



## Staff Association of Southern Utah University

President: Barbara Rodriguez  
President (Elect): James Shakespear  
Past President: Barbara Rodriguez  
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

February 13<sup>th</sup> 3:00 Red Hills Room HCC

**Next Meeting – March 13<sup>th</sup> 3:00 Sage Valley Room HCC**

**Attendees:** Tammi, Barbara, Sara, Daniel B., Daniel E., Brandon, Jacqueline Russell, Karen Ganss, Linda B., Linda L., and Jim.

**Excused:** Tessa, Jeremy, and Malinda

Approved Minutes from last meeting: (Tabled)

#### I. Information/Discussion Items:

##### President's Report –

- a. **President's Council** – 1. (Attached Handout "What does a CDO do?") Diversity is not just cultural it is also generational. 2. Free Speech handout (e-mailed to all of us.) They would like input on the issue of social media. 3. All Staff = Educators (ie. Study abroad) This poses the question do staff need to take vacay days when participating or leading these educational events. 4. Some supervisors are not allowing staff to use the educational benefit. **Jim will send out a survey to find out under which VP this falls under and have them discuss this with the chairs and supervisors.** 5. Option one of the vacation time won.

##### b. **Trustee's Meeting-**

- c. **Faculty Senate-** 1. SUUSA has proposed Midterm grading to be required by faculty.  
2. Brenda Tracy will be speaking on campus on Feb. 27<sup>th</sup> regarding preventing sexual assault. She was a victim herself.
- d. **UHESA-** Day at Capital – Barbara attended and reported that it was not very fruitful or organized.
- e. **Motion for Executive Session - None**

II. **Action Items:**

- f. Proposal for Revision of Policy 5.25 – Permits will now be required based on campus maps – Marvin Dodge is looking into this policy further
- g. Proposal for revision of Policy 13.18 – **Jim will be change the verbiage to tie this into our strategic plan.** The changes will then be sent out to the general membership to review.
- h. Review/clarification of Policy 8.2.1 (take to President's Council) <https://help.suu.edu/uploads/attachments/PP821Education.pdf>
- i. Clarify staff role in meeting Strategic Plan: Core Theme 1, Goal 1.2, Obj 1.2.2 and Core theme 2 (Strategy 2) Goal 2.1, Obj 2.1.1
- j. **Assignments for Welcoming New Employees to Campus: Please send Tammi a message when you have completed these assignments!**

LAST NAME	FIRST NAME	JOB	ECLS Code	Start Date	Assign.
Beesley	Meagan	Administrative Assistant II – Int'l Affairs	FC	1/1/2018	Linda B.
Christian	Nathan	Director of Executive Design	FP	1/1/2018	Sara
Lieder	Jeffrey	Costume Director	FP	1/1/2018	Sara
Perry	Kellie	Southern California Admissions Advisor	FP	1/1/2018	Tammi
Riley	Jami Lee	International Student Advisor	FP	1/1/2018	Linda B.
Rivera	Schvalla	Assistant to the President for Diversity and Inclusion	EX	1/1/2018	Barbara
Turpin	Ryan	Audio Supervisor	FC	1/1/2018	Brandon

- k. **Karen Ganss – SUUWN - Tammi is sending Karen a calendar invite to come to future SA meetings as well as a copy of the welcome wagon letter.** Karen will see if there is somewhere in the letter that they can include the Women's Network to let make new employees aware of the organization.

### III. REPORTS

- I. Recognition Committee:** Linda Bauer, Chair; Daniel Bishoff; Barbara Rodriguez
  - **“employee of the Month”** – March- Lauri Garfied
  - **“Outstanding Staff Employee(s)”** Jennifer Oberhelman has to write the letters this week, then they have to be signed by the President before the recipients can be notified.
  - **“Staff Distinguished Service Award(s)”**
  
- m. Scholarship Committee:** Brandon Street, Chair; Sara Greener; Jim Shakespear – The site was just updated with correct date and other information. For this year’s round we will leave the date as March 8<sup>th</sup> for final application acceptance date, but in the future we will stick with Fin. Aid’s date range for application: Nov. 1 – Feb. 1.
  
