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

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**BOARD MEETING AGENDA**

*August 8, 2018 at 1 p.m. - Sage Valley (HCC)*

**NEXT MEETING:**  
*September 12, 2018 at 1 p.m. - Sage Valley (HCC)*

**ATTENDEES:**  
Jim Shakespear, Ben Johnson, Anu Tufuga, Sara Greener, Malinda Rhodes, Ron Cardon, and

**EXCUSED:**  
Daniel Bishoff, Chet Dalton, Barbara Rodriguez, Linda Liebhardt, Zach Murray, and Amy Humphries

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**REVIEW ASSIGNMENTS/ACTION ITEMS:**

- Approval of Minutes
- Opening Social ideas (Ben)
  - Ben will send out Doodle to schedule a meeting for planning committee (Sara, Ron, Anu, and any other staff that can contribute)
  - Looking to schedule weekly meetings til event
- Suggestions to the Staff Parterre Sign (*Mock-ups*)
- Staff Association website changes (Anu)

**KEEP/UPDATE:**

- Home page is a disaster. We need to put a group photo and perhaps add in a mission statement/tagline.
- Update announcements on home page.
- Keep 'Officers & Committee Members' page. Add which
committee they serve on as a part of their info. And keep the information current as soon as members change.

- Keep ‘Minutes’ page
- Keep ‘Constitution and Bylaws’ page
- Keep ‘Staff Association Scholarship’ page
- Keep ‘Send a Staff Bereavement Plant’ page
- Check if the ‘Contact Your Legislators’ page is up to date
- Keep ‘Comments and Suggestions’ page
- Add to SUU Quicklinks

REMOVE:
- Remove ‘Employee of the Month’ page and just add the infographic of the current recipient to the home page.
- Consolidate the multiple award pages to one ‘Award Nominations’ page
- Remove ‘Yearly Activities, Projects & Contributions’ page and add those pictures/updates to the home page

☐ Research/ideas supporting staff buying and selling back vacation time

☐ Create group Slack (Jim)

1. Welcome new employees - Also, let’s define who all is part of the staff association membership.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>CLASSIFICATION</th>
<th>START DATE</th>
<th>ASSIGNED</th>
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<td>Chantelle Cook</td>
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<td>Anu</td>
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<td>Magnum Morgan</td>
<td>Academic Advising</td>
<td>Full Time</td>
<td>8/2/2018</td>
<td>Anu</td>
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<td>Maradna Martinez</td>
<td>Admissions Welcome Center</td>
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<td>8/1/2018</td>
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<td>Nathan Jones</td>
<td>IT</td>
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<td>Jim</td>
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<td>Coach</td>
<td>7/1/2018</td>
<td>Daniel B.</td>
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<td>Linda L.(done)</td>
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<td>Clarissa Crosby</td>
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<td>Chet</td>
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<td>Executives and Deans</td>
<td>7/5/2018</td>
<td>Chet</td>
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<td>Malinda</td>
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<td>Start Date</td>
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<td>Linda L. (done)</td>
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<td>8/1/2018</td>
<td>Amy</td>
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REPORTS:
I. President’s Council
   A. Review of Staff Association Constitution and proposed changes
   B. Risk Management Committee Policy was approved
   C. Dual enrollment with SWATC
II. Board of Trustees
    A. n/a
III. UHESA
    A. Kenzie Lundberg voted in as PR/Media rep
    B. Educating Staff at all institutions about their associations
    C. Similarities and Differences among institutions
IV. SPDF
    A. Melinda- Assess the whole SPDF process and identify efficiencies
V. Recognition Committee
   A. Employee of the Month
VI. Scholarship Committee
   A. n/a

DISCUSSION ITEMS/FEEDBACK:
I. Discussion items from President’s Lunch
   A. How do we get effective communication from staff?
   1. Concerns/Complaints
   2. Feedback on issues
   3. Morale
   B. Do we need to consider Staff Association organization changes?
   C. How do we help staff improve efficiency?
   D. Modifications to SPDF for group/department funding?
   E. Grants we could apply for?
II. Keeping track of hours spent on Staff Association responsibilities
III. Solidify bereavement plant process and assignments

ANNOUNCEMENTS:
I. Staff Association Opening Social - September 13th from noon-2 in Ballroom

Commented [1]: <rodriguez@suu.edu> Could you give us some history on how we have communicated with the staff and got feedback over the years? We'll want to find out what we can improve on or do different. Assigned to Barbara Rodriguez

Commented [2]: <rhodes@suu.edu> Could you present a couple of initial options in how we might accommodate this type of funding? Assigned to Malinda Rhodes

Commented [3]: <greeners@suu.edu> Could you both come up with ideas or a basic spreadsheet we could use to report the hours each board member spends on SA work? Assigned to Sara Greener
ASSIGNMENTS MADE:
I. Jim - Visit Head Start
II. Ben - Create Doodle for opening social planning committee

BEREAVEMENT PLANTS:
Assigned months:
July - Jim Shakespeare 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