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 MINUTES**

*January 9, 2019 at 1 p.m. in Sage Valley (HCC)*

**NEXT MEETING:** March 13, 2019, 2018 at 1 p.m. in Sage Valley (HCC)

**ATTENDEES:** Jim Shakespear, Ron Cardon, Malinda Rhodes, Amy Humphries, Daniel Eves, Chet Dalton, Ben Johnson, Anu Tufuga, Zach Murray

**EXCUSED:** Barbara Rodriguez, Daniel Bishoff, Sara Greener

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**REVIEW ASSIGNMENTS/ACTION ITEMS:**

- ✔ Approval of Minutes
- ✔ Complete monthly Staff Association hours sheet
- ✔ Welcomed new employees

**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>Amanda Runge</td>
<td>Full Time</td>
<td>Guest Services</td>
<td>12/1</td>
<td>Zach Murray</td>
</tr>
<tr>
<td>Lori Hunt-Gentry</td>
<td>Head Start</td>
<td>Head Start</td>
<td>12/16</td>
<td>Jim Shakespear</td>
</tr>
</tbody>
</table>
REPORTS:
I. President’s Council
   A. December meeting cancelled
II. UHESA
    A. December meeting cancelled
III. SPDF
    A. Jim will make SPDF link live effective 1/9
IV. Recognition
    A. Spring months are all selected
    B. Monthly department spotlights will be written by Kenzie Lundberg (Marketing and Communication) and posted via T-Bird Flyer and Staff Association website
V. Scholarship
    A. Jim and Amy will reach out to Sara to start advertising for Staff Association scholarship (scholarship deadline is February 1)

DISCUSSION ITEMS/FEEDBACK:
I. What do you know about the Bereavement Plants? Are staff aware enough to alert us of needs?
   A. Staff Association houses a link to request a bereavement plant. The structure of the form has been changed, effective 12/28
   B. Jim may share that information in his next letter to remind staff and introduce the initiative to new staff

ANNOUNCEMENTS:
I. Campus Budget Hearings on Jan 23rd and 24th in Church Auditorium from 12-5PM

ASSIGNSMENTS MADE:
I. Jim will make SPDF link live effective 1/9
II. Jim and Amy will reach out to Sara to start advertising Staff Association scholarship

**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