- n. SPDF Committee:** Tessa Douglas, Chair; Malinda Rhodes; Barbara Rodriguez – **The application process is clunky. A google form was suggested, but the committee wasn’t in attendance to weigh in on the decision, so we will discuss this at a future meeting.**
  
- o. Tobacco Free Campus Committee:** Linda Liebhardt, Chair: Jan. 26<sup>th</sup> there was a meeting. They have presented the idea to SUUSA, 6 senators tentatively approve, 4 disapprove and the rest are undecided. They were awarded a \$15,000 grant. They have been handing out information to campus regarding this campaign that has been implemented in other campus’ across the nation.
  
- p. Compensation/Equity Committee:** “Who are our peer institutions?” This is what they have been working on for the past 6 months. Ultimately, we need a pool of about 30 – 35 schools. It is difficult to compare staff positions, because titles and jobs differ greatly from campus to campus.

### IV. Bereavement Plants

Assigned months:

**August** – Jim Shakespear, **September** – Jeremy Martin, **October** – Malinda Rhodes, **November** – Tessa Douglas, **December** – Brandon Street, **January** – Linda Liebhardt, **February** – Barbara Rodriguez, **March** – Linda Bauer, **April** – Sara Greener, **May** – Daniel Bishoff, **June** – Barbara Rodriguez





**SOUTHERN UTAH UNIVERSITY  
Policies and Procedures**

**Policy # 5.25  
Date Approved: 12/13/90  
Date Amended: 03/22/12**

**SUBJECT: REGISTRATION AND PARKING OF VEHICLES**

I. **PURPOSE:** To establish regulations for the registration of vehicles and parking services on campus. This policy does not in any way supersede the authority of a certified police officer who works on or patrols SUU property.

II. **POLICY:**

All faculty, staff and students using campus parking facilities must register their vehicle with the Parking Services Department, display a valid University parking permit or SUU license plate and abide by all SUU parking regulations. Parking permits are paid for at the Cashier's Office; registration of vehicles and issuance of permits is through the Parking Services Office. Vehicle permits expire July 31<sup>st</sup> of each year. Purchase of a parking permit does not guarantee a space to park.

A SUU collegiate license plate is available for purchase at the Division of Motor Vehicles. Vehicles displaying a SUU collegiate plate are permitted to park in any standard stall however this type of plate does not negate the requirements associated with metered, handicapped or student housing parking, nor does it permit drivers to ignore posted signs (red zones, loading areas, reserved or visitor parking, etc.)- or preclude the holder from registering their vehicle with Parking Services.

Permit Parking is enforced from 7:00 a.m. to 4:00 p.m. Monday through Friday when school is in session. University holidays are excluded. All other parking regulations and State laws are enforceable at all times year round.

The University administration may make changes to parking regulations at any time. The SUU Parking Advisory committee, consisting of employees and students, meet each semester to review parking policies and procedures and recommend changes to University administration.

A. **GENERAL TRAFFIC AND PARKING RULES**

1. Motor vehicle laws of the State of Utah are enforced on campus.
2. All University parking lots are classified as State streets and highways.
3. The issuance of a State Traffic Citation by a certified police officer will be processed by the Cedar City Justice court. Parking Services does not assume any authority associated with state traffic citations.



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4. All accidents should be reported to the Southern Utah University Police immediately following the accident.
5. The speed limit in the campus parking lots is 10 mph.
6. Vehicles having four or more citations are subject to stationary impound or towing. Any damage incurred during stationary impounds or towing will be the responsibility of the vehicle owner or the responsible person. All associated towing fees and citations must be paid by the vehicle owner or responsible driver prior to release of the vehicle.
7. Permits are for the sole use of the person to whom they are issued and must be displayed as directed.
8. The University assumes no liability for any vehicle or its contents while parked on campus. Drivers park at their own risk.
9. For effective snow removal purposes, overnight parking in campus lots is prohibited from November 1 to April. Vehicles left overnight during these months may be towed in order to clear lots for snow removal. Student housing lots and other designated lots are exempt. Overnight parking at other times must be approved by Parking Services and SUU Police.

