

SUU Staff Association Minutes
Tuesday, June 16, 2015
Library 3rd Floor Conference Room

Attendance: James Loveland, Sheri Butler, Jared Wilcken, Camille Werner, Andrea Masterson, Nellie Lee, Camaree Staheli, Stuart Bunker, Sonn Berrett, Brandon Rasmussen, Melanee Mariner, Dialea Adams, Lauri Garfield, Greg Turnbeaugh, Brian Fullerton and Loralyn Felix (Library, Faculty Senate)

Absent: Casey Bowns and Jennifer Hunter

Call to Order: James called the meeting to order at 10:10 a.m. and welcomed all.

Items of Business

- I. Approval of minutes
 - a. James called for motion to approve May 21, 2015 minutes; Stuart made the motion, Camille seconded. All in attendance approved the minutes.

- II. Treasurer Report – Camille
 - a. Staff Association balance as of June 16, 2015 \$885.82
 - b. Plaques for the Years of Services Awards in the Fall will cost \$839.00
 - c. The website and the Sharwan Smith Center plaques needs to be updated with the service awards. There are some errors on the plaques that need to be fixed as well. A board member will be assigned this next year to update the website and keep it current.
 - d. Camille is working with Jocelyn’s Floral on the discrepancy with the Bereavement Plants that we have purchased from them this past year.
 - e. A reimbursement will be made to Jared for the prizes he purchased for the Closing Social \$197.66 on his Purchase Card.
 - f. The UHESA Conference that Jared and Julie attended last summer has not been billed for yet. Jared will check into that so Camille can see that it gets paid out of this year’s budget.

- III. Committee Updates/Assignments
 - Parking Advisory-Camaree—No report
 - Bookstore-Sonn—reported that they meet once a year with the Department Heads regarding the ordering of text books.
 - Insurance-James—No report
 - Parking Appeals-Nellie—No report
 - Training-Brandon—Lynda.com software/tutorials and training

- IV. Welcome Wagon
 - a. Annie Stradling –Assistant Women’s Volleyball Coach – Athletics (Brian)

- V. Stipend changes for Executive Board – Jared
 - a. Motion by Sheri to approve changes to the stipend distribution, seconded by Camaree beginning July 1, 2015.
 - b. Staff Association President’s stipend is for three years and will be paid out as follows....

1st year (Pres. Elect) \$750.00
2nd year (President) \$1500.00
3rd year (Past Pres.) \$750.00
Staff Association Treasurer \$750.00 per year
Staff Association Secretary \$750.00 per year

- VI. Budget questions -- Why are we under budget? And what has it been spent on? The plaques have been paid out of the previous year's budget and the budget is short approximately \$600.00 at this year's end.
- a. The following ideas were suggested to help the budget problem for this next year....
 - i. Cut Stipends for this next year
 - ii. Stop Plaques—give Certificates, maybe cut out the 10 Year Plaques.
 - iii. Change one of the Socials, eliminate prizes, drop food-just have dessert.
 - iv. There is approximately \$1500.00/\$1600.00 left in the SPDF Fund. Jared suggested the Bylaws be changed to allow the remaining Funds be used and next year request that the President's Council increase the base budget by \$2000.00.
 - b. Jared called for motion to request that Camille move the remaining SPDF Funds to the budget, Stuart made the motion, Sheri seconded.
- VII. Staff Professional Development Funding –Sheri
- a. Lynne Brown has submitted an application for herself, John Shafer and Mark Leavitt to attend the Aspire Conference this summer. Sheri called for motion to approve the application for the funding; Nellie made the motion, Sonn seconded.
- VIII. Staff Association –Years of Service Awards – moved to next Board Meeting
- IX. Tobacco Task Force – Melanie
- a. Nicole Gwin who is the Drug/Alcohol Prevention Specialist from the Counseling and Psychological Services is requesting a representative from the Staff Association to sit on that committee. Linda Liebhardt has been asked to represent the Staff Association.

Motion to adjourn by Stuart, Camaree seconded. Meeting adjourned at 11:03 a.m.

Southern Utah University Staff Association
Retreat
June 16, 2015

Agenda/Minutes

1. Review Constitution and Bylaws – Jared
The new Staff Association Constitution has been approved by the Trustees
2. Review Staff Association Committees with guidelines
 - a. Scholarship Committee – Camaree, Chair; Dialea, Co-Chair & Jared, Executive Board
 - b. Staff Awards – Greg, Chair; Brian, Co-Chair & Melanee, Executive Board
 - c. Staff Professional Development Fund (SPDF) – Stuart, Chair; Laurie, Co-Chair & James, Executive Board
 - d. Opening & Closing Social
 - e. Standing Committees –
 - i. Parking Appeals—Brian
 - ii. Bookstore—Lauri
 - iii. Tobacco—Linda
 - iv. Training—Stuart
 - f. Webmaster—Jennifer
3. Orientation for Officers and Board Members in new positions...
 - a. Sheri/James
 - b. Jared/Melanee
 - c. Andrea/Jennifer
 - d. Board Members
4. Budget—discussion took place during the regular monthly board meeting earlier.