



Website: www.suu.edu/ad/staff/

Staff Association of Southern Utah University

President: Barbara Rodriguez
President (Elect): Stuart Bunker
Past President: Jared Wilcken
Secretary: Linda Bauer
Treasurer: Jeremy Martin
Faculty Representative: Lorilyn Felix
Legislative Liaison: Linda Liebhardt

Board Members:
Di Adams, Sr. Board Member
Brian Fullerton, Sr. Board Member
Lauri Garfield, Sr. Board Member
Brandon Street, Jr. Board Member
Tessa Douglas, Jr. Board Member
Dan Camp, Jr. Board Member

Staff Association Board Meeting - July 13, 2016 Alumni House, 3:00 pm

Attendees: Barbara Rodriguez, Stuart Bunker, Linda Bauer, Jared Wilcken, Di Adams, Brian Fullerton, Lauri Garfield, Brandon Street, Tessa Douglas, Dan Camp

Excused: Jeremy Martin, Linda Liebhardt

I. Approve Minutes: *June's Minutes were held*

II. Information/Discussion Item

1. Barbara Rodriguez: President's Report

President's Council - Reviewed

- General Ed Curriculum Management appendix approved
- Property for a field station was tabled until further information obtained
SUU may consider the acquisition of property in Loa, UT for use as a field station. Still lots to consider, discussion was tabled as more information is gathered.
- Child & Family Development Center approved, approved to work with Development to seek donors to fund it
The College of Education and Human Development asked for permission to start a Development Campaign to build a Child & Family Development Center (exact name is also still being developed)

Trustee's Meeting - Reviewed

- Most reports were presented by new presidents, so no real information presented
- Strategic Plan was reviewed and approved
- USF was approved to seek alcohol licenses for week-end performances and presented 2017 season titles
- Academics: General Education Policy reviewed and approved, two R401s approved to move forward
- July 14 & 15 Board of Regents will be meeting at SUU
- Aug 19 next Trustee meeting

2) UHESA - Barbara and Stuart are going to the National UHESA Conference

III. Action Items

3) Budget for 2016-2017

Discussion: (Budget Sheet was distributed to all board members to review.)

- a. Proposed budget plan was reviewed and approved. There appears to be a rollover of approximately \$800 but that won't be available until October. We will need to do a budget revision then. There is also \$1,000 in the salary line that can be redistributed to another account line. It was determined that we can distribute any rollover as needed, ie. UHESA, etc.
- b. Question was raised if Board members attending UHESA could apply for SPDF funding. All agreed it would be appropriate funding. Discussion also agreed that SPDF funds could be used to bring a Professional

Development person to campus for more staff to benefit from. Decisions to use funding for this would need to happen early in spring semester-- depending on dollar amount of application requests and funds already spent/committed.

c. The importance of having detailed minutes was discussed. To help with this, it was unanimous that the purchase of a digital recorder was appropriate. Linda will buy one for the Staff Association. It was also discussed that all documents archived on the Google Drive need to be "owned" by the Staff Association (SA) and not any one person. All documents currently in the drive that were created by someone and still owned by them, need to be turned over to the SA. Jeremy and Linda will work with owners to get this resolved.

4) Standing Committee Assignments

- a. Recognition Committee - Brian Fullerton and Dan Camp
- b. Scholarship Committee - Di Adams and Brandon Street
- c. Staff professional Development Fund Committee (SPDF) - Lauri Garfield and Tessa Douglas

5) Bereavement Plant Deliveries

Monthly delivery assignments:

Jul - Linda **Oct** - Lauri **Jan** - Brian **Apr** - Barbara
 Aug - Dan **Nov** - Di **Feb** - Barbara **May** - Tessa
 Sep - Tessa **Dec** - Brandon **Mar** - Jared **Jun** - Brian

Jared will post everyone's assignments in the Staff Association's calendar

6) **Staff Awareness** tag-lines to be discussed with Ellen Treanor, Faye Bordbar, Barbara Rodriguez and Tessa Douglas on Monday, July 18, at 2:00 pm.

- SUU Staff...We're here for YOU!
- SUU Staff...Are EVERYWHERE!
- SUU Staff... Putting Students FIRST!

Ad Hoc committee assignment: Tessa Douglas will manage this campaign (select persons to post, coordinate with marketing personnel to get photo to post and possibly something about the person, get final product to people who manage the digital signs, etc.)

- Get a list of employees from HR
- Pick 45 employees and obtain permission to use them on the digital signage.
- Arrange with the Marketing office to have a picture taken- preferably in their place of work
- Contact all managers of various digital signs on campus and let Faye Bordbar in Marketing know the sizes of all the digital signs on campus where we will post the slides.
- Work with the employee to put a 6-10 word statement about how they are helping students at SUU
- Post three pictures per month on digital signs and on website landing page

7) Advocating for Staff

Ad Hoc committee assignment: **Brian will ask Greg Turnbeaugh to lead this incentive.**

It was requested that the proposal for unused annual leave roll until October, or later, be presented again. Need input/information in order to present it again. Need someone to compile information: some information needed is:

- How many people really lose time every year (five year report—if possible how many are the same every year—and how much time was lost)
- What would the cost be to the University to roll it
- How would this change impact others' workload (payroll/HR/budgets/etc.)
 - We need to collect solid data that will prove this is would be a valuable benefit before we present it to the President
 - Ideas: Rollover with a deadline, like August; Employee's can apply one time, every five years; Cap it (now at 240 hours); Use as short-term disability
 - At UHESA Barbara and Stuart will ask other schools how they handle this issue

8) Other

Please mark your calendars: **Staff Association meetings will be held on the second Wednesday at the Alumni House at 3:00 pm.**

Barbara discussed overload payout with Board Members who receive stipends (President, Treasurer and Secretary) . It was determined that stipends would be paid either monthly or half the stipend each semester, in one or two payments.

IV. Committee Reports (1-2 minutes per report)

(Next month reports will be included in agenda, please send to Linda by August 8th.)

9) Recognition Committee - Brian Fullerton, Chair

- Staff Employee of the Month was selected and will be notified.
- Recipient will receive \$50.00 bookstore gift certificate and a parking stall of their choice (Confirm with Emilee Ballard)
- The committee established two questions, which were slightly revised by the Board, to help with the nominating process: 1) Why does the person you are nominating deserve to be the Staff Member of the Month? 2) Explain how your nominee interacts with students, faculty and/or staff at SUU.
- Brian will ask IT to make an award tab on website; market through toilet times and digital screens
- Needs to draw a wide appeal so everyone will want to nominate someone each month
- Other criteria set were: 1) person needs to be full-time, 2) staff person can only win one time in two years.

8) Scholarship Committee - Di Adams, Chair

None

9) SPDF Committee - Laurie Garfield, Chair

None

V. Other

10) Other committee work assignments:

- Faculty Senate Rep- Barbara Rodriguez
- Parking Appeal Committee- Bruce Howard
- Bookstore Benefits- TBD
- Training- TBD
- Smoking on campus- TBD