SUU Staff Association Minutes  
Tuesday, August 4, 2015  
SC 312 Conference Room

Attendance: James Loveland, Jared Wilcken, Camille Werner, Stuart Bunker, Brian Fullerton, Linda Liebhardt, Di Adams, Laurie Garfield, Greg Turnbeaugh, Melanee Mariner and Loralyn Felix (Library, Faculty Senate)

Absent: Camaree Staheli,

Call to Order: Jared called the meeting to order at 11:07 a.m. and welcomed all.

Items of Business
I. Approval of minutes
   a. Amendments: Trustees approved the constitution but did not approve the bylaws
   b. Jared called for motion to approve May 21, 2015 minutes (with the amendment); Stuart made the motion, Di seconded. All in attendance approved the minutes.

II. Update on UHESA – Melanee
   a. Utah Higher Education Staff Association
   b. SLCC south campus in Murray
   c. Roberts Rules of Order vs Modern Rules of Order
   d. Survey
   e. Newsletter - Higher Ed Matters

III. Roberts Rules of Order vs Modern Rules of Order
   a. Roberts very formal for large groups
   b. Modern for informal and small groups

IV. Treasurer Report – Camille
   a. Staff Association balance as of August 3, 2015 $-35.40 (because there is an encumbrance that isn’t closed, then balance will be 39.60
   b. See attached Budget Report
   c. Proposed Budget for 2015-2016
   d. Request to Marvin Dodge to increase overall budget for 2016.

V. Committee Updates/Assignments
   ■ Scholarship: Camaree, chair; Di, co-chair; and Jared, executive member.
      o Process addendum to bylaws
   ■ SPDF: Stuart, chair; Laurie, co-chair; and James, executive member.
      o Karen Ganns
Nick Bartlett and Brent Jones, March 2015 award, 2016 fiscal year

- Process addendum to the Bylaws

- Recognition (Commencement): Greg, chair; and Brian, co-chair; and Melanee, executive member.
  - Process Addendum to Bylaws

- Insurance: Jared
- Parking Appeals: Brian
- Bookstore: Stuart
- Tobacco: Linda
- Training: Laurie
- Webmaster: Jennifer

VI. Meetings - First Tuesday of each month – block 1 ½ hour

VII. Welcome Wagon

   a. Annie Stradling – Assistant Women’s Volleyball Coach – Athletics (Brian)
   b. Marcus Romero - Assistant Strength & Conditioning Coach - Started 7/1/15 (Linda)
   c. Breanna Schurtz - Human Resources Specialist - Started 7/1/15 (Jen)
   d. David Thompson - Assistant Athletic Director for Business Operations - Started 7/1/15 (Linda)

VIII. Bereavement – (Angelina – greenhouse plant and card)

   a. Camille sends the requests to the greenhouse and processes the payment.
   b. Committee member responsibility to deliver plant to staff.
      i. July - Camille
      ii. August - Jennifer
      iii. September - Jared
      iv. Oct - Stuart
      v. Nov - Brian
      vi. Dec - James
      vii. Jan - Linda
      viii. Feb - Di
      ix. Mar - Laurie
      x. Apr - Greg
      xi. May - Melanee
      xii. Jun - Camaree

IX. Opening Social

   a. Melanee in charge
   b. Date Wednesday September 16

X. Staff Association – Years of Service Awards
XI. Survey/Pre-goals
   a. Survey – how do we advocate for you, involve you, unify campus, communicate information to you
   b. New survey policy – exclusion (double check by Terri Day)
   c. Rough draft with Agenda for Sept 1 meeting
      i. Advocate
      ii. Involve
      iii. Unify
      iv. Communicate

XII. Other
   a. Executive board meet once a month, two weeks away from this meeting
   b. Send website updates to Jen
   c. Staff Association Google Calendar

XIII. Action Items
   a. Jared: Let staff know they can subscribe to the UHESA e-newsletter
   b. Jared: E-mail the Rules of Order comparison to the committee to review before next meeting. (At the next meeting make a motion which direction to proceed.)
   c. Camille: E-mail printout for Opening Social to committee members
   d. Camaree, Chair of Scholarship committee: Process addendum to bylaws
   e. Stuart Bunker, Chair of SPDF committee: Process addendum to bylaws
   f. Greg Turnbeaugh, Chair of Recognition committee: Process addendum to bylaws
   g. Jennifer and Linda: Welcome Wagon
   h. Jared: Staff Association Calendar Timeline
   i. All: Survey ideas to Jared by Wednesday, August 12, 2015.

XIV. Motion to adjourn by Jen, James seconded. Meeting adjourned at 12:08 p.m.