

SUU Staff Association Minutes
Wednesday, April 7, 2016
Yankee Meadow

Attending: Camaree Staheli, Di Adams, Linda Liebhardt, James Loveland, Jeremy Martin, Brian Fullerton, Greg Turnbeaugh, Jared Wilcken, Barbara Rodriguez, Laurie Garfield

Absent: Stuart Bunker, Loralyn Felix, Jennifer Hunter

- I. Call to Order: Jared called the meeting to order at 11:03 a.m.
- II. **Welcome Wagon Letters (were not discussed, tabled for a future meeting)**
 - a. Breanna Bradshaw- Administrative Assistant II Registrar's Office - Starts September 1, 2015 (Lauri)
 - b. Keri Romine- International Support Specialist- Started October 1, 2015 (Jared)
 - c. Shaylee Lamoreaux- Admissions Counselor for Campus Recruitment Events- Started October 16, 2015 (Lauri)
 - d. Chelsea Buck- Orientation Coordinator- Started December 16, 2015 – (Lauri)
 - e. Wendy Hutcheson- Assistant Cashier- Started December 16, 2015 – (Camaree)
 - f. Kay Gale- Administrative Assistant III- Bookstore- Starts 1/1/2016 (Barbara)
 - g. Ashley Pollock - CPVA (Barbara)
 - h. John Anderson – Library (Linda Liebhardt)
 - i. Cody Tullis – FM (Greg)
 - j. Frank Pucher- Associate Athletics Director for Development- Started 3/1/2016
 - k. Shannon Eberhard- Graphic Design and Media Specialist Intern- Started 3/1/2016
 - l. Caleb Vadnais- Veterans Affairs Coordinator- Started 3/1/2016
 - m. Solomona Tapasa- Assistant Football Coach- Started 2/16/2016
 - n. Anthony Arceneaux- Assistant Football Coach- Started 2/16/2016
 - o. Roderick Chance- Assistant Football Coach- Started 2/16/2016
 - p. William Greenberg- Head Strength and Conditioning Coach- Started 3/18/2016
 - q. Jeff Tukuafu- Director of Football Operations- Started 3/16/2016
 - r. Britnee Ramirez- Student Success Advisor- Started 3/16/2016
 - s. Sunni Standing- Administrative Assistant II- Started 3/16/2016
 - t. Amanda Utzman- Online Admissions Advisor- Summer School Coordinator- Started 3/16/2016
- III. **Items of Business**
 - a. Minutes were approved unanimously
 - b. Staff Association Goals

Jared expressed the feelings of the Executive Committee as they reviewed the outlines and changes the various committees submitted for approval by the General Board. Most

of what was submitted was really only materials—applications – that students or staff complete. He suggested that the Executive Committee meet and complete missing information needed to clarify the make-up of the committees. The Executive Committee also needs to update and revise the by-laws, so they could do this all at the same time.

Some examples of by-law revisions are: clarifying the titles of Board Members, specifying that there will be three Senior Members and three Junior Members, with the Junior Members moving up into the Senior Member positions during the second year of their term, and the three newly elected Board Members taking the role of Junior Members.

We will also add to the by-laws that there will be three standing committees, chaired by Board Members as assigned (Recognition Committee, Staff Professional Development Fund Committee and the Scholarship Committee).

i. Communication

A continuing part of good communication on campus involves the Newsletter. Jared distributed the most recent draft copy that he hoped to mail out later that day. He asked everyone to look it over for any errors or suggestions.

Jared pointed out that he really wanted to put a picture of the General Board in the Newsletter, but we didn't have one! He suggested that the new board have one taken in June so it could be posted on the website.

Jared reviewed with the Board items that were discussed at President's Council as they are listed in the Newsletter:

- Policy reviews- there were a couple of policies sent out for review. He looked them over and it seemed that both of them were more updating the wording with no real changes to the benefits policy.
- CAST- Linda reported that the first training went well. They had a good mix of faculty and staff, but they really need more staff to participate. Jared wanted it known that the Staff Association supports this initiative but are not a sponsor of it.
- Security report- Mark Walton gave a report that seemed very alarming, but clearly let all know the need for IT receiving resources so they can stay ahead of the game with campus security.

