

Staff Association Board  
Meeting Minutes  
August 29, 2007  
1:30 pm  
Provost's Conference Room

Those in Attendance: Casey Bowns, President; Bruce Tebbs, President-Elect; Travis Rosenberg, Secretary; McKenzie Hyde, Treasurer; Mark Colberg, Faculty Representative; Executive Board Members Juliann Smith, Lee Chamberlain, Blaine Edwards, and Lorilyn Felix.

Those Excused: Jeb Branin, Past-President

*Meeting commenced by Casey Bowns at 1:35 pm*

**Items of Business:**

- *Staff Association Opening Social Update* – the President has approved an extra hour release to attend the opening social. The Opening Social will officially be on Wednesday, September 12<sup>th</sup> from 12 – 2 pm. Staff Association and committee have been asked to meet in the Ballroom between 10 and 11 am to help set-up. We are doing a beach theme and will be doing a beach trivia game in addition to the raffle to give away prizes. Committee is rounding up prizes. McKenzie has access to beach decorations and will work with the committee to arrange for them. As part of the meeting, we will be voting on approving last year's budget expenditures and also this year's present budget. The president and the two scholarship recipients will also be speaking. The committee, headed by Bruce Tebbs, has been formed and is presently working on getting prizes and trivia questions ready for the event.
- *Future Meeting Times* – it was determined meetings in the future be moved from 2:30 pm to 1:30 pm. All were in favor.
- *Inauguration (President's Charge)* – Casey has been asked to speak at Inauguration and give the President a charge/goal to strive towards. Suggestions were given and Casey will handle the rest. Staff Association will encourage departments to complete their slides for the presentation at Inauguration and send them to Barbara Rodriguez.
- *Years of Service Recognition* – It was proposed at the end of the August 1<sup>st</sup> meeting that we come up with alternative methods or additional things to present aside from plaques. Other institutions do a gift catalog based on years of service. The idea was well received by the board and will be proposed to the President upon the next board meeting.
- *Discuss Employee Benefits, including additional float holiday (12/24) and health promotion on-campus with wellness training* – It was proposed that we invite President Benson to the October Board meeting to discuss employee benefits, the years of service gift catalog, etc. Travis will email Dialea in the President's Office to arrange for the President to attend.
- *UHESA Letter* – during August's UHESA meeting, a letter was prepared to send to the legislature for the upcoming year. The board reviewed the letter and made corrections so that Casey can submit a revised version to the UHESA board.
- *Software for updating Staff Association Website* – It was proposed that the Staff Association purchase a license agreement to Contribute, a web-based program that will allow the Staff Association Secretary to update the Staff Association website at his/her leisure. Casey will contact Jill Whitaker, the webmaster currently updating the site, to arrange for the license agreement to be purchased.

- *Annual Activities* – It was proposed that we reorganize the three committees (Professional Improvement, Salaries & Institutional Governance, and Social Affairs) during the next board meeting. Casey Bowns will head the committee to prepare the Spring Gardening Social. Bruce suggested we draft a letter from the salary committee to present to the President.

**To Do Items Prior to October 10<sup>th</sup> Meeting**

- Casey: complete and deliver an amazing charge during Inauguration. Talk with Jill Whitaker about purchasing the licensure for the Staff Association Website.
- Bruce: pull off an amazing Opening Social.
- Travis: email Dialea Adams to invite the President to attend the next board meeting. Post pictures from the Opening Social and minutes from August 29<sup>th</sup> meeting.
- McKenzie: get budget information prepared for Opening Social/Meeting. Get beach decorations and staff association payroll deductions/donation slips for opening social to Bruce.
- Executive Board Members (and officers): look for additional beach movie trivia questions and email them to Bruce by September 10<sup>th</sup>.

*Meeting adjourned by Casey Bowns at 2:34 pm*