

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.
    - Process addendum to bylaws
  - SPDF: Stuart, chair; Laurie, co-chair; and James, executive member.
    - 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

- a. Plaques in Jared's Office – wrong seal again
- b. 5 year frames in Jen's Office

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.