**B. BASIC REGULATIONS**

1. Appeals: Citations issued by Parking Services staff may be appealed through the Parking Citation Appeals Committee. Appeals must be received within the first 10 calendar days of the date the citation was issued. No appeal will be accepted after the tenth day.
2. Reserved and Physically Impaired Accessible Parking: Any person displaying a valid disabled parking permit may park in any legitimate parking stall. Unauthorized parking in spaces reserved for those with disabilities may result in the vehicle being towed away and impounded in an off-campus location. Towing and impound costs will be assessed to the vehicle owner/driver. The University assumes no liability for impounded vehicles.
3. Visitor Parking: Visitors without a permit are welcome to park in any metered space or in any open lot, as indicated on the campus parking



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~~map-west of 800 West~~. Visitor parking is permitted in other campus lots when a proper permit is displayed. Visitor permits are available from the Parking Services Department.

4. Student Housing: Student Housing parking areas are for the exclusive use of those students who reside in on-campus housing. A Student Housing parking permit is valid in residence hall parking lots (which are labeled as such) and other designated lots.
5. Motorcycle and Moped Parking: Motorcycles and mopeds parking on campus must be registered with the Parking Services Department. Motorcycle and moped parking is provided in designated areas throughout the campus. Regular automobile parking spaces are not to be used to park motorcycles or mopeds.

**C. VIOLATIONS AND PENALTIES**

1. The Parking Services Department is authorized to enforce campus parking regulations and recommend a schedule of violations and penalties to the administration, as needed.
2. Fines are charged for all tickets in accordance with amounts listed on the ticket. Payments can be made through the Cashier's Office. Fines 30 days overdue are subject to late fees.
3. To collect ticket fees the University may apply remedies including:
  - i. Fines charged to individual University accounts.
  - ii. Academic holds, including transcript and registration holds.
  - iii. Payroll deduction for tickets remaining unpaid after 30 days.







**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 13.18**  
**Date Approved: 09/21/09**  
**Date Amended: 06/11/2015**  
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**SUBJECT: STAFF ASSOCIATION CONSTITUTION**

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I. PREAMBLE: Staff employees of Southern Utah University do unite ourselves and hereby establish this Constitution and its Bylaws.

II. POLICY:

ARTICLE I - NAME

The name of this organization shall be "The Southern Utah University Staff Association," hereafter referred to as the Association.

ARTICLE II - OBJECTIVES

SECTION 1: **Advocate** for staff by representing and advancing their interests and recognizing the value of their contributions across campus.

SECTION 2: **Involve** staff by encouraging social, service, and professional engagement on campus, in the community and in their field.

SECTION 3: **Unify** staff toward common goals that will advance the University's mission and goals.

SECTION 4: **Communicate** with campus entities to ensure staff are aware of current information.

ARTICLE III - MEMBERSHIP

SECTION 1: Any benefit eligible employee of the University who is not a faculty member shall be considered a member of the Association.

SECTION 2: Staff Association members have the right to participate in all Staff Association meetings and to bring forth any concerns or suggestions.



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ARTICLE IV – OFFICERS

SECTION 1: Officers of the Association shall be as follows:

- A. President
- B. President-Elect
- C. Immediate Past-President
- D. Secretary
- E. Treasurer
- F. Six (6) Board Members
- G. Legislative Liaison [Ex-officio]
- H. Faculty Representative [Ex-officio]

SECTION 2: Terms of Service

- A. ~~The President-Elect shall serve for three consecutive years, to be served as President-Elect, President and Past President.~~
- B. The President-Elect shall serve for a two one years term, and then shall assume the duties of President the following year to be served consecutively as President and Past President
- C. The President shall serve a one-year term, and then shall assume the duties as Past President the following year.
- D. The Past President shall serve ~~for a~~ one year term.
- E. The Secretary shall serve ~~for a~~ one two year term.
- F. The Treasurer shall serve ~~for a~~ three two consecutive years term.
- G. Board members shall serve ~~for a~~ two consecutive years term; three board members shall be elected on alternate years.
- H. Terms of service shall begin July 1 and end June 30.