One Board Member asked what ever happened with the request to change the "use it or lose it" dates for vacation time. Jared reported that nothing else had been mentioned again in President's Council about it.

Jared also gave an overview of the Board of Trustees meeting to the Board:

- There will be a first-tier tuition increase, as put forth by the Board of Regents, in the amount of 3.5%. There was no second-tier tuition increase requested.

Linda asked if anything had been mentioned about the smoke-free campus. Jared reported that the item had been tabled in President's Council because they did not have time to discuss it. Linda added that all staff be supportive of this

Initiative by at least reminding people who are smoking near entrances and air intakes outside the buildings that “In enforcement of the Utah Clean Air Act, you must stand 25 feet or further from any opening—entrance or air intake—to public buildings.” If we all do what we can to at least enforce the laws already in place it will help make our campus a healthier place.

ii. Training

iii. Advocate

Jared reported that in a recent Forum held in the Rotunda, there had been discussion about what could be done to advocate and promote staff on campus. They realized that most people on campus don't even know who staff are when almost half of the nominations made for Outstanding Staff were actually faculty. Suggestion was made that we do a Staff Awareness Campaign. We will highlight several staff members each week—who they are, what they do, how they connect with you—on the digital signage around campus (Education building, Science & Engineering buildings, SUUSA, Tutoring, etc.)

As in all good advertising, an important part of this campaign is to come up with a catchy tagline to use. Jared asked everyone to think about this and email suggestions to the Executive Board. Some made at the meeting were:

- Advancing SUU
- S.T.A.F.F. (then coming up with a catchy phrase that fits the acronym)
- SUU works because we do.... STAFF

c. UHESA

Barbara reported that she and Jared recently attended the UHESA meeting in St George. It was a nice event and they met and worked with people from just about every other USHE institution in the state.

On the second day of the meetings, UHESA gave a presentation to the Board of Regents about the Bring a Friend to Finish (“bff”) Initiative. The Regents were very receptive to the Initiative and congratulated all involved. Barbara plans to present this at the closing social to our staff and encourage all to participate. Currently any referrals given for SUU that are received through the UHESA site will be forwarded to Jared. We plan to coordinate with other entities on campus (SGPS and Lindsey Fullerton) who may already be working to get people who have taken courses at SUU to come back and complete their degrees. We also hope to put together an SUU video in support of this Initiative to post on our website and on UHESA's website.

d. Nominations and elections for 2016-2017

Jared asked everyone to submit nominations for the upcoming election and to spread the work to have everyone apply or submit a nomination.

Our next meeting will be held on Tuesday, May 3. Jared will send out the proposed by-law changes, including addendums, with the next agenda.

REPORT

Most popular pages

SITE Southern Utah University	GROUP Staff Association
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An overview of the 200 most popular pages, based on page views.

