

**SUU Staff Association Minutes**  
**Thursday, March 13, 2014**  
**Registrar's Conference Room**

**Attendance:** Julie Larmore, Mindy Benson, Ron Cardon, Paula Lambeth, James Loveland, Brandon Rasumssen, Barbara Rodriguez, Daniel Bishoff),

**Absent:** Nellie Lee, Sonn Berrett, Sheri Lopez and Steven Irving (Library, Faculty Senate)

Call to Order: Julie called the meeting to order at 11:04 a.m. and welcomed all.

**Items of Business**

- I. Approval of minutes –
  - a. Julie called for motion to approve February 13, 2014 minutes; Daniel made the motion, Mindy seconded. All in attendance approved the minutes.
  
- II. Treasurer Report – Julie (Handout) – We are in good shape.
  - a. Commitments until June 30:
    - i. Food for Closing Social
    - ii. Prizes for Closing Social
    - iii. Staff Awards
    - iv. Travel to UHESA (Weber State), May 16
  
- III. Committee Updates/Assignments
  - a. Training – Daniel/Brandon reported it is going well. Julie asked if there is an interest in home-improvement training offered by facilities staff. The group decided it doesn't fit the goal of training to improve employee performance. This type of training would need to be held at noon or after hours.

Daniel has been asked by Greg Powell what type of customer service topics to cover in his training. The following topics were discussed (and possibly do a series):

    - \*Frontline Communication – with the public as well as on-campus
    - \*Anger/Patience
    - \*Proactive rather than reactive
    - \*Most common customer service mistakes
    - \*Hygiene/Dress

*Suggested to hold training in a large classroom and invite student help.*
  - b. Parking Advisory – Julie submit our document recommending we go back to the previous system. We definitely want to promote SUU plate privileges as Mindy reported the sale/renewal has dropped considerably with the current system.
  - c. President's Council – Julie has been invited to attend the next meeting.
  - d. Staff Association Liaison – All agreed rather than sending someone to Faculty Senate, we add Steve Irving to our monthly agenda to report on Faculty Senate issues.

- IV. Welcome Wagon
  - a. Gary Crowton – Assistant Football Coach (*Brandon*)
  - b. Jamie Campbell – Administrative Assistant – Integrated Eng./Engineering (*Ron*)
  - c. Stephanie Greenhalgh – Admissions Processing & Info. Mgmt. Specialist (*Julie*)
  - d. Allen Butt – Program Specialist – College of Ed. & Human Development (*Daniel*)
  
- V. Legislative – All agreed to organizing a Legislative Follow-up Session
  - a. Julie will contact Linda Liebhardt & Donna Law
  - b. Preferable time 2 or 3 p.m.
  - c. Combine with the Leavitt Center to include students and staff
  
- VI. Accreditation – April 9-11
  - a. There will be a staff only session that we will be asked to attend.
  
- VII. SPDF Applications –
  - a. Lee Byers awarded full funding \$750
  - b. Carol Kunzler awarded \$657
  - c. Linda Liebhardt awarded \$324
  - d. Paula Mitchell awarded \$422
  - e. Mindy Pearson denied as she is a 1 year appointment staff
  - f. Timothy Roelofs awarded \$110
  - g. Tessa Douglas awarded full funding \$750
  
- VIII. Scholarships – changing the application process
  - Requirement for staff recommended student to apply:***
    - \*Cover Letter
    - \*Application
    - \*Unofficial Transcript
    - \*Letter of Recommendation
  - Consideration for award:***
    - \*Full-time student
    - \*Sophomore/Junior/Senior status
    - \*Extra-curricular activities/Employment
    - \*Academics/GPA
    - \*Quality of application and documents
    - \*Passion for future, potential impact, long-term goals
  
- IX. Staff Parterre Garden –
  - a. Adding trees, bushes and zeroscape to outside beds
  - b. Planting 4 flower beds
  - c. Change gate/fence to appear more inviting

Motion to adjourn by Daniel, James seconded. Meeting adjourned at 12:20 pm