BOARD MEETING MINUTES

December 12, 2018 at 1 p.m. in Sage Valley (HCC)

NEXT MEETING: January 9, 2019 at 1 p.m. in Sage Valley (HCC)


EXCUSED: Daniel Bishoff, Sara Greener, Malinda Rhodes

REVIEW ASSIGNMENTS/ACTION ITEMS:

☐ Approval of Minutes
☐ Complete monthly Staff Association hours sheet
☐ Welcome new employees
☐ Ron: Chat with Dan about department highlights falling under the recognition committee and how that might look like
  • Committee will be involving Marketing in highlighting departments around campus (i.e. roles on campus, staff within departments, etc.)
  • Effective most likely in the Spring
☐ Jim: Speak with Mindy Benson about possible service leave time, drafting a policy, and creating opportunities of service
  • Board members will brainstorm ideas regarding service time and Jim will present it to the President’ Cabinet
- First step: create guidelines and an approval process

I. Welcome new employees

<table>
<thead>
<tr>
<th>Name</th>
<th>Class Code</th>
<th>Department</th>
<th>Start Date</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Lewis</td>
<td>Full Time</td>
<td>Academic Advising</td>
<td>12/3</td>
<td>Jim Shakespear</td>
</tr>
<tr>
<td>Zachary Palmer</td>
<td>Full Time</td>
<td>Academic Advising</td>
<td>12/3</td>
<td>Anu Tufuga</td>
</tr>
<tr>
<td>Brett Lunceford</td>
<td>Full Time</td>
<td>Enrollment</td>
<td>11/20</td>
<td>Sara Greener</td>
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<tr>
<td>Toriano Taulogo</td>
<td>Full Time</td>
<td>Enrollment</td>
<td>11/15</td>
<td>Sara Greener</td>
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<tr>
<td>Shane Esplin</td>
<td>Full Time</td>
<td>Facilities</td>
<td>11/1</td>
<td>Ben Johnson</td>
</tr>
<tr>
<td>Robert Mitchell</td>
<td>Full Time</td>
<td>Facilities</td>
<td>11/16</td>
<td>Linda Liebhardt done</td>
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<td>Aaron Reeves</td>
<td>Full Time</td>
<td>Facilities</td>
<td>11/1</td>
<td>Ben Johnson</td>
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<tr>
<td>Gina Marston</td>
<td>Full Time</td>
<td>Legal and Ethics</td>
<td>11/26</td>
<td>Chet Dalton</td>
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<td>Belinda Singleton</td>
<td>Part Time</td>
<td>Library</td>
<td>11/16</td>
<td>Linda Liebhardt done</td>
</tr>
<tr>
<td>Chip Sharpe</td>
<td>Full Time</td>
<td>Student Affairs</td>
<td>12/1</td>
<td>Amy Humphries</td>
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<td>Natalie Burden</td>
<td>Full Time</td>
<td>Rural Health</td>
<td>11/1</td>
<td>Amy Humphries</td>
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<tr>
<td>Nicholas Rowley</td>
<td>Full Time</td>
<td>Academic Advising</td>
<td>12/3</td>
<td>Jim Shakespear</td>
</tr>
</tbody>
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REPORTS:

I. President’s Council
   A. Aviation faculty disciplinary policy

II. UHESA
   A. Legislative chair position vacant
   B. Connection with USHE rep to improve communication

III. SPDF
   A. SPDF Google forms will be pushed live by Spring 2019
   B. About $12,000 left in the budget

IV. Recognition
A. All Spring recipients have been selected

V. Scholarship
   A. Changes in verbiage have been made on scholarship application
   B. Deadline for the scholarship is February 1, 2019

DISCUSSION ITEMS/FEEBACK:
I. Halfway point - maybe discuss a quick SWOT analysis on the Staff Association. Discuss any goals or improvements we can make.
   A. Strengths
      1. Diversity of representation across campus
      2. Smaller groups allow us to be more agile
      3. Staff Association representation on campus (i.e. President’s Council, department meetings)
      4. Board members are more hands on
   B. Weakness
      1. Staff evaluation process
         a) Two types of evaluations are being developed (Barbara)
      2. Lack of information gathering to speak for every staff member on campus
      3. Lack of cohesion/connection of staff members feeling a part of the whole association
   C. Opportunities
      1. Sick leave conversion and insurance benefits (double coverage)
   D. Threats
      1. Time commitment to be able to serve in our positions
      2. High staff turnover

ANNOUNCEMENTS:
I.

ASSIGNMENTS MADE:
I.

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