

Staff Association
Minutes
July 18, 2005

Present: Jeb Branin, Brad Brown, Sheri Butler, Annette Murray, Barbara Rodriguez, Marsha Rowley, Shon Spevak, Wendy Woolsey

Absent: Stacia Thomas

Minutes from last meeting were not presented.

Financial Report: Staff Association receives \$4,600 per year for budget from the President's Council. Items paid from this budget are UHESA dues, conference registrations, employee recognition plaques, bereavement plants and staff socials. All bereavement plants owed at the end of fiscal 2004-05 were paid were purchased from previous year monies. Plaques will be given to those according to length of employment (10 yr, 15 yr, 20 yr, etc.), certificates only will be given to staff who have reached their five year anniversary. Staff opening social uses about \$2,000, Christmas social is about \$250 and the spring planting breakfast costs about \$500. In order to cut costs for travel to UHESA we have been using conference calling for monthly meetings instead of paying for travel expenses to go to SLC for them. The annual budget was increased approximately four years ago, and a suggestion was made that we try to get another increase from the president's office based on the fact that food services has increased the cost of their menu and we need more money for the board to attend the UHESA meetings monthly. There is a worry that SUU is not being adequately represented at UHESA without the travel money necessary. A motion was made by Jeb Branin that we present to the President Bennion the need for the increased budget based on these two factors. Seconded by Marsha Rowley. Vote was unanimous.

Endowment Fund Contributions: Dale Orton sent an email regarding his contribution to the Staff Association Scholarship fund. He feels that his contribution could be better served if he contributed to the general fund where the money will earn greater interest. He would really like to continue contributing to our scholarship fund but would like to see more contributions coming in so that we can offer larger scholarships. Suggestions were made as to how to encourage the staff to contribute to the fund. One suggestion was that we have the two scholarship recipients from last year come to the staff opening social to speak about how this scholarship has helped them. If all staff were willing to contribute \$1.00 per paycheck we would add about \$11,000 per year to the scholarship fund. Wendy will find out if enough are staff contributing to the staff association scholarship fund to keep it going at present so we can keep Dale contributing to our fund. Annette will contact the two students and invite them to speak.

Changing of Ballot for Staff Employee of the Year Award: The current ballot states that any nominees must be on a full-time contract. This eliminates all contracts that are less than twelve months. A motion was made by Jeb Branin to change the ballot by striking "Must be a full time employee" from the ballot, seconded by Annette Murray, approved by all.

After having the committee read through the Staff Association By-Laws to see if there were any changes required, the suggestion was made that we might want to add an assessment tool to them to determine if we are meeting our purpose. Barbara asked Jeb Branin to form an adhoc committee to create an assessment tool for the Staff Association Executive Board.

Committees: Each committee should select a chair. They can also select additional staff from across campus to serve on their committees. It was suggested that the committees be formed prior to the Fall Staff Association meeting and that the committees be posted on the staff association web site.

Professional improvement: Jeb, Brad and Sheri will work on this committee to start some campus wide staff improvement plans and workshops.

Salaries and Institutional Committee: Barbara, Stacia and Shon will serve on this committee.

Social Affairs: Annette, Marsha and Wendy will serve on this committee.

Employee Relations Committee will work with David McGuire. This will require one male and one female staff employee and alternates as needed. Names of staff were suggested. They will be contacted to see if they would be willing to serve on this committee.

Legislative Liaison: Names were suggested and will be contacted to see if they would be willing to serve.

Opening Social: Scheduled for August 23rd. Barbara will contact the president to get extended lunches approved. Alternate date would be September 15th.

Monthly meetings: Second Monday of each month at 2:00pm.

Meeting adjourned at 3:40pm.