BOARD MEETING MINUTES
February 12, 2020 at 1 p.m. in Sage Valley (HCC)

NEXT MEETING: March 11, 2020 at 1 p.m. in Sage Valley (HCC)
EXCUSED: Chet Dalton and Steve Barney.

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>Michael DuBon</td>
<td>Part Time</td>
<td>Academic Success</td>
<td>1/27</td>
<td>Annette</td>
</tr>
<tr>
<td>Kaitlyn Kuhn</td>
<td>Part Time</td>
<td>Advancement</td>
<td>1/2</td>
<td>Annette</td>
</tr>
<tr>
<td>KC Smurthwaite</td>
<td>Full Time</td>
<td>Athletics</td>
<td>1/23</td>
<td>Trisha</td>
</tr>
</tbody>
</table>
Brady Cloward        Aviation  Aviation  1/1       Chet
Dean Englestead     Aviation  Aviation  1/16      Chet
Jack Newman         Aviation  Aviation  1/16      Chet
Jeffrey Buzbee      Aviation  Aviation  1/16      Chet
James Saal          Aviation  Aviation  1/16      Ralph
Amanda Turner       Aviation  Aviation  1/1       Ralph
Devin Howard        Aviation  Aviation  1/1       Ralph
Devin Unga          Athletics Coach  1/1       Anu
Matthew Wade        Athletics Coach  1/16      Anu
Lydia Lee           Full Time  Graduate Admissions 1/2      Anu
Kira Freier         Part Time  Head Start  1/16      Amy
Jenifer Johnson     Part Time  Head Start  1/16      Amy
Monica Lopez        Part Time  Head Start  1/16      Amy
Janneth Pineda      Part Time  Head Start  1/16      Amy
Alex Curtis         Full Time  International Affairs 1/1      Nellie
Lucia Malor         Full Time  Legal Counsel  1/6       Nellie
Kyle Dillon         Full Time  Online Development 1/6       Zach
Andrew Mitchell     Full Time  Online Development 2/1      Zach
Allison Bulloch     Full Time  Provost  1/16       Trisha
Mario Felix         Athletics Coach  2/1       Zach

REPORTS:
 I. President’s Council
A. Update on travel policy.
   1. Must submit your expense report within 30 days.
   2. Changes to per diem rates/guidelines are out for review.
B. Use of university or state property for personal use.

II. UHESA
A. Meeting 2/13: Staff diversity and retention

III. SPDF
A. Awarded everything for this fiscal year.
B. Changes to the SPDF applications are approved and will go live immediately.
C. Website verbiage will change to inform staff that all funds have been awarded.
D. Proposing to let allocated monies ($7,000) roll forward to next year to bring on campus professional development speakers.
E. Collaborate with HR to provide more smaller scale staff professional development trainings.

IV. Scholarship
A. Scholarship deadline is moved to March 1.
B. Payroll deductions expire after 10 years; Annette will look into reminders or notifications to recommit a payroll deduction when it expires

V. Recognition
A. Commencement award recipients have been selected.

DISCUSSION ITEMS/FEEDBACK:
I. Child Care update
   A. Nellie is in communication with Kathy Wyatt regarding the possibility of including staff dependents within the daycare program.

II. Staff sign
   A. Design is confirmed and Facilities will take care of expenses.

III. Insurance and sick leave benefits
   A. Working with HR to determine feasibility of offering a stipend to those who pass up insurance coverage
   B. Also exploring cashing in sick leave for additional health benefit coverage in retirement
   C. Nellie also mentioned interest from staff members to donate sick hours to others

IV. Mid year benefits social
   A. Staff Association event that will include benefit representatives to share what benefits are available to staff.
ANNOUNCEMENTS:
   I. 

ASSIGNMENTS MADE:
   I. Welcome new employees
   II. Staff hours
   III. Ben will follow up with HR regarding sharing vacation/sick leave.

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