

Staff Association Board Agenda
July 11, 2018

Upcoming Events

- President's Luau: August 13, 2018 5:00 pm – 7:00 pm
- 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: Thursday, May 16, 2019 (Noon-1:30 p.m.)
- 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)

- Working on adding emails of all new members, and Ali has scheduled all events for the 2018-2019 year
- Reminder: Please submit committee members list to Ali directly and the departments the employees for work.
- Ali will also an email with the updated action plans

Treasurers/ budget report (Roberta)

- Presented end of the year budget, current balance \$4,152.87
- All reimbursements will be required to be submit to Roberta (1st floor Holland Building), so she can keep it with the budget reports. In order to keep all records straight, we also need to communicate with all committee members about expenses.

Communications Officer update/ report—Website (Tiffany)

- Access to the website, update tittles, and will update photos when they take new pictures.
- Alli: New pictures will be taking Monday August 13, please take pictures with the new red shirt

Secretary Report (Alli)

- All meeting minutes will be approved before the start of every SA meeting.

Committee Reports/ assignment updates (Ali)

- Welcome & Staff Mentoring (Tiffany & Jonathan)
 - Meeting on July 13 with Travis about staff mentoring
- Events (Corey & Chance)
 - Michele initiated the postcards with UMAC, should we reconsider the amount printed and size of postcard?
 - Tyson: we not necessarily need them, as emails are sent during the year about events.
 - Corey: Welcome letter can be used for all new employees.
 - Sylvia: Tiffany will work on this as the communication officer
 - Agreement is a Welcome letter, with events dates, staff members
- Awards/ Recognition (Emily)
 - Start asking people to be in the committee
 - Ask for recommendations about Part-time employees that can be on the committee?

- Ali: we need representation of part-time employees
- Legislative (Cameron)
 - Meet with Frank and Henry
 - Ali: