



Staff Association Board Agenda August 8, 2018

Upcoming Events

- President's Luau: August 13, 2018 **6:00 pm – 8:00 pm**
 - Time changes, Megan will send an update on assignments for that day
- Opening Staff Social: September 27, 2018 1:00 pm to 2:30 pm
- Breakfast with the President: Thursday, Jan. 24, 2019 (8:30 a.m.-10 a.m.)
- Closing Staff Social: **Wednesday, May 15, 2019 (Noon-1:30 p.m.)**
 - Move to the day before due to conflict of schedule
- Dixie Development Day: Thursday, May 9, 2019 (8 a.m.-2/3 p.m.)
- Professional Development Tuesdays (Monthly on a Tuesday)
- Faculty/ Staff appreciation luncheon April 25th, 2019 (11:00 am to 1:00 pm)

Welcome: (Ali)

Missing Cameron, Sylvia, Bart, Roberta

Emily Sharp will be leaving DSU

Request of committee members list by today

Will check the votes in order to assign a new member for the Awards & Recognition committee

Communications Officer update/ report—Website (Tiffany)

Welcome letter is up for review

Website will be updated as soon as the pictures are taken

Secretary update/ report (Alli)

Approval of June and July minutes

Development Presentation

- Brooks Burr and Sarah Bagdoian
- Employee Giving Campaign
- Introduction of cards and “Invest in Dixie State University” video (development.dixie.edu)
- This will be presented to all staff & faculty members on campus

Committee Reports/ assignment updates (Ali)

- Welcome & Staff Mentoring (Jonathan & Tiffany)
 - Meeting with Travis Friday August 10 at 9:00 am for the onboarding process. 13 members on the committee

- New employees will get a welcome back package from HR, they will also be assigned a mentor who will meet with them and discuss the organizational structure of the institution.
 - It was decided that HR would send a welcome packet to new staff hires once they signed their offer letter. The welcome packet would include a DSU luggage tag, a DSU lanyard with plastic card holder for their staff ID card, as well as a DSU Trailblazer license plate cover. Within the license plate cover would be a welcome message and information about their assigned staff mentor once they arrive on campus. We'll also put this information into Onboard so the new hire knows their mentor when they are completing benefits paperwork, etc.
 - The Staff Welcoming/Mentor Committee (under Jonathan's leadership) will have grey DSU backpacks with a DSU viewbook, president's report, and any other items they wish to include that will be presented to the new hire during their first month on campus.
 - Within the new hires first two months on campus, the mentor will individually take each new staff assigned to The Market and redeem a voucher for a DSU beverage tumbler or insulated mug for the new staff member and have an informal discussion with them about how things are going, talk about working on campus, invite them to upcoming Staff Association activities, campus trainings, etc.
 - HR has ordered the luggage tags, lanyards, and license plate covers – I'll let you know when they arrive. The backpacks, viewbooks, etc. are ready for Jonathan to pick up from our office once he's moved back into the Browning.
- Events (Corey & Chance)
 - Looking for new committee members
 - Committee will meet next week
- Awards/ Recognition (Emily)
 - Budget proposal was sent to Ali
 - Candi pierce will be on the awards committee, she will receive the submissions and print them off, and send the faculty nominations to the president
 - Still need to create a new committee
 - Mini Trailblazers – Staff Appreciation: Sam Tobler will represent faculty on the Awards Committee. David Hulet added "Faculty or Staff?" checkboxes to the online nomination form. Nominations will then be sorted and forwarded to Candi Pierce, who will print them off. She will give the Staff Awards to me and the Faculty Awards to Sam. There will be a place for two signatures on the faculty award: Michelle's signature and Sam's signature. The Staff Awards will include your signature and my signature. Sam will then be responsible for coordinating the delivery of awards to faculty. My committee will deliver awards to staff. We will cover the cost of printing for now, but if the number of faculty awards becomes overwhelming then faculty will contribute to the printing budget. They will also purchase their own mini bison.
- Legislative (Cameron)

- No news
- Health & Wellness (Ali & Alli)
 - We are going to have a monthly theme in addition to the monthly activities. This would allow more people to participate, even if they don't feel like they can physically do the activity.
 - Tentative Calendar of Events:

September	Ali	Step Challenge	Stay Hydrated / Drink Water
October	Laralee / Cari	Longest Drive Contest	Suicide Prevention Month
November	April & Rochelle	Healthy Snacks Demo	Proper Diet for Better Health
December	Van, Mary, Steve	Game Day	Maintain, Don't Gain
January	Alli	Guided Meditation	Mental Health Awareness
February	Michelle	See Notes Below	
March	Ali	Step Challenge	March into Financial Freedom
April	Ken Beazer	March Madness in April	Stress Awareness

