



Staff Association of Southern Utah University

President: Stuart Bunker
President (Elect): James Shakespear
Past President: Barbara Rodriguez
Gone - Secretary: Tammi Miller
Treasurer: Jeremy Martin
Faculty Representative: Daniel Eves
Legislative Liaison: Linda Liebhardt

Board Members:
Brandon Street, Sr. Board Member – Scholarships
Linda Bauer, Sr. Board Member – Recognition
Tessa Douglas, Sr. Board Member – SPDF
Sara Greener, Jr. Board Member – Scholarships
Daniel Bishoff, Jr. Board Member – Recognition
Malinda Rhodes, Jr. Board Member- SPDF

Staff Association Board Meeting

October 10th, 3:00 Sage Valley HCC

Next Meeting – November 14th, 3:00 Sage Valley HCC

Attendees: Barbara Rodriguez, Jeremy Martin, Daniel Eves, Brandon Street, Linda Bauer, Sara Greener, & Malinda Rhodes.

Excused: Stuart Bunker, Jim Shakespear, Tammi Miller, Linda Liebhardt, Tessa Douglas, & Daniel Bishoff.

- I. Approved Minutes from last meeting: Tabled for November's meeting
- II. Information/Discussion Items:

President's Report – Barbara Rodriguez (filling in for Stuart)

- a. **President's Council** – Policy 5.24 - Purchasing (2nd review): Services when we hire specialists. See Jennifer's email
- b. **Enterprise Software:** Also known as enterprise application software (EAS), is computer software used to satisfy the needs of an organization rather than individual users. Software that satisfies the needs of more than one department may be considered enterprise software
- c. **Professional Services:** A service that requires a high degree of specialized knowledge, training, certification, professional licensure, or discretion in the performance of the service. For purposes of this policy, professional services includes, but is not limited to: a. Legal services b. Consultation services c. Architectural services d. Engineering e. Design f. Underwriting g. Bond Counsel h. Financial advice i. Construction management j. Medical services k. Psychiatric services l. Counseling services m. Art n. Software design and programming
- d. **Intellectual property:** Is going to be reviewed by an Intellectual Property Attorney for Review.

- e. IRV: Intuitional Review Board, survey etc. must be notified and approve any survey that is sent out. That way we are not infringing on anyone's rights.
- f. Trustee's Meeting – BS mechanical engineering and BS Aviation
- g. UHESA: Stuart went to a meeting in Ogden. Open forum sponsored by town hall.

III. **Veterans' Day Holiday Presentation** – Keith Mason, Parker Hess, and Heather Holmes

The veterans wanted to come and appeal to the Staff Association, to ask the president to make Veterans Day a day off a full holiday.

Only 12 are approved by regents, 1 floating day for each campus is decide. We only have input, but regents decide.

Other intuitions get more days off because each president of each intuition can decide what and how many days and how to use their resources. The only way is to get around it is to appeal to the regents to get an added day. Most holidays are on a Monday or Friday. This issue must not be very important to the veterans because they didn't show up today.

IV. Action Items:

h. Assignments for Welcoming New Employees to Campus:

| LastName | FirstName | Department | FirstWorkDate | Assigned |
|-----------------|------------------|--------------------------|----------------------|-------------------|
| Edler | Richard | Marketing Communications | 9/16/2017 | Sara Greener |
| Headrick | Amanda | Athletics | 9/5/2017 | Linda Bauer |
| Hill | Kelly | Academic Advising | 9/1/2017 | Brandon Street |
| Mack | Frank | USF | 9/5/2017 | Barbara Rodriguez |
| May | Marci | Controller | 9/1/2017 | Jeremy Martin |
| Sabatini | Anne | Athletics | 9/16/2017 | Linda Bauer |

- V. **Tobacco Free Campus Committee:** Linda Liebhardt, Chair: Linda not here.... It is not dying. Jeremy has noticed more people smoking. People are vaping even in buildings. Policy needs to include vaping in and out of the buildings. Need more discussion on this.

VI. REPORTS

- i. **Recognition Committee, "SUU Staff of the Month":** Linda Bauer, Chair; Daniel Bishoff **NOT CHAIR** – Homecoming Slackers. September: Drew Torgerson. October there were no new nominations. November: Kristin Wiggins. December: Lee Byers. Our committee would like to ask Stuart to send out a campus wide email at the beginning of each quarter to ask for new nominations.
- j. **Scholarship Committee:** Brandon Street, Chair; Sara Greener slow time, have the information. Look real careful at the application and make sure it is how it needs to be so we can just turn it on. Starts in January. Update website send information to Jill Whittaker. For year 2018, 2019 – 2019, 2020. Make a tech desk ticket and cc: Jill

k. **SPDF Committee:** Tessa Douglas, Chair; Malinda Rhodes One late application, staff approved it. \$4000. Went to Mary Joe on Friday, for ones that have not reported. A lot awarded but not paid out yet. Monies will roll to next year. \$18,000. Left as of right now, this includes what was rolled over. Jeremy transfers after final report is received. Must take the travel and must write a letter of report. If the report is not received then the money is transferred back. And they can never travel again. That way it keeps the balance current. Signed contract received is when money will be transferred, Jeremy Martin.

I. **Outdoor Nation Campus Challenge Committee:** Jim and Stuart, Co-Chair
We are still in the lead. People are going to sleep outside can have a tent. Isn't a tent inappropriate?

VII. Opening Social
James Shakespear, Chair – Report – (Move to next month)

VIII. Bereavement Plants
Assigned months:
August – Jim Shakespear, **September** – Jeremy Martin, **October** – Malinda Rhodes, **November** – Tessa Douglas, **December** – Brandon Street, **January** – Linda Liebhardt, **February** – Stuart Bunker, **March** – Linda Bauer, **April** – Sara Greener, **May** – Daniel Bishoff, **June** – Barbara Rodriguez