

**SUU Staff Association Minutes**  
**Thursday, January 8, 2015**  
**Registrar's Conference Room**

**Attendance:** James Loveland, Jared Wilcken, Sheri Butler, Nellie Lee, Camille Werner, Camaree Staheli, Sonn Berrett, Stuart Bunker, Brandon Rasmussen and Loralyn Felix (Library, Faculty Senate)

**Absent:** Andrea Masterson and Casey Bowns

**Guests:** President Scott L. Wyatt  
Multiple on campus Staff members

Call to Order: James called the meeting to order at 11:05 a.m. and welcomed all.

**Items of Business**

- I. Approval of minutes
  - a. James called for motion to approve December 11, 2014 minutes; Nellie made the motion, Sheri seconded. All in attendance approved the minutes.
- II. Treasurer Report – Camille
  - a. Balance as of January 8, 2015 \$2,112.69
  - b. Camille reported that all of the expenses have been accounted for up to this date.
  - c. Bereavement Plants— they have all been delivered
- III. Staff Professional Development Funding
  - a. The additional funding of \$5,000.00 has been deposited and the current balance is \$13,500.00
  - b. The following applications were approved as a whole:
    - \* Julia Anderson
    - \* Josh Foremaster
    - \* Jared Hallows
    - \* Kevan LaFrance
    - \* Casey McClellan
  - c. James explained to the attending staff how the SPDF works and encouraged the staff to use the funds that are available.
- IV. A Smoke Free Campus
  - a. Sheri reported that she had received information from Kathleen Briggs at Dixie State University. It was a student initiative not staff initiating the push for a “Smoke Free Campus”.
  - b. Sheri received a copy of Dixie State’s policy and has that available for anyone to look at. It can be viewed on their web page as well.
  - c. President Wyatt is requesting more reasoning before we can move forward.
- V. Discussion of Policy 8.3.8 / Overload Policy
  - a. President Wyatt stated that all overloads are not the same. The Faculty are hired to teach and the Staff are hired for Administrative Support. Another concern is that the Staff regular work load doesn’t suffer and become encroached upon.

- b. Staff members presented suggestions and asked questions regarding the policy.
- c. President Wyatt suggested that the Staff meet again in another meeting without him present for further discussion about changes to the policy.
- d. January 22, 2015 @ 11:00 a.m. was scheduled for the next meeting/discussion about the Overload Policy. See attachment 1, Staff comments from January 22, 2015 discussion.

Motion to adjourn by Stuart, Camille seconded. Meeting adjourned at 12:01 p.m.

Attachment 1:

### Policy 8.3.8 Staff Comments

Portion of the policy in IV, D,c is under review.

We need a definition of terms (ICH) Factor to determine what a course is. (online, variable credits, studio base). Course and ICH as at odds with each other. Refer to Faculty overload for better definition 6.9, definition and then defined under III, E.

How about working it as 6 ICH at a given time. Factoring the credit and course into the formula is important. Allows flexibility of instruction.

Questions:

How do you define six credits vs ICH, and one prep.  
We need to think of outside learners for Continuing Ed.

If this policy is enforced, there will be a great impact on students and courses offered. A fact remains that there are not enough faculty to teach all the courses that need to be taught on campus. There are many qualified staff that can help and many teach in small programs that don't have full-time faculty.

Another benefit is that it allows staff to interact with students and maintain currency.

A real solution would be to look at the courses that are being taught. Wouldn't it be better to update a position description to include the teaching as part of the contact and increase the base pay of the staff members. It may not apply to all positions.

Comment was made that no number for ICH's should be included in the policy. The best way to approve someone's overload to teach should be done by two supervising authorities. It should be reviewed during the annual staff evaluation.

What is the appropriate limit?

What are the exceptions?

Evening courses

Online courses

Continuing Education policy? Refer to Mark Atkinson?

What if employee is less than full-time? Should this apply?