mindy would like to see the parking advisory and the appeals committees have members in common for consistency. Parking policy needs to be enforced as positively as possible.
 - i. Julie indicated parking will soon move to facilities and they are looking at ways to be more accommodating to campus.
 - ii. There will soon be an option for faculty/staff to purchase a second tag at a reduced rate.
 - iii. Daniel suggested going back to the sticker rather than hang tags to alleviate many of the problems.
 - iv. Nellie serves on the appeals committee and said they are presented with many issues concerning students, vendors, guest speakers, VIP, visitors, etc.
 - c. Bookstore Advisory - Julie reported this committee needs to be revived. They would like two staff members to serve on the committee. Sonn volunteered to serve and then identify a staff at large at a later date.

V. Legislative

- a. Campus Legislative Forum (Recap) –
 - i. Wednesday, November 13, 11:30-1:00. Julie reported there was good information received from the forum.
 - ii. Linda Liebhart did a wonderful training on the website www.le.utah.gov and how to navigate through it.
 - iii. Senator Vickers and Representative Westwood pointed out areas of interest on the website and encouraged feedback on issues from everyone. They asked that you reference the bill of your comment or concern.
 - iv. Ron was concerned about the turnout. There were about 20 people in attendance. In previous years there has been better attendance in mid-morning or mid-afternoon.
 - v. Senator Vickers addressed the issue about funding received for SUU to qualify us as a state institution. He said it needs to be at least 50% funded and we are reaching a point of concern.
- b. UHESA Day at the Capitol – There is a van scheduled to travel to the capitol on February 6. Everyone is encouraged to attend.

VI. Evaluations

- a. Sheri handed out the current evaluation forms for classified and professional staff. She has been given charge to research and present a form(s) that better meet our needs. Barbara reminded that we need to identify meritorious. Daniel and Mindy do not like the current procedure as a supervisor needs to be interactive everyday with those they supervise, thus problems can be taken care of as they arise rather than a statement on an evaluation once a year. Julie, Mindy, Barbara and Paula will serve on a committee with Sheri. Areas of concern:
 - i. Do we need separate forms for classified and professional
 - ii. Criteria for merit pay
 - iii. Should it be on-line and require electronic signatures from employee and supervisor
 - iv. Is it enforced

As we develop the new forms, and once policy 5.56 is approved, we will look at a revision to the evaluation process for staff. One suggestion was to conduct staff evaluations similar to the LRT process and have the responsibility of initiating the evaluation lie with the staff member

VII. Policy Updates

- a. Policy 5.56 Policy Development Authority – has been sent to President Council for approval.
- b. Policy 6.9 Supplemental Overload Compensation and Consultation - Bruce Tebbs convened a committee to review this policy for revision. Julie has been involved with a rewrite of Policy 6.9. Some language for consultation for staff may develop a separate policy. Barbara asked to review what has been proposed. It is important to have input for staff from both sides—academic and non-academic. Julie will send the proposed revisions.

- VIII. Presidential Finalist Meetings – The Presidential finalists will be on campus next week. Julie asked that everyone on the Board be prepared to attend these meetings. She will keep us informed to the day/time/location.

Julie received a request from Carolyn Higbee from the Board of Trustees for feedback regarding characteristics the staff would like to see in the next President of SUU as well as the staff's perspective of SUU's success in fulfilling its stewardship over the staff – both strengths and areas of improvement.

The board felt we had already developed a good list of characteristics. The board also suggested that we develop questions to ask each candidate and that we talk in advance with the Faculty Senate president to discuss the use of time and questions asked. It would be good to make sure both groups are not planning on the same questions. If we review questions prior, we can ensure we get a complete view of the candidate's opinion on topics in question. It would also be good to discuss use of time so we both get an

equal amount of time to question the candidates. Julie will contact Julie Taylor. She will also send out an email to the Board and asked that we be prompt in our responses so this information can be sent to Carolyn.

NOTE: the following was distributed by Julie

Characteristics:

Vision balanced with fiscal responsibility
Ability to capitalize on non-traditional revenue sources
Investment in people (salaries, benefits, training)
Ability to make tough calls
Understanding of long-term impact
Understanding of SUU's history, roots & community

Strengths:

Supportive of Staff Association events (allowance for extended lunch hours, encouragement of training efforts).
Staff Association is funded as a direct line from the President's office so all staff are included as association members.

Weaknesses:

Feedback of Staff Association board is not sought on a direct and regular basis. Typically, feedback is solicited only in emergency type setting (such as a budget cut).

NOTE: the following questions were suggested by Board members as possible questions:

1. The campus benefits package has been eroded over the last couple of years. Last year, the tuition waiver was reduced, parking was charged, the athletics and arts ticket benefit was eliminated, and our health benefits were changed. As President, how would you deal with revenue shortfalls without further affecting benefits.
2. There are a variety of ways to fund campus, the legislature, donors, tuition, etc. Since we're completing a capital campaign, and students are feeling maxed out on tuition and fees as a revenue source, as President, what additional sources of revenue would you utilize? How/where does reallocation figure that?
3. As President, how would you elicit open and free communication from all your constituent groups? How do you ensure you've actually heard concerns? (*Comments were to emphasize faculty and staff in these questions*).

- IX. Other: Ron reminded the deadline for SPDF funding is December 1. We will review applications at our December meeting.

Motion to adjourn by at 12:34.