SECTION 3: The Association boards shall be governed by the Association By-Laws.

ARTICLE V – ELECTION AND NOMINATIONS

SECTION 1: The Nominating Committee will be composed of the Executive Board. The Committee will send out nomination forms to the Association on or before the second Wednesday of April; nomination forms must be returned to the Committee no later than the fourth Wednesday of April. Additional names may be placed on the ballot by submitting a petition signed by ten (10) members and presented to the President of the Association no later than the second Wednesday in May. The nominating committee will contact nominees regarding their acceptance or refusal of nomination.



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SECTION 2: Two or more nominations will be made for vacant positions. The membership will vote from the total list by the third Friday in May. The unexpired office of any vacancy occurring during the year may be filled until the end of that fiscal year by appointment of the Governing Board. At the end of the year, regular election procedures will be followed to fill any unexpired terms of office.

SECTION 3: Ballots for election shall be by secret ballot sent to all members of the Association no later than the second Wednesday of May. All ballots shall be tabulated on the last Friday of May.

**ARTICLE VI – REPLACEMENT & REMOVAL OF OFFICERS**

SECTION 1: Officers who are unable to serve to the completion of their elected term will submit their resignation to the Executive Board. Any officer may be removed from office by a two-thirds vote of the total membership.

SECTION 2: Whenever an officer position, other than that of President, is vacant due to resignation or removal and there is less than half of their term less than 12 months remaining in their term, the Governing Board may opt to appoint a replacement board member during a regular meeting. The appointed nominee must receive a unanimous confirmation vote from the Governing Board.

SECTION 3: Whenever an officer position, other than that of President, is vacant due to resignation or removal and there is more than half of their term 12 months remaining in their term, a special nomination and election will be held. The successful replacement candidate will serve until the end of the vacated officer's term and is eligible for re-election in the next full election cycle.   

SECTION 3: Whenever the office position of President is vacant due to resignation or removal:

a) the President-Elect will have first right of refusal to complete the term of President. If they desire to fill the open President position they will have two options:

i) Serve as President that year, then move into role of Past-President the following year. If this option is chosen, a nomination and election for a new President-Elect will be held immediately.

ii) Complete remaining part of year as President, then serve the following full year as President. If they choose this option, the duties of President-Elect will be shared by the



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President and Past-President until the normal election period at which time a new President-Elect be elected.

b) If the President-Elect does not wish to fill the open position, the Past-President will have second right of refusal to complete the term of President (then serving the following year as Past-President). While completing role in the open position, the duties of Past-President will be shared by the President and President-Elect.

c) If neither President Elect nor Past-President wish to serve as President, a special nomination and election will be held.

**ARTICLE VII – QUORUM**

A Quorum is reached when twenty-five percent of the members are present.

**ARTICLE VIII - MEETINGS**

SECTION 1: Membership meetings shall be held at least semi-annually in the spring and fall. Other official meetings may be called by the President of the Association and/or the Governing Board upon ten days notice to the membership.

SECTION 2: Business items of the Association shall be approved by a simple majority of a quorum of the Association members voting at at any official meeting or during an online vote.

**ARTICLE IX - AMENDMENTS**

This constitution and any amendments hereto shall take effect after approval by two-thirds vote of a quorum of the Association members voting at any official meeting or during an online vote.

# PRESIDENT'S COUNCIL AGENDA ITEMS (Feb 2018)

- Staff role in engaged learning and high impact practices

In reviewing the draft 6.21 policy revision, the definition of faculty engagement caught staff's eye.

