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## 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:** Loralyn Felix  
**Legislative Liaison:** Linda Liebhardt

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

# Staff Association Board Meeting Minutes

## October 12, 2016

### Alumni House, 3:00 pm

**Attendees:** Barbara Rodriguez, Stuart Bunker, Jared Wilcken, Linda Bauer, Jeremy Martin, Loralyn Felix, Di Adams, Brian Fullerton, Lauri Garfield, Brandon Street, Tessa Douglas, & Dan Camp.

**Excused:** Linda Liebhardt.

**I. APPROVE MINUTES FROM AUGUST & SEPTEMBER:** August & September Minutes were approved.

## II. INFORMATION/DISCUSSION ITEMS:

### President's Report – Barbara Rodriguez:

#### a. Presidents Council: Held September 19, 2016

1	Policy 11.8 – Student Fee Committee and 6.20 – Human Subjects Review (IRB) policies are under revision, they has been sent out to everyone for review
2	Faculty Senate is doing research on Salary Equity
3	Due to length of FS report, most items were tabled to a future meeting

#### b. Trustee's Meeteing:

1	Marvin reported that Mary Jo was recognized as Employee of the Month—good to see that Upper Administration sees the value of our recognitions
2	In January 2017, HR will be switching over to a new online application software. They are also implementing an electronic signature feature for online forms through the university's Adobe contract. This will allow employees the ease of submitting online electronic forms for employment.
3	EthicsPoint whistle blower hotline is in the implementation stage
4	Data security is a concern on campus. IT is acquiring licenses to provide a DUO two-factor, authentication to all campus faculty & staff. This software will be rolled out over the next year, providing a significant increase in the security of sensitive data.
5	Along with this administration is obtaining insurance quotes for data breach protection—as per Regents' newly passed policy.
6	Starting deployment of Banner XE—the next generation of Banner. The employee profile application is deployed and in production use. They are currently in the process of moving all of the Banner system to the Amazon AWS cloud.
7	SUU mobile app was released in August and includes full access to the Canvas system.

#### c. Campus Communication Meeting

Jessica Young is heading the efforts to improve campus communication efforts- working with Jared Tippetts and David McGuire. Though an app of sorts would be great, it is a bit more complicated than expected to set up and will take a while to get to that point. Meanwhile, she is developing a weekly issue of ALL messages to be sent out to campus. It will involve the following and could include more:

- o Policy & Procedure
- o Academic information
- o Health & Wellness (T-Fit things separate from other information)
- o Training
- o Staff Association
- o Faculty Senate
- o Athletics
- o CPVA
- o Facility Updates
- o Messages from upper administration (depending on content of the message- some vital messages may be sent out separately)
- o Human Resources (depending on content of the message- some vital messages may be sent out separately)

#### d. Ombuds Office

Handout indicated the following ways an Ombuds Office might assist SUU:

- Listen and act as a sounding board.
- Provide a safe and confidential space for talking through a situation.

- Assist in identifying issues and analyzing the situation.
- Help to identify and evaluate options for addressing the situation in a constructive and effective way.
- Clarify University policies, procedures, and practices.
- Provide consultation and coaching on effective communication and conflict resolution strategies.
- Facilitate communication between individuals or groups involved in a conflict or other difficulty.
- Provide informal mediation.
- Prevent negative conflict through early intervention.
- Gather information pertinent to the situation (such as information about applicable policies, procedures, and practices) in a confidential and anonymous manner.
- Provide information about other resources and services that may be helpful, including information about formal grievance processes and other student and employee assistance programs.
- Help the Parties create innovative approaches to resolving their personal disputes.
- Discussion: *Looks like this position could be filled. They would be an advisor, volunteer their time for one year. UVU Professor with legal background; Faculty Senate. Interpret policy & resolve conflicts. Help prelaw students, etc.*

**e. UHESA**

**Meeting on Friday, Oct 28, 2016 at University of Utah 9:00 – 3:00 pm.**

- Stuart will be attending, Barbara cannot. **Shalese has proxy note.**

Jessica Young has agreed to serve as the PR/Media Liaison from SUU and will be working with Gus Calder, UHESA's PR/Media Committee Chair.

