**SUU Staff Association**

**President:** Ben Johnson - Scholarships  
**President (Elect):** Trisha Robertson - SPDF  
**Past President:** Jim Shakespear - Recognition  
**Secretary:** Anu Tufuga  
**Treasurer:** Chet Dalton  
**Faculty Representative:** Steve Barney  

**Board Members:**  
Amy Sharpe, Sr. Board Member - Scholarships  
Ron Cardon, Sr. Board Member - Recognition  
Zachary Murray, Sr. Board Member - SPDF  
Annette Murray, Jr. Board Member - Scholarships  
Nellie Lee, Jr. Board Member - Recognition  
Ralph Savage, Jr. Board Member - SPDF

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**BOARD MEETING MINUTES**  
*November 13, 2019 at 1 p.m. in Sage Valley (HCC)*

**NEXT MEETING:** December 11, 2019 at 1 p.m. in Sage Valley (HCC)

**ATTENDEES:** Ben Johnson, Trisha Robertson, Anu Tufuga, Amy Sharpe, Chet Dalton, Jim Shakespear, Annette Murray, Nellie Lee, Zachary Murray, Steve Barney.

**EXCUSED:** Ralph Savage and Ron Cardon.

**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>Jenica Hathaway</td>
<td>Head Start</td>
<td>Alumni</td>
<td>10/1</td>
<td>Annette</td>
</tr>
<tr>
<td>Alexander Mena</td>
<td>Full Time</td>
<td>Athletics</td>
<td>10/21</td>
<td>Annette</td>
</tr>
<tr>
<td>Alan Arata</td>
<td>Full Time</td>
<td>Aviation</td>
<td>10/16</td>
<td>Annette</td>
</tr>
</tbody>
</table>
REPORTS:

I. President’s Council
   A. 

II. UHESA
   A. Phone meeting on 11/14

III. SPDF
   A. Awarded a little over 75% of funding
   B. Prepare to discuss the proposed SPDF changes for December board meeting.

IV. Scholarship
   A. Staff Association Scholarship is live on the Financial Aid website.
   B. Scholarship deadline is February 1, 2020.

V. Recognition
   A. Recognitions are set for the rest of Fall 2019.

DISCUSSION ITEMS/FEEDBACK:

I. Feedback survey: Trisha
   A. More smaller scale Staff Association activities to further connect with areas across campus.
   B. Possibility of changing style of agenda to a newsletter type document, and sharing across campus. This would help with better communication between Staff Association and staff members.
   C. Calculating service awards.
   D. Meet and greet tabling in the Student Center to connect with staff and answer any Staff Association related questions.

II. Events committee
   A. Coordinating smaller scale events throughout the year and assist the President Elect with the opening social.
   B. Executive board will make decision to move forward
   C. Suggestions for staff to be on events committee:
      1. HR representative
      2. Athletics representative (Shon Spevak)
3. Morgan Bailey  
4. Belinda Singleton  
5. Kenton Pope  
6. Keith Howles  

III. Bereavement plants feedback  
   A. Think of alternative option to deliver bereavement item to staff who work remotely.  
   B. Change bereavement plant request form to adding “does this request need to be mailed?”  

ANNOUNCEMENTS:  
I.  

ASSIGNMENTS MADE:  
I. Welcome new employees  
II. **Staff hours**  
III. All: Prepare to discuss the proposed SPDF changes for December board meeting.  
IV. Add any other possible staff members for events committee.  
V. Anu: Share calendar event for December 11, from 2:30-3:30pm for Staff Association Meet-and-Greet.  
VI. All: Start thinking of verbiage to go on Staff Association sign  
VII. Anu and Jim: Change bereavement plant request form to adding “does this request need to be mailed?”  
VIII. Anu: Have a card ready to be mailed to April Sims by Friday, 11/13 at 1:30  

BEREAVEMENT PLANTS:  
*Assigned months:*  
- **July:** Anu  
- **August:** Jim  
- **September:** Chet  
- **October:** Ron  
- **November:** Amy  
- **December:** Ben  
- **January:** Trisha  
- **February:** Annette  
- **March:** Nellie  
- **April:** Zach  
- **May:** Ralph  
- **June:** Trisha