

SUU Staff Association Minutes
Tuesday, August 8, 2012
Library Conference Room 302D

Attendance: Mindy Benson, Daniel Bishoff , Sheri Butler, Ron Cardon, Clarissa Crosby, Tyson Kyhl, Sheri Lopez, Shon Spevak, Kristin Wiggins

Absentees: Steven Irving, Julie Larmore, Barbara Rodriguez

Call to Order: Ron called the meeting to order at 11:00 a.m.

Items of Business

1. Approval of minutes:
 - a. May 5, 2012 – approved by all Staff Association members in attendance
 - b. July 10, 2012 – approved by all Staff Association members in attendance

2. Committee Assignments – Ron reviewed what committees everyone is currently serving on and asked if there are committees that anyone would like to volunteer for.
 - a. Shon Spevak mentioned that the *Parking Committee* needs members.
 - b. *University Committee for Student Discipline (UCSD)* – Committee investigates problems on campus, and completes a report as to what the findings are and what disciplinary action should be taken.
 - i. Looking for 10 staff members to serve – Send names to Jake Johnson
 - ii. The Committee will meet on Thursday, 4 – 5 p.m.
 - iii. Can use Canvas or email to communicate materials
 - c. *Staff Welcome Wagon* – Need to put together a group of Staff Association member to work on a welcome letter/along with contacts and info for new hires. The group will welcome new staff on campus and share info about the Staff Association, as well as, campus traditions, trainings, etc. **Sheri L. will notify Staff Association of new staff hires as they come to campus.**

Reports

1. *Treasurer's Report* – Clarissa Crosby reviewed the opening budget. As of August 8, we had spent \$473.37, had \$357.00 in commitments and \$4,909.63 available.

2. *Staff Professional Development Fund & Scholarship*: Sheri Butler - Lori Blackner and Malinda Rhodes have been given the info for the scholarships recipients that were selected last year. **Sheri B. to follow up to make sure that everything is set up.**
3. *UHESA Report*: Sheri Butler – New Officers have been elected; President: Kim Rasbold, USU-Eastern, President-Elect: Bruce Barclay, Southern Utah University, Past-President: Sheri Butler, Southern Utah University, Secretary: Aubrey Jenkins, Weber State University, Treasurer: Jennifer Reed, University of Utah, Legislative Committee Chair: Holly Bigelow, University of Utah, Media/PR Committee Chair: James Miller, Dixie State College. Senate representative not elected yet. Ron suggested sending a congratulatory letter to those that were elected.

Sheri B. said that they were told that staff should be more proactive and start writing letters that determine goals/focus for SUU (possibly meet with President to discuss). UHESA reviewed Staff evaluations and did not find a single University that is happy with their evaluations/or process. **Sheri B. to forward evaluations to Staff Association to review. Sheri B. will send a copy of minutes from last UHESA meeting to Ron.**

4. *Budget Increase Request*: Julie, Clarissa and Sheri B. put together a proposal for Dorian to ask for an increase in the Staff Association budget (specifically to help cover the cost of the Opening Social, additional spring semester activities, etc.) We are waiting to hear from the President’s Council.
5. *Opening Social*: Tyson Kyhl- September 13 from 12 – 1 or 2. The Theme this year will be, Experience More. Tyson is waiting to hear back from Chartwell’s on the cost for food. Will ask depts. to do centerpieces again. Create a slide show to run. Students that received scholarships last year will say a few words. Create a display with scholarship info. We would like to have some type of prize for everyone. **Tyson to talk to Dean O’Driscoll to see if he has prizes that we could use.**
 - a. Service awards – **Sheri B. to get Sheri L. info to print awards. Plaques already ordered.**
 - b. Staff appreciation day with Shakespeare will be one day in October. Possible tax liability with tickets. Daniel explained that there is a limit on the discount that can be given on the tickets.
6. *Training Committee Report*: Kristin Wiggins - Jen Hunter is now on committee in lieu of Meagan Cottam who has changed to a part time hourly position. Trainings have been set-up through December. Only one training in August due to the busy opening schedule. **Sheri L. will add info to the bottom of the flyer stating that it is sponsored by HR and Staff Association.**

Miscellaneous

1. Daniel - Sick leave conversion– Daniel suggested that as an “incentive” for staff that use very little sick leave during the year we should look into being able to convert a few days

of sick leave to an HSA contribution, similar to converting sick leave to vacation. This would be an employer contribution. **Sheri B. will discuss with insurance committee at the next meeting.**

2. Policy – **What campus committees are supposed to be in place per policy? Staff Association to review policy.**

Next meeting

September 12 at 11:00 a.m. - Library conference room

(Action items are noted in blue)