- Professional Development (Tyson)
 - Looking for new members
 - Dr. Toy wants to be part of a committee
 - Reach out to Jill about list of past committee members
- Scholarship (Roberta)
 - Email was sent out to all staff & faculty
 - No updates on budget
- Service (Bart)
 - No news
 - Will combine with Roberta's table at the President's Luau
- Dixie Development day (Jonathan & Michele)
 - Michele sent email to Ali with list of board members
 - Still unsure about funding for this year or if this ongoing
 - Travis will be meeting with President next week and will have more news
 - Current budget is \$10,000
- Compensation (Allen & Sylvia)

- Discuss new committee members and still recruiting a diverse group
- Policy (Nikki)
 - 144 University Awards, Recognition, & Gifts - Revision
 - 147 Media – Revision
 - 202 Investment of University Funds – Revision
 - 242 Bookstore – Revision
 - 441 Central Scheduling of Campus Facilities & Events – Editorial Change
 - 461 Stewardship of University IT Resources – Revision
 - **325 Probation – Revision:** Updated to new policy template to include sections such as purpose/scope, definitions, current practices, references, and procedures. Definitely worth a read to be aware of current practices and to have your voice heard when it comes to current practices going into policy.
 - **663 Academic Advisement – New Policy:** Defines the delineation of roles and responsibilities for academic and other university units in the academic advisement process across all campus programs.

Information Items

- University Council Minutes
 - Paul Morris presentation stated that there has been an increase of budget is over 51%. Ali will ask Paul Morris to come and present or send the presentation
 - Strategic planning money has been allocated to the strategy leaders; but what's the distribution?
 - Innovation Plaza received \$500,000 from the Miller's Foundation
 - No new Bachelor's degree will be submitted this year
- **Director's Trainings**
 - We are still in the planning stages, but here are our initial thoughts:
 - We will hold two per semester, Friday mornings from 9-10 am.
 - Tentative Date: September 21
 - Possible Topic: Supervisor Resources within Onboard, as well as an "Administrators Handbook".
 - Tentative Date: November, either the 9th or 16th.
 - For each, we will do a continental breakfast and have it last 60 minutes
 - The first 20-30 minutes will be on a training topic
 - 5-10 minutes on report-outs from each division (Admin Affairs, Student Affairs, all others)
 - The rest of the time will be spent networking with others to get things accomplished.
- Pictures:
 - Tuesday, Aug. 14, from noon to 4:15 p.m.; Wednesday, Aug. 15, from 8:30 a.m. to noon; or Monday, Aug. 20, from 8:30 to 11:30 a.m. at Innovation Plaza 162, for your complimentary headshot.
- Staff Association Shirts
 - Shirts were presented and giving away
- Tracking attendance at the events

- Increase funding will be useful if we gave the data by tracking the Staff & Faculty that attend events.
- 2018-19 Goals
 - **Listen and Understand DSU Staff**
 - 1. **Understand the different areas across campus**
 - a. Have representative meet with staff across campus to understand their needs and concerns
 - b. Use the information gathered to drive conversations with President Williams, University Council and other committees across campus
 - **Increase Communication across Campus**
 - 2. **Increase communication from upper administration to middle management and their teams in a fluid way**
 - a. Institute Director's Trainings to provide training, networking opportunities and campus wide updates. The director's will be encouraged to utilize the information to better their department and the overall communication across campus.
 - b. Work with President Williams to have University Council minutes available to the campus community
 - **Staff Association Involvement and Awareness**
 - 1. **Increase the departmental diversity on our committees and participation in events**
 - a. Obtain baseline data on what departments are represented on committees
 - b. Obtain baseline data on the percentage of part time employees on committees
 - c. Analyze the data and determine next steps
 - d. Utilize the departmental diversity on our committees to help promote staff involvement and awareness of the staff association
- Personally reach out and welcome the departments that may not be as involved on campus to find out what they are interested in and what their concerns are.
- Guest Speakers at our Board Meetings
- Meeting w/ President
 - What do we want to highlight?
- President's Luau – Megan has not given us an update yet, but it's coming
- Faculty & Staff Mixer (Freshmen Friday)
 - Check with Ali about tables for Expo

Next board meeting: September 19, 2018 - HCC 550
State of the University Address: Sept. 19th