**Want to get the BFF program active on more campuses.** UEN has already done three videos of experiences at DSU—they are looking for other stories from other campuses to do videos of. Discussion: *Debbie Staples and Annette Murray have made new videos.*

**We need a rep to help get this going on our campus and find the stories. Suggestions?**

**f. Finalize the Staff Association Goals to Assist in Meeting Our Strategic Plan Core Themes.**

**Core Theme 1:** *TBD*

**Core Theme 2:** *"Continue to work on communication". Engage in professional development & continued education.*

**Core Theme 3:** *TBD*

**III ACTION ITEMS:**

<b>g.</b>	<b>Assignments for Weldoming New Employees to Campus:</b>	<b>Assignment given to:</b>
	Spencer Edmunds- Professional in Residence- Pilot Program- Started 9/16/2016	<i>Linda Bauer</i>
	Katie Evans- Student Success Advisor- Started 9/16/2016	<i>Jared Wilcken</i>
	Joseph Kertiss- Facilities Manager- Started 9/16/2016	<i>Dan Camp</i>
	Shelby Luke- Costume Shop Manager- Started 9/16/2016	<i>Jeremy Martin</i>
	Alicia Husselbee- Access Services Assistant- Started 9/16/2016	<i>Linda Liebhardt</i>
	Loral Beecher- Access Services Assistant- Started 9/16/2016	<i>Linda Liebhardt</i>
	Amber Beach- Access Services Assistant- Started 9/16/2016	<i>Linda Liebhardt</i>
	Casey Lavoie- Administrative Assistant II (Completion and Student Success)- Started 9/16/2016	<i>Brian Fullerton</i>
	Brooke Steadman- Administrative Assistant II (Career & Professional Development/Academic Advising Center)- Started 9/16/2016	<i>Brian Fullerton</i>

**V. REPORTS:**

**h. Recognition Committee, "SUU Staff of the Month": Brian Fullerton, Chair; Dan Camp**

The only thing to report is that Tammi Miller is our Staff of the Month for October. *Brad Brown will be our Staff of the month for November. Employee of the month needs to be instructed to contact Emilee Ballard x8398 for requested parking spot.*

**i. Scholarship Committee; Di Adams, Chair: Brandon Street**

*No report from the Scholarship Committee*

**j. SPDF Committee: Lauri Garfield, Chair; Tessa Douglas**

*The SPDF Committee is meeting on Thursday (10/6/16), at 2p to go over all the requests we have. Sheri Butler will be attending the meeting to help us get started with the process. We've had several Staff Association members willing to sit on this committee, which we're really excited about! Our committee is: Lauri Garfield, chair; Tessa Douglas, co-chair; Committee members: Andrea Masterson, Kol Gibson, Karl Stevens, Jamie Campbell and Heather Holmes. Jen Hunter has agreed to advise, as needed. This committee will plan to meet at the beginning of each quarter and will consider applications for that quarter. We are going back to the quarterly deadlines, based upon the advice from others, as well as to have some control over the amount of time spent going over incoming requests for SPDF funds.*

## VI. NEW COMMITTEE WORK ASSIGNMENTS

<b>k.</b>	Faculty Senate Representative: Barbara Rodriguez, Chair: <i>Barbara is checking to see if we need to assign a new committee member.</i>
<b>l.</b>	Parking Appeal Committee: <i>Bruce Howard, Chair</i>
<b>m.</b>	Bookstore: Barbara, Chair: <i>Barbara is checking on the if Staff Assoc needs a new committee member assigned</i>
<b>n.</b>	Training: <i>TBD</i>
<b>o.</b>	Tobacco Free Campus: <i>TBD</i>

## VII. OTHER

<b>p.</b>	In January we would like to bring a Professional Development Keynote Speaker to campus.
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