SUU
Staff Association

President: Jim Shakespear
President (Elect): Ben Johnson
Past President: Barbara Rodriguez
Secretary: Anu Tufuga
Treasurer: Chet Dalton
Faculty Representative: Daniel Eves
Legislative Liaison: Linda Liebhardt

Board Members:
Sara Greener, Sr. Board Member - Scholarships
Daniel Bishoff, Sr. Board Member - Recognition
Malinda Rhodes, Sr. Board Member - SPDF
Amy Humphries, Jr. Board Member - Scholarships
Ron Cardon, Jr. Board Member - Recognition
Zach Murray, Jr. Board Member - SPDF

BOARD MEETING AGENDA
July 11, 2018 at 1 p.m. - Rondthaler (HCC)

NEXT MEETING: July 11, 2018 at 1 p.m. - Rondthaler (HCC)

ATTENDEES:
Jim Shakespear, Ben Johnson, Anu Tufuga, Sara Greener, and Ron Cardon.

EXCUSED:

REVIEW ASSIGNMENTS/ACTION ITEMS:

Approval of Minutes

Please send Anu an email when you have completed these assignments!

I. Welcome new employees:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>CLASSIFICATION</th>
<th>START DATE</th>
<th>ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Brodrick</td>
<td>Bookstore</td>
<td>Full Time</td>
<td>7/1/2018</td>
<td>Melinda Rhodes</td>
</tr>
<tr>
<td>Jean Boreen</td>
<td>HSS</td>
<td>Dean</td>
<td>6/26/2018</td>
<td>Ben Johnson</td>
</tr>
<tr>
<td>Mikaela Clark</td>
<td>Library</td>
<td>Part Time</td>
<td>6/1/2018</td>
<td>Linda Liebhardt</td>
</tr>
<tr>
<td>Jocelyn Bojorquez</td>
<td>Outdoor Engagement</td>
<td>Full Time</td>
<td>6/1/2018</td>
<td>Anu Tufuga</td>
</tr>
<tr>
<td>Erin Flores</td>
<td>Outdoor Engagement</td>
<td>Full Time</td>
<td>6/1/2018</td>
<td>Jim Shakespear</td>
</tr>
</tbody>
</table>
II. New Executive and Board Members, please email Anu a current headshot to be posted on the SA website by the end of Tuesday, 7/17

III. Confirm new Bereavement assignments for FY19

IV. Initiate Opening Social Planning ([Getting started guide](#))
   A. Opening Social date/location suggestions (Ben)

REPORTS:

I. President’s Council
   A. Moving forward with the Staff Constitution change that was approved at closing social

II. Board of Trustees

III. UHESA

IV. SPDF

V. Recognition Committee
   A. Employee of the Month

VI. Scholarship Committee

VII. Salary and Equity Committee

DISCUSSION ITEMS/FEEDBACK:

I. [Staff Association Website Stats](#) Recommendations (Anu)
   A. Keep essential pages and remove less-visited links/pages (Anu, Barbara, Cindy Moxley and Ron)

II. Legislative Liaison position
   A. See page 5

III. Staff Board communication preferences one-on-one
   A. Options: Email, text, chat, etc.
      1. Slack or email is preferred

IV. Staff Parterre Sign requested should be updated (Jim + Ben)
   A. Derek Payne will develop mock-up options for the sign
   B. SA members, swing by the sign to see what changes/improvements can be made

V. Vacation Buy/Sell-back idea (Possible discussion for lunch with President’s Cabinet)
   A. [Buying and Selling Vacation Time - Considerations](#)
      1. Consider limitations and structure to prevent problems with
2. Compare and contrast other organizations/institutions that adopt similar considerations (get the facts)

B. Policy on Exempt Employees selling back vacation time

1. Come prepared next month with ideas and research supporting this policy

IDEAS + IMPROVEMENTS:

I. Effective Meetings (Daniel and Zach)
   A. Please be ready to discuss the following articles:
      1. 7 Habits of Highly Effective Meetings
      2. 10 Ways to Make Meetings More Effective
      3. 12 Proven Tips for Effective Meeting Management

ANNOUNCEMENTS:

I. Lunch with President’s Cabinet - August 1st, 2018 in the Shooting Star Room
   A. President Wyatt would like to invite the Staff Association Board to join him and the Cabinet to lunch to get to know the group and hear of any concerns the Staff Association has. Please RSVP to Jennifer Oberhelman’s invite.

II. Travel approval queue now has treasurer approve the financial step

ASSIGNMENTS MADE:

I. Clean up Staff Association website (Anu will lead)
II. Create group Slack (Jim)
III. Brainstorm Opening Social (Ben)
IV. Visit the Staff Association sign to see what changes/improvements can be made (everyone)
V. Research ‘Employee Vacation Buying/Selling’ (everyone)

BEREAVEMENT PLANTS:

Assigned months:

July- Jim Shakespear August- Sara Greener September- Zach Murray October- Anu Tufuga
November- Malinda Rhodes December- Amy Humphries January- Ron Cardon February-
Ben Johnson March- Linda Liebhardt April- Sara Greener May- Chet Dalton June- Daniel
Bishoff
The Legislators see our campus as a whole. We are not separate entities of Students, Faculty and Staff, but a whole unit of SUU, each of us working together for the end goal of students graduating with degrees.

SUU campus has hosted local legislators on campus both before and after the legislative session. They are open to do whatever our campus wants and will accommodate us. They just want to know what the campus wants from them.

We should (as staff) continue to work WITH the President AND the Leavitt Ctr. for those meetings with our local legislators.

The legislature can offer two things: POLICY and FUNDING. Those are their objectives and Pres. Wyatt generally has the say on what those will be for our university. That does not mean that our Staff Association doesn’t have a voice—we can make suggestions, have an agenda, etc.

Last year, Donna Law published a regular weekly update on the T-Bird Nation blog, informing and updating readers on the happenings on the hill. Did anyone read it? Did it have meaning? Was it worthwhile?

When asked about the Executive Order by Governor Herbert, she felt it would be short-lived. It was the result of a clash of egos and many people are working to rescind or resolve or do away with it. She thinks it will probably have no effect on our staff here. It basically said we could only approach legislators as an individual citizen, not as an employee of the state.

Government and Legislatives Liaisons do have a purpose

University agendas and goals, wishes, etc. do need to be presented to them, but it is best if there is a “point person,” or the legislative liaison or Government Relations person so that the messages come in an organized and concise way, not a whole bunch of different folks spewing forth variations of the goal.

The “Bring a Friend to Finish” initiative is a wonderful thing to build upon. It fits well with the Governor’s agenda to have 66% of the state’s population have a certificate or degree by 2020. (66 by 2020)

a. Donna wondered if someone elsewhere in the state has a good program in place that we can just copy and adjust.

b. We should take a close look at OUR employees and see how many of them need degrees

c. We can also look at all the non-traditional students. Perhaps some of them have a spouse or others who need to finish?

d. How can the Staff Association assist in this effort? How might we mentor?
(Have to find out who they are, first!)

10. Lastly, Donna would like to be invited to the Staff Association Board meeting with President Wyatt on August 1, please. Legislative objectives will likely be discussed there and she’d like to be in on the conversation (and she is staff, as is Pres. Wyatt).