Most Popular Pages

#	Page title	Page score	Page views % of total	Visits % of total	Average page views per visit	Page level
1	Home Staff Association SUU http://www.suu.edu/ad/staff/index.html	10	59 14.97 %	33 22.60 %	1.79	3
2	Staff Association Scholarship Staff Association SUU http://www.suu.edu/ad/staff/scholarship.html	10	52 13.20 %	39 26.71 %	1.33	4
3	Officers & Committee Members Staff Association SUU http://www.suu.edu/ad/staff/officers.html	10	46 11.68 %	35 23.97 %	1.31	4
4	Home Staff Association SUU http://www.suu.edu/ad/staff/	-	43 10.91 %	29 19.86 %	1.48	-
5	Distinguished Service Awards Staff Association SUU http://www.suu.edu/ad/staff/distinguished.html	10	29 7.36 %	21 14.38 %	1.38	4
6	Outstanding Staff Employee Staff Association SUU http://www.suu.edu/ad/staff/staffaward.html	10	28 7.11 %	22 15.07 %	1.27	4
7	Pas Board Members Staff Association SUU http://www.suu.edu/ad/staff/pastboard.html	10	20 5.08 %	16 10.96 %	1.25	5
8	scholarshipapp http://www.suu.edu/ad/staff/pdf/scholarshipapp.pdf	-	17 4.31 %	14 9.59 %	1.21	-
9	Outstanding Staff Employee Award Recipients Staff Association SUU http://www.suu.edu/ad/staff/winners.html	10	14 3.55 %	12 8.22 %	1.17	5
10	Past Distinguished Service Award Recipients Staff Association SUU http://www.suu.edu/ad/staff/winners-distinguished.html	10	14 3.55 %	9 6.16 %	1.56	5
11	spdf-guidelines http://www.suu.edu/ad/staff/pdf/spdf-guidelines.pdf	-	8 2.03 %	6 4.11 %	1.33	-
12	bylaws http://www.suu.edu/ad/staff/pdf/bylaws.pdf	-	8 2.03 %	6 4.11 %	1.33	-
13	Constitution and Bylaws Staff Association SUU http://www.suu.edu/ad/staff/constitution.html	10	8 2.03 %	5 3.42 %	1.60	4
14	Minutes Staff Association SUU http://www.suu.edu/ad/staff/minutes.html	10	6 1.52 %	3 2.05 %	2.00	4
15	spdf-application http://www.suu.edu/ad/staff/pdf/spdf-application.pdf	-	5 1.27 %	5 3.42 %	1.00	-
16	Uh oh! That Page isn't found! (aka 404!) SUU http://www.suu.edu/ad/staff/documents.html	-	5 1.27 %	3 2.05 %	1.67	-
17	Committees - Distinguished Service Award Staff Association SUU http://www.suu.edu/ad/staff/com-distservice.html	10	5 1.27 %	2 1.37 %	2.50	5
18	intheknow2161 http://www.suu.edu/ad/staff/pdf/intheknow2161.pdf	-	4 1.02 %	4 2.74 %	1.00	-
19	Committees - Staff Association Scholarship Staff Association SUU http://www.suu.edu/ad/staff/com-staffassoc.html	10	4 1.02 %	2 1.37 %	2.00	5
20	Yearly Activities, Projects & Contributions Staff Association SUU http://www.suu.edu/ad/staff/projects.html	10	3 0.76 %	3 2.05 %	1.00	4
21	2016-02-2 http://www.suu.edu/ad/staff/pdf/minutes/2016/2016-02-2.pdf	-	3 0.76 %	3 2.05 %	1.00	-
22	Bereavement Plants Staff Association SUU http://www.suu.edu/ad/staff/bereavement.html	10	2 0.51 %	2 1.37 %	1.00	4

Southern Utah University		Staff Association				
#	Page title	Page score	Page views % of total	Visits % of total	Average page views per visit	Page level
23	Legislative Materials Staff Association SUU http://www.suu.edu/ad/staff/legislative.html	10	2 0.51 %	2 1.37 %	1.00	4
24	Executive Board Final Voting Staff Association SUU http://www.suu.edu/ad/staff/board-voting.html	-	2 0.51 %	1 0.68 %	2.00	-
25	Home Staff Association SUU https://secure.suu.edu/ad/staff/index.html	-	2 0.51 %	1 0.68 %	2.00	-
26	Committees - Open Social Staff Association SUU http://www.suu.edu/ad/staff/com-opensocial.html	10	1 0.25 %	1 0.68 %	1.00	5
27	Comments & Suggestions Staff Association SUU http://www.suu.edu/ad/staff/contact.html	10	1 0.25 %	1 0.68 %	1.00	4
28	Centennial Parterre Staff Association SUU http://www.suu.edu/ad/staff/parterre.html	10	1 0.25 %	1 0.68 %	1.00	5
29	April 2008 Spring Social Staff Association SUU http://www.suu.edu/ad/staff/2008-springsocial.html	10	1 0.25 %	1 0.68 %	1.00	5
30	intheknow2161 https://secure.suu.edu/ad/staff/pdf/intheknow2161.pdf	-	1 0.25 %	1 0.68 %	1.00	-

Glossary

- **Visits:**

A visit is defined as a series of page requests from the same uniquely identified visitor with a time of no more than 30 minutes between each page request.

- **Page Views:**

How many times a certain page is accessed during the selected period. A valid visitor seeing a page on the website results in one page view.

- **Unique visitors:**The total number of unique visitors during the selected period.

- **Bounce rate:**

Bounce rate is calculated from single-page visits (visits where users have only seen one page) divided by the number of entries on the site.

- **Referrers:** External sites and search terms that have referred visitors to the site.

