

SUU Staff Association Minutes
Tuesday, January 5, 2016
Yankee Meadow

Attendance: Jared Wilcken, Camaree Staheli, Jeremy Martin (new Treasurer), Linda Liebhardt, Laurie Garfield, Stuart Bunker, James Loveland, Greg Turnbeaugh, Barbara Rodriguez (new President Elect) and Loralyn Felix (Library, Faculty Senate)

Absent: Jennifer Hunter, Di Adams, Brian Fullerton,

Call to Order: Jared called the meeting to order at 11:03 a.m. and welcomed Jeremy and Barbara. 212 people voted in the Special Elections.

I. Action Items

- a. New
 - i. Jared: send Jeremy and Barbara Bylaws
 - ii. ALL: read the survey results and send your comments to an Executive Board so that Jared can share with President's Council.
 - iii. Stuart will update guidelines to include information about how money will be designated for each deadline.
- b. Report
 - i. Camaree, Chair of Scholarship committee: Process addendum to bylaws
 - ii. Stuart Bunker, Chair of SPDF committee: Process addendum to bylaws
 - iii. Greg Turnbeaugh, Chair of Recognition committee: Process addendum to bylaws
 - iv. Jared: Staff Association Calendar Timeline
 - v. All: in December, vote on Roberts vs Modern
 - vi. Jennifer: Jill Whitaker – stats on Staff Association website
 - vii. Jennifer: Mary Jo Anderson – Interim Treasurer

II. Welcome Wagon Letters

- a. Heather Reynolds- Electrics and Sound Supervisor - Starts September 1, 2015 (Brian)
- b. Breanna Bradshaw- Administrative Assistant II Registrar's Office - Starts September 1, 2015 (Laurie)
- c. Benjamin Joslin- Accounting Manager- Started October 1, 2015 (Stuart)
- d. Keri Romine- International Support Specialist- Started October 1, 2015 (Jared)
- e. Robert Yonce- Assistant Women's Basketball Coach- Started October 16, 2015 (Brian)
- f. Amy Humphries- Administrative Assistant I Student Involvement and Leadership- Started October 16, 2015 (Stuart)
- g. Shaylee Lamoreaux- Admissions Counselor for Campus Recruitment Events- Started October 16, 2015 (Laurie)
- h. Derek Louder- Accountant I- Started December 16, 2015
- i. Chelsea Buck- Orientation Coordinator- Started December 16, 2015 – was with Keri Mecham
- j. Wendy Hutcheson- Assistant Cashier- Started December 16, 2015 – was with USG
- k. Necia Lister- Classroom Aide/Home Visitor- Started December 16, 2015
- l. Kay Gale- Administrative Assistant III- Bookstore- Starts 1/1/2016
- m. Matthew Reiser- Director of Training CAPS- Starts 1/1/2016

III. Items of Business

- a. SPDF Committee Report – Stuart Bunker
 - i. Update Application form – (see attached handout)
 - ii. Deadlines to associate with semesters (1st Monday in Aug, Dec, and April)
 - iii. More groups are requesting therefore stipulations are required.
 - iv. Consensus vote to approve the application and deadline changes.
- b. Scholarship Committee Report will be in February
- c. Recognition Awards Committee Report – Greg Turnbeaugh
 - i. Outstanding Awards has been around for 20+ years so no changes.
 - ii. Distinguished Awards are newer and had some slight modifications made to the wording.
 - 1. Suggest an Employee of the Month award for recognition all year long.
 - 2. Barbara proposed an Employee of the Month parking spot and is checking with Parking Services.
 - 3. Rather than 2 large monetary awards there would be 12 smaller monetary awards.
 - a. Have to check with the President first as this is not Staff Assoc money.
 - iii. Lack of nominations in the past has been a problem.
 - 1. Jared will send a notification in the January email.
 - 2. Toilet Times so that students can nominate
 - 3. Open up nomination to entire campus, administration, faculty, staff, students
 - 4. Jared thought the selection committee last year was not very objective and hopes this year's committee will be more open-minded and asked the Recognition Committee to review and make proposals at the end of this years awards to ensure a more objective review in future years.
 - 5. Could use the Employee of the Month winners for future nominations.
 - 6. Nominees can not be on the committee or Staff Association board.
- d. Jared shared that our increased budget request will most likely not be funded, due to the lack of focus in our proposal on recruitment and retention.
- e. Survey/Pre-goals. 86 people completed the survey. Need to formulate goals.
- f. Campus Forum went ok in December. Suggestion to use a sign to draw attention.
- g. Committee Updates/Assignment
 - i. SPDF: USF grant application. 75% for the first 3 was approved and 50% funding for the remaining two. Approved pending a fund to transfer the money.
 - ii. Faculty Senate has approved having an ex-officio member from the Staff Association.

V application guidelines

B application requirements and restrictions

iii Group requests funded will require the following matches 1-3 staff 25% match required 4th and 5th staff members 50% match required 6th and up 75% match required.

iv Group applications for more than 3 people will need to explain the reason sending more than 3 staff is reasonable and good use of scarce funds.

V currently iii changed to read "attach agendas of conferences, If presenting at the conference include letters accepting your presentation"

Current bullet iii becomes vi and bullet iv becomes bullet vii.

C application deadlines

i August 15th

ii December 15th

iii April 15th

Form Changes

Change dates to reflect new trimesters on first page and second page at the top

Change 3rd bullet 1st page to read "attach agendas of conferences, If presenting at the conference include letters accepting your presentation"

Add professional and classified designations next to or underneath application type

Add "Justification for group larger than 3." to section under abstract of the funding request.

Add "match should be applied to as few line items as possible" under the budget next to the matching funds statement.

Change the matching funds statement to reflect new matrix.

Add "must be E&G account" under state allocated fund index for budget transfer

Add bullet of new matrix to bullets under budget.

Staff Association Calendar

July	August	September	October	November	December
<ul style="list-style-type: none"> New Officer Training Start planning opening social [PE] 	<ul style="list-style-type: none"> SPDF Review? 	<ul style="list-style-type: none"> Opening Social 	<ul style="list-style-type: none"> New Officer Training 	<ul style="list-style-type: none"> SPDF Review? 	
January	February	March	April	May	June
<ul style="list-style-type: none"> Solicit service awards 	<ul style="list-style-type: none"> Solicit student scholarship applications SPDF Review? 	<ul style="list-style-type: none"> Service Awards due [4th] Committee selects service award recipients 	<ul style="list-style-type: none"> Select student scholarship recipients Send out requests for nominations (2nd Wednesday) 	<ul style="list-style-type: none"> Send out ballot for elections (2nd Wednesday) SPDF Review? 	<ul style="list-style-type: none"> Tabulate election results