## POLICY 6.21 DRAFT PROPOSAL- DEFINITION OF FACULTY ENGAGEMENT:

Faculty at SUU actively engage with students in ways that deepen learning and enhance the overall university experience. Faculty engagement consists of evidence-based curricular, co-curricular, and extracurricular activities that help students become informed, responsible, and productive members of society who explore diverse ideas, disciplines, skills, cultures, and places. Efforts in faculty engagement may include, but are not limited to, using evidence-based teaching practices, *mentoring student projects and creative endeavors*, coauthoring student-generated scholarly papers or professional presentations, participating in scholarship, *utilizing High Impact Practices as defined by the Association of American Colleges and Universities (<https://www.aacu.org/resources/high-impact-practices>)*, *supervising alternative breaks or other formalized community engaged learning projects*, *supervising student clubs and other organizations*, providing educational opportunities for the university community, *implementing cooperative educational programs with community partners, and participating in programs that enhance students' global perspective*. Faculty engagement also extends to *meaningful participation in service/leadership and the shared governance of the university*, faculty Promotion and Tenure (P&T) Mentorship Teams, *service/leadership opportunities outside the university*, and scholarly contributions in their fields of expertise. The specific types of activities and expected level of faculty engagement are outlined in departmental evaluation criteria.

We feel that every employee of SUU is, essentially, an educator. Many staff are heavily involved with engaging, high impact activities and activities that increase opportunities for the SUU learning community to explore. Quite often that involvement requires them to be away from their desk—out of the office. Most are required to use their vacation time to conduct these activities. That being the case, if a staff member leads a study abroad and were gone 10-14 days. It would require them to use their entire 2-week annual vacation.

We feel it would be nice if the President would, *at a minimum*, give a statement of support to supervisors to allow staff to “work for the university” in meeting their mission and strategic goals—even though they are not working directly for their unit.

- Clarify policy 8.2.1 – a question was raised about this benefit. What happens if a supervisor never allows you to take a class?
- Policy 5.25 revision



### **What does a CDO do?**

- Diversity is about recognizing all of the wonderful things that make us unique.
- Inclusion is the process of leveraging those differences in a productive and equitable manner.

“I do not see my work as political, although political ideologies are encompassed in diversity. My role is to promote an environment that is welcoming to all. This is essential as the world becomes more globally connected. We must learn how to leverage our greatest resource, which is our human capital (SRR).”

### **Working Job Description:**

- Function as a subject matter expert on institutional diversity and inclusion as it relates to governance, administrative policies, and federal and state regulations
- Oversee the development and implementation of the university's strategic diversity and inclusion plan
- Collaborate with campus departments to implement diversity, equity, and inclusion initiatives to enhance the campus climate, including but not limited to:
- Partnering with faculty in curriculum development efforts to facilitate inclusive teaching and learning practices
- Collaborating with Enrollment Management to implement strategic planning initiatives to recruit and admit students of diverse backgrounds
- Working with the Marketing and Communication office to develop materials to promote diversity, equity, and inclusion goals and successes
- Collaborating with Human Resources to identify and hire a diverse pool of applicants and institute ongoing diversity trainings for new and current employees
- Work to advance appropriate and effective campus responses to diversity-related incidents by engaging university personnel, law enforcement, and regulatory agencies
- Develop and implement community outreach strategies that focus on building positive relationships between the community and underrepresented populations

### **Initial goals:**

1. Help create a welcoming environment in which diversity is respected
2. Assist in recruiting and retaining diverse students, faculty, administrators and staff

### **Recommended reading:**

- ★ 1. *Blindspot: Hidden Biases of Good People* by Mahzarin R. Banaji, Anthony G. Greenwald
  - a. \$13.60 Amazon
2. *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do (Issues of Our Time)* by Claude M. Steele
  - a. \$8.77 Amazon
3. *What If?: Short Stories to Spark Diversity Dialogue* by Steve L. Robbins
  - a. \$12.09 Amazon
- ★ 4. *What if I Say the Wrong Thing?: 25 Habits for Culturally Effective People 1st Edition* by Verna A. Myers
  - a. \$12.16 Amazon