- **Entry page:**

The 1st page a visitor sees after being referred to the site. Entry pages can also be referred to as entry pages.

- **Page score:**

If you also utilize the Quality Assurance service, integration between the 2 services enables for a page score to be calculated. A page score is accredited to each page found during the Quality Assurance crawl It is calculated based on the number of broken links, misspellings and page level. The range is 0-10, with a score of 10 indicating that the page has no link or spelling errors.

- **[not provided]:**

[not provided]; covers keywords used in searches done on a secure Google webpage (https), where the keyword is not passed along when the user clicks on a search result.

STEP 1 – READ SUU DAY IN THE PARKS EXPERIENCE PROPOSAL INFORMATION

Thank you for your interest in proposing an experience for SUU Day in the Parks. Please read through the following information that will help guide you through the process.

GENERAL INFORMATION

WHAT AND WHY?

SUU Day in the Parks is a one-day event on August 25, 2016 celebrating the National Park Service's 100th anniversary and SUU's unique location among world-class national parks. The goal is to recognize the parks and the outdoors as part of experiential classrooms at SUU, "The University of the Parks." All Southern Utah University students, staff, faculty, as well as Emeriti and Alumni are encouraged to participate in this history-making event.

All on-campus classes, in all disciplines, are suspended on that day, to encourage visits in the parks and other public land areas for alternative and enriching educational experiences. Campus will not be closed. However, staff offices are allowed to operate on minimal staffing in order to encourage as many staff as possible to participate in these experiences. All faculty, staff and students are also encouraged to offer their expertise for workshops and activities in the parks. Service and "giving back" to our public lands is encouraged!

WHO?

All departments, clubs and organizations across campus, as well as other groups and individuals are encouraged to propose Park Day Experiences of any size and duration.

WHERE?

In keeping with the National Park Service Centennial theme of "Find Your Park", please consider a location that is perhaps less well known but has equal scenic, recreational or cultural value. Be aware that the larger and/or more famous areas will be more crowded and may impact the experience.

While this is a celebration of the National Park Service Centennial, don't forget other public lands such as those managed by the US

Forest Service, BLM (Bureau of Land Management), Utah State Parks, Utah Division of Wildlife Resources (DWR), etc.

Check out the "Idea Generator" (<http://suu.edu/parks/day/pdf/idea-generator.pdf>) for locations and experience ideas.

All SUU Day in the Parks experiences will be organized into one of three Participation Areas (<http://suu.edu/parks/day/idea.html>):

On Campus

Off Campus Local (up to 30 minutes)

Off Campus Distant (greater than 30 minutes)

WHEN?

Blocks of time will be available for you to schedule -- either full day or half day.

IMPORTANT DATES:

PROPOSAL DEADLINE FOR SCHEDULING AND LOCATION PRIORITY: April 8

SIGN UPS OPEN: April 13

HOW?

STEP 1 – Read SUU Day in the Parks Experience Proposal Information - do your research using the resources on this website and elsewhere, prepare information to fill out proposal form

STEP 2 – Fill out SUU Day in the Parks Experience Proposal Form and SUBMIT BY MARCH 25 DEADLINE

STEP 3 – You will be contacted by a Participation Area Coordinator to assist in planning and coordination

STEP 4 – Coordinators will work with the Registrar's Office. Your proposal will be posted online as part of the Sign Up Process

STEP 5 – Final planning and coordination will occur over the summer *Understand that if you make a proposal, you will need to receive and respond to communication throughout the summer prior to the event.

ADDITIONAL INFORMATION

- o All entrance fees to all public land areas will be waived for SUU Day in the Parks
- o Transportation available for distances greater than 30 minutes or for local large group shuttles
- o Limited funding may be available. Request through proposal.
- o For questions, coordination of experience details, etc. contact your Participation Area Coordinator (see Menu for Contact Information)
- o Final instructions and details will be emailed to all Group Leaders 1-2 weeks prior and posted on the SUU Day in the Parks website
- o While there is a great deal of flexibility in possible activities, all experiences will comply with safety guidelines as well as SUU Policies and Procedures.

