SUU Staff Association Minutes  
Thursday, June 2, 2016  
Yankee Meadow

**Attending:** Greg Turnbeaugh, James Loveland, Di Adams, Jennifer Hunter, Jeremy Martin, Brian Fullerton, Jared Wilcken, Barbara Rodriguez, Camaree Staheli, Laurie Garfield,  
**Absent:** Linda Liebhardt, Loralyn Felix, Stuart Bunker,

I. Call to Order: Jared called the meeting to order at 11:12 a.m.

II. **Welcome Wagon Letters (were not discussed, tabled for a future meeting)**
   a. Keri Romine- International Support Specialist- Started October 1, 2015 (Jared)
   b. Shaylee Lamoreaux- Admissions Counselor for Campus Recruitment Events- Started October 16, 2015 (Lauri)
   c. Cody Tullis – FM (Greg)
   d. Frank Pucher- Associate Athletics Director for Development- Started 3/1/2016 (Jared)
   e. Shannon Eberhard- Graphic Design and Media Specialist Intern- Started 3/1/2016 (Barbara)
   f. Dan Moye- Assistant Athletic Director for Administration- Started 4/1/2016 (Di)
   g. John Hildebrand- International Student Advisor- Started 4/1/2016 (Greg)

III. **Items of Business**
   a. Minutes –
      i. Page 2 of April fix profession to read professional
      ii. April and May minute approved by general consensus with the one change stated above.
   b. Closing Social – Wednesday, June 8. Starting time is 8:30 am for breakfast. Barbara asked what the budget is for the closing social. Jeremy will determine the budget. Typical amounts for prizes is $300. Planting flowers will continue.
      i. Items accomplished:
         1. Fought against 8.3.8
         2. New monthly recognition
         3. Newsletter
         4. SPDF numbers of employees and the type of proposals to help spark ideas.
         5. Scholarship – number of awardees, how much staff donates to this scholarship
         6. Announce election winners
         7. Forums
         8. Streamline communication
   c. SPDF - Money left over
      i. Potential: Award those that received last year
      ii. Potential: Increase those that received less than $750
iii. Barbara suggested to stay with current procedure and make a planned budget for next year. Consensus approved.
d. Nominations and elections for 2016-2017. Jared has not contacted the winners yet to verify they accept.
e. By-Laws
   i. JEN Include approved form
   ii. Grammar changes, succinct language, slight changes to standing committee members, procedures for standing committees including deadlines, tweaked secretarial role,
   iii. Camaree found a redundancy with standing committee for Past, Pres, and Elect positions. Jared removed redundancy.
   iv. Senior board members are chairs of the committees; Junior board members are chair-elects.
   v. Governing Boards had no changes.
   vi. Added Standing Committee sections (Recognition, Scholarship, SPDF).
   vii. Appendices, university corrections
   viii. Articles 5 & 6 did not change.
   ix. Article 7 changed to Modern Rules of Order
   x. Article 8 quorum is defined in Article 6 Section 2.
   xi. Appendix A is the scholarship committee
       1. 6-8 members
       2. process
       3. Rubric points didn’t work, leave the rubric but remove the points
       4. Criteria should be on application for student knowledge
   xii. Appendix B is the Recognition committee
       1. 6 members (including an Emeritus)
       2. A member serving on Staff Association board and Recognition committee is ineligible to be recognized in the year service is being provided.
       3. Parking needs 2 week lead time.
       4. Tweaking in criteria so Outstanding is clearly the higher award
   xiii. Appendix C is the SPDF committee
       1. Dates
       2. Committee only vote not entire board.
   xiv. Approved by consensus.
f. Retreat Training in July - July 5th will be the retreat training for new officers. Barbara will be in charge of this event.

IV. Action Items
   a. Jennifer: Jill Whitaker – stats on Staff Association website
   b. Jared: ELC 104 share with CSIS Tutoring, low ceiling, projector.
   c. Jared to check if it will retain the SUU Staff Garden name
   d. Jen: SPDF summary for Barbara for Closing Social
   e. Jared: Scholarship summary to Barbara for Closing Social
   f. Jared: Post By-laws to website by July 2.