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

---

**BOARD MEETING MINUTES**

*April 08, 2020 at 1 p.m. via Zoom*

**NEXT MEETING:** May 13, 2020 at 1 p.m. via Zoom

**ATTENDEES:** Ben Johnson, Jim Shakespear, Trisha Robertson, Anu Tufuga, Amy Sharpe, Ron Cardon, Zachary Murray, Nellie Lee and Annette Murray.

**EXCUSED:** Ralph Savage, 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>Autumn Jorgensen</td>
<td>Full Time</td>
<td>Academic Advising</td>
<td>4/1</td>
<td>Anu</td>
</tr>
<tr>
<td>Liana Bishop</td>
<td>Full Time</td>
<td>Accounting Services</td>
<td>3/16</td>
<td>Amy</td>
</tr>
<tr>
<td>Name</td>
<td>Employment Status</td>
<td>Department</td>
<td>Date</td>
<td>Contact</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------</td>
<td>---------------------------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>Thomas Sorensen</td>
<td>Full Time</td>
<td>Disability Services</td>
<td>3/16</td>
<td>Anu</td>
</tr>
<tr>
<td>Christine Fawson</td>
<td>Part Time</td>
<td>Financial Aid</td>
<td>3/16</td>
<td>Nellie Lee</td>
</tr>
<tr>
<td>Matthew Burgoyne</td>
<td>Full Time</td>
<td>Human Resources</td>
<td>3/16</td>
<td>Chet</td>
</tr>
<tr>
<td>Zac Saunders</td>
<td>Part Time</td>
<td>MBA</td>
<td>3/9</td>
<td>Trisha</td>
</tr>
<tr>
<td>Bailey Bowthorpe</td>
<td>Full Time</td>
<td>President’s Office</td>
<td>3/16</td>
<td>Trisha</td>
</tr>
<tr>
<td>Kristy DeGraaf</td>
<td>Full Time</td>
<td>Student Affairs</td>
<td>4/1</td>
<td>Ralph</td>
</tr>
<tr>
<td>Tracy Blackwell</td>
<td>Full Time</td>
<td>USF</td>
<td>4/1</td>
<td>Zach</td>
</tr>
</tbody>
</table>

**REPORTS:**

I. Staff Recognition Committee
   A. Matt Zufelt was selected for the month of April.
   B. May and June need to be selected.

II. Scholarship Committee
   A. 27 students applied and 10 will be selected to proceed to the interview process.

**DISCUSSION ITEMS/FEEDBACK:**

I. Moving forward with bereavement plant requests.
   A. Call the recipient to give our condolences and inform the recipient they will receive a bereavement plant when these COVID-19 circumstances subside.
   B. Alternative may be ordering plants on Amazon.
   C. Anu: Reach out to Angela to look at the possibility of making arrangements for February-April requests towards the end of the year.

II. Nominations/elections
   A. Jim: Send out election email

III. Closing Social Update
   A. Seeing as campus changes are being made so frequently, we will hold off on making any changes to Closing Social till it gets closer to June.

IV. Ben: will reach out to HR regarding ‘Use It or Lose It’ hours amidst COVID-19 restraints.
ANNOUNCEMENTS:

I.

ASSIGNMENTS MADE:

I. Welcome new employees
II. Staff hours

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