

SUU Staff Association Minutes
Thursday, December 11, 2014 Registrar's
Conference Room

Attendance: James Loveland, Jared Wilcken, Sheri Butler, Camille Werner, Andrea Masterson, Nellie Lee, Sonn Berrett, Camaree Staheli, Stuart Bunker, Brandon Rasmussen and Loralyn Felix (Library, Faculty Senate)

Absent: Casey Bowns

Call to Order: James called the meeting to order at 11:07 a.m. and welcomed all.

Items of Business

- I. Approval of minutes
 - a. James called for motion to approve November 13, 2014 minutes; Sheri made the motion, Stuart seconded. All in attendance approved the minutes.

- II. Treasurer Report – Camille
 - a. Balance as of December 11, 2014 \$2113.18
 - b. Bereavement Plants—the credit with the Biology Department/Greenhouse is still being worked out with Camille.
 - c. Employees can only be assigned one Purchase Card at a time. If you use your Purchase Card that is assigned to your specific Department for Staff Association purchases, a transfer on a weekly basis needs to be done.

- III. Committee Updates/Assignments
 - a. Training – HR/Brandon—Sheri has had requests from newer Staff to have training on Excel, Word, reconciliation to Banner, etc.
 - b. President's Council –James, Sheri, and Jared will serve as representatives on the Strategic Planning Committee.
 - c. Parking Appeals – Nellie—appeals are being held weekly
 - d. Parking Advisory – Camaree/Nellie—no information
 - e. Bookstore--Sonn ---no meeting held
 - f. Insurance – James – no information

- IV. Welcome Wagon
 - a. Andrew Heaton – Agriculture Technician – Agriculture & Nutrition Science (Stuart)
 - b. Brian Raper – IIC Partnership Director – Outdoor Engagement Center (Andrea)

- V. Bereavement Plants
 - a. Melanee Mariner
 - b. Michael Thompson

- VI. A Smoke Free Campus
 - a. Sheri is still in the process of contacting Kathleen @ Dixie State for information.... they are now a Smoke Free Campus. She will have information to present at January's Staff Meeting.
 - b. James presented the concern at President's Council, President Wyatt said we need to have more reasoning to move forward.

- VII. Staff Association Constitution and Bylaws
 - a. Discussion on Policy # 13.18 regarding the wording "routine" in Article IV—Section 1: Officers and Duties.
 - b. Motion by Sheri and seconded by Nellie to wait for a few months and relook at the changes that need to be made to the Constitution and implementing the On-line voting for approval.
 - c. A Constitution Committee has been formed to study the changes to the Constitution. Jared Wilcken will chair the committee with Sonn Berrett, Stuart Bunker and Camille Werner as committee members. They will report in two months.

- VIII. Staff Professional Development Funding
 - a. Balance is \$8,500.00 as of December 11, 2014
 - b. Extra funding in the amount of \$5000.00 has been approved and will be available soon.
 - c. Camille will check with Casey McClellan to see if he is still interested in funding and will report on his application in January.
 - d. Changes to the guidelines were made stating that the "applicant eligibility is prior to the training/event". Stuart made the motion, seconded by Sonn.

- IX. Holiday Schedule
 - a. Concerns from staff members about the Holiday Schedule for this year shared by James.
 - b. Changes being requested to the Holiday Schedule will be presented at President's Council.

Motion to adjourn by Nellie, Jared seconded. Meeting adjourned at 12:15 p.m.