

SUU Staff Association Minutes
Thursday, June 2, 2016
Yankee Meadow

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

Absent: Linda Liebhardt, Loralyn Felix, Stuart Bunker,

- I. Call to Order: Jared called the meeting to order at 11:12 a.m.
- II. **Welcome Wagon Letters (*were not discussed, tabled for a future meeting*)**
 - a. Keri Romine- International Support Specialist- Started October 1, 2015 (Jared)
 - b. Shaylee Lamoreaux- Admissions Counselor for Campus Recruitment Events- Started October 16, 2015 (Lauri)
 - c. Cody Tullis – FM (Greg)
 - d. Frank Pucher- Associate Athletics Director for Development- Started 3/1/2016 (Jared)
 - e. Shannon Eberhard- Graphic Design and Media Specialist Intern- Started 3/1/2016 (Barbara)
 - f. Dan Moye- Assistant Athletic Director for Administration- Started 4/1/2016 (Di)
 - g. John Hildebrand- International Student Advisor- Started 4/1/2016 (Greg)
- III. **Items of Business**
 - a. Minutes –
 - i. Page 2 of April fix profession to read professional
 - ii. April and May minute approved by general consensus with the one change stated above.
 - b. Closing Social – Wednesday, June 8. Starting time is 8:30 am for breakfast. Barbara asked what the budget is for the closing social. Jeremy will determine the budget. Typical amounts for prizes is \$300. Planting flowers will continue.
 - i. Items accomplished:
 1. Fought against 8.3.8
 2. New monthly recognition
 3. Newsletter
 4. SPDF numbers of employees and the type of proposals to help spark ideas.
 5. Scholarship – number of awardees, how much staff donates to this scholarship
 6. Announce election winners
 7. Forums
 8. Streamline communication
 - c. SPDF - Money left over
 - i. Potential: Award those that received last year
 - ii. Potential: Increase those that received less than \$750

- iii. Barbara suggested to stay with current procedure and make a planned budget for next year. Consensus approved.
 - d. Nominations and elections for 2016-2017. Jared has not contacted the winners yet to verify they accept.
 - e. By-Laws
 - i. JEN Include approved form
 - ii. Grammar changes, succinct language, slight changes to standing committee members, procedures for standing committees including deadlines, tweaked secretarial role,
 - iii. Camaree found a redundancy with standing committee for Past, Pres, and Elect positions. Jared removed redundancy.
 - iv. Senior board members are chairs of the committees; Junior board members are chair-elects.
 - v. Governing Boards had no changes.
 - vi. Added Standing Committee sections (Recognition, Scholarship, SPDF).
 - vii. Appendices, university corrections
 - viii. Articles 5 & 6 did not change.
 - ix. Article 7 changed to Modern Rules of Order
 - x. Article 8 quorum is defined in Article 6 Section 2.
 - xi. Appendix A is the scholarship committee
 - 1. 6-8 members
 - 2. process
 - 3. Rubric points didn't work, leave the rubric but remove the points
 - 4. Criteria should be on application for student knowledge
 - xii. Appendix B is the Recognition committee
 - 1. 6 members (including an Emeritus)
 - 2. A member serving on Staff Association board and Recognition committee is ineligible to be recognized in the year service is being provided.
 - 3. Parking needs 2 week lead time.
 - 4. Tweaking in criteria so Outstanding is clearly the higher award
 - xiii. Appendix C is the SPDF committee
 - 1. Dates
 - 2. Committee only vote not entire board.
 - xiv. Approved by consensus.
 - f. Retreat Training in July - July 5th will be the retreat training for new officers. Barbara will be in charge of this event.

IV. **Action Items**

- a. Jennifer: Jill Whitaker – stats on Staff Association website
- b. Jared: ELC 104 share with CSIS Tutoring, low ceiling, projector.
- c. Jared to check if it will retain the SUU Staff Garden name
- d. Jen: SPDF summary for Barbara for Closing Social
- e. Jared: Scholarship summary to Barbara for Closing Social
- f. Jared: Post By-laws to website by July 2.