

**SUU Staff Association Minutes
Wednesday, September 12, 2012
Library Conference Room 302D**

Attendance: Mindy Benson Sheri Butler, Ron Cardon, Clarissa Crosby, Tyson Kyhl, Julie Larmore, Sheri Lopez, Barbara Rodriguez, Kristin Wiggins

Absentees: Daniel Bishoff, Steven Irving, Shon Spevak

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

Items of Business

Approval of minutes: Ron Cardon motioned to approve August 8, 2012 minutes, Mindy Benson 2nd the motion. All in attendance approved.

Action Item update

1. *Staff Professional Development Fund & Scholarship*: Samantha Kunzler will be awarded a scholarship. **Sheri B. to follow up to make sure that everything is set up.**
2. **Sheri B. to forward evaluations from other Universities to Staff Association for review.**
3. **Sheri B. will send a copy of minutes from last UHESA meeting to Ron.**
4. *HSA contribution for limited use of sick leave*: Nothing has been sent to Dorian or the Insurance committee yet.

Treasury report – Clarissa Crosby

1. As of 9/12/12 \$498.43 has been spent. The available balance is \$4, 884.57.
2. Bereavement plants were requested. **Clarissa is forwarding requests to Jim Crouch.**
3. **Clarissa will provide the proposed budget information for this year and what was spent last year for the Staff Association Social. (Sheet will be placed on tables)**

UHESA Report - Sheri Butler

1. Nothing new to report

Opening Social – Julie Larmore

1. Julie reviewed the timeline for the social.
2. Need people to help with set up at 10:00 a.m. Everyone agreed to help with setup.
3. Shakespeare Staff Appreciation Night (September 19) flyers to be placed on tables.
4. Sheri B. will bring the staff awards. All board members will help with handing out awards.
5. Barbara and Sheri L. to help at staffing foyer table.
6. Sheri B. to get Julie bio information for the display for the scholarship recipients.

USF Staff Appreciation – Tyson Kyhl

1. Shakespeare Staff Appreciation Night (September 19) flyers to be placed on tables at Opening Social

2. Tickets need to be reserved by calling or going to the box office.

Training Committee Report - Kristin Wiggins

1. All trainings have been set up for the fall semester.
2. Barbara asked if g-mail training could be held during the university hour on Tuesday or Thursday at noon to provide more access for faculty.
 - a. A suggestion was made to do a couple of weeks of g-mail training so that more people are able to attend.
 - b. Problem with always being able to reserve a room with computers for the training. We could ask attendees to bring their own laptop/iPad if possible.

Miscellaneous – Ron Cardon

1. Homecoming September 27 – 29th
 - a. Barbara mentioned that we could tell people to bring their families for the pancake breakfast.
 - b. Super Heroes live among us is the theme for homecoming this year.
2. Welcome Wagon
 - a. Will work on in October
 - b. Specific information for Professional and Classified binder.
 - c. Put controller and IT contact information for each department in the binders.
3. Staff Professional Development Fund
 - a. Possible policy change for allowing people that are on probation access to the funds for professional development.
 - b. Sheri B has received 12 professional development fund applications for this semester.

Motion to adjourn at 12:04 p.m.