- o All experiences, primarily off-campus, are encouraged to practice the 7 Leave No Trace principles
- o All off-campus participants will be required fill out a release form as well as a Emergency Contact Information, list any medical concerns and provide medical insurance information during the sign up process.
- o Plan ahead and prepare
- o Travel and camp on durable surfaces
- o Dispose of waste properly
- o Leave what you find
- o Minimize campfire impacts
- o Respect wildlife
- o Be considerate of others

PROPOSAL INFORMATION

To prepare to fill out the online Experience Proposal form (since it will not save your information until the end), here's the basic information you'll need to have ready:

I. Personal Information

II. Experience Information

- a. Contact Person's Name (current SUU Faculty, Staff, Student, Emeriti or Alumni)
- b. Email
- c. Phone
- d. Identify whether you are Current SUU Faculty, Staff, Student, Emeriti or Alumni
- e. Will there be a Group Leader different than the Contact Person (someone not affiliated with SUU – must have SUU sponsor)
- f. Group Leader Contact Information
- g. T Number
- h. Employees – college and/or department
- i. Students – class status, major, Faculty or Staff Name and Contact for approving proposal

- a. Experience Title
- b. Will this be a closed (for specific department or group) or open experience (anyone able to register), and if closed, name of group
- c. Available to people with disabilities?
- d. Maximum and minimum group size
- e. Area of proposed experience (On Campus, Off Campus Local, Off Campus Distant)
- f. If On Campus – campus space to be scheduled, times, setup needs
- g. If Off Campus Local – location, time (full day and half day blocks, plus “Other” for shorter times)
- h. If Off Campus Distant - location, time, (full day and half day blocks, plus “Other”), transportation needs
- i. Describe type of experience – workshop/class, service, event, recreation, other
- j. List what will be provided by Group Leader (if anything)
- k. List what needs to be provided by SUU (if anything)
- l. List what will need to be provided by Participants (if anything)
- m. Special needs, requirements, or pre-requisites

IDEA GENERATOR

If you need ideas for SUU Day in the Parks Experience Proposals, browse through the lists. You can propose to lead any of the experiences listed below. Or use these suggestions to trigger other possibilities. Keep checking back for more ideas. Make sure to note any special considerations or restrictions.

FIND YOUR PARK - SUU Day in the Parks is supporting the **FIND YOUR PARK** theme of the 2016 National Park Service Centennial, which encourages finding areas to visit that are may be less well known or visited, but may have equally scenic, recreational or cultural value as many of the more well known parks and other public land areas.

FIND YOUR PASSION – think about what you love to do outside and share that passion with others. **PLEASE NOTE:** If you’re interested in offering experiences to the larger, more popular and well-known National Parks, commercial bus transportation will be available. Times and locations can be found in Step 2 Experience Proposal.

Participating in SUU Day in the Parks is completely voluntary, but strongly encouraged.

GENERAL SUGGESTIONS:

- Specialized workshops (ex. photography, dance, music, astronomy, painting, mountain biking, poetry, nature journaling, wildlife viewing, etc.)
- Research and field projects (ex. Bio Blitz, geology, soundscapes, international visitation, invasive plant removal, etc.)
- Service Learning (especially good for large group experiences)
- Small group experiences (ex. outdoor recreation experiences such as hiking, canyoneering, climbing, Narrows hike, Angels Landing hike, Grand Canyon Rim to Rim, mountain biking, etc.)
- Special extended experiences of 3-4 days may be possible.
- Large group experiences (ex. service learning opportunities, buses to major national and state parks)

LOCATION IDEAS

ON CAMPUS:

- SUMA Art Museum – national park and western landscapes art exhibits, National Park birthday celebration with birthday cake on patio
- Showings of movies and documentaries - Ken Burns *National Parks: America's Best Idea*, *Canyoneering the Colorado Plateau*, etc.
- SUU Special Collections National Parks exhibits
- SUU Library photography of National Parks exhibits, books and other resource special exhibits
- Garth and Jerri Frehner Museum of Natural History – exhibits of National Park natural history
- SUU Archeological Repository – cultural artifacts of the National Parks and other public lands
- SUU Campus Arboretum and Tree Tour – Treasure Hunt/Learn to identify trees of the national parks
- Climbing Wall – learn how to climb and boulder
- Famous Cedar Breaks National Monument Chicken Dinner served at Chartwell's or off campus in box lunches
- Campus Geocache Treasure Hunt

