

# **SUU Staff Association Minutes**

## **November 17, 2009, 11:00 am**

### **Provost's Conference Room**

Present: Bruce Tebbs, Paula Mitchell, Mike Humes, Bryant Flake, Mark Miller, Bruce Barclay, James Loveland, Julie Larmore, Travis Rosenberg, Lindsay Fullerton

#### **Items of Business**

##### **Approval of October Minutes:**

- Paula motioned to approve the minutes, Julie seconded the motion, all voted unanimously to approve. Minutes will be posted to the website.

##### **Staff Awards:**

- Travis announced that the nomination forms were out for the staff awards. All committee members were asked to nominate. The nomination period will run until December 11.
- The committee decided to change the distinguished service award to also be a web form rather than a pdf. Travis will work with Jill Whitaker to make that change as soon as possible. For this year the committee will accept either version of the form.

##### **Volunteer Leave Policy:**

- Travis stated the goal for the volunteer leave policy to take effect will be July 2010. He will work on a rough draft for our next meeting. The committee decided the policy should include the following stipulations:
  - Hours must be taken during regular work hours
  - Service must be University related or occur on campus
  - Approval will be run through normal process (immediate supervisor)
  - No retroactive time can be taken

##### **Holiday Leave Schedule:**

- The president has closed the campus for some extra holiday time. It will be closed Dec. 23 at noon-Dec. 25, and December 31<sup>st</sup> – January 1<sup>st</sup>. The committee wanted to send a thank you card to the President for this extra time off.

##### **Miscellaneous Updates & Discussion:**

- Travis and Bruce B. will be going to the UHESA meeting this week.
- Travis announced that the Utah Retirement System is up for discussion with the legislature.
- Julie handed out a budget report. We are on track with our spending and have been able to pre-purchase items for future use at a lower rate.
- Travis will talk to Dean O'Driscoll about preordering frames for the 5-year certificates.
- The subject of sick leave conversion was brought up. It is currently being run that the conversion shows up as sick leave being used and then it gets "reused" as vacation time. The committee would like HR to look at the possibility of a conversion category to put the time in rather than calling it used sick time.

- The committee decided we could send out Christmas cards for under \$20, so it was decided that we would go ahead with this project. Travis and Lindsay will begin working on a design/message.