

# **SUU Staff Association Minutes**

## **December 10, 2009, 11:00 am**

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

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

#### **Items of Business**

##### **Approval of November Minutes:**

- Travis amended the minutes to finish the statement on the Utah Retirement System discussion in the legislature. Julie motioned to approved the minutes as amended, Paula seconded the motion, all approved unanimously.

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

- Travis announced that Friday is the last day to nominate for the awards Outstanding Staff Member and Distinguished Service Award. He announced that next year the Distinguished Service Award would be available for completion online. He requested all committee members take the time to nominate for these awards, and that people could contact him to find out whether an employee is classified or professional staff as that information is needed for the nomination. Bruce Barclay will gather his committee by December 15 and give Travis the award recipients' names by January 15, 2010.

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

- Travis presented the proposed volunteer leave policy. Travis will revise the policy and represent it to the committee in January with the following changes/recommendations:
  - Cite examples of service as an appendix so it can be changed and updated without going through the formal policy change procedure for future additions/deletions.
  - Grammatical corrections.
  - Specify that hours of service must occur during the regular work hours – refer to policy on work hour definitions.

##### **Holiday Cards:**

- Lindsay and Travis presented the proposed Holiday Cards to send out to the staff. With minor changes they were approved by the committee. Travis (with the help of the HR office resources) will print and prepare the cards, as well as print clear labels to go on the cards.

##### **Training Committee Discussion:**

- Travis announced that Jen Hunter, one of the training committee members will be leaving in December. Mike Humes will meet with the committee and decide on a replacement for her. He will let the committee know the replacement at our next meeting.

### **Updates & Discussion:**

- Per last month's discussion on the sick leave conversion, Travis announced that the policy is being updated to accurately reflect the process that is occurring, clearing up the confusion.
- Travis handed out the Thank You letters from the Staff Association Scholarship recipients for the committee to read.
- Bruce Barclay and Travis reviewed the most recent UHESA meeting at Snow that they attended. The priorities are the same as presented previously. They announced that on December 16<sup>th</sup> at 4 pm, Rep. Vickers and Senator Stowell will present a legislative open forum for the campus. Bruce Barclay also requested that we look at the Sutherland Group website which is a potentially influential group with the legislature. He wanted us to be aware some of their ideas would not be beneficial for Higher Education and we should become educated about their proposals and how to counteract their arguments.
- The committee decided to keep the current meeting schedule for next semester. The next meeting will be January 19, 2010 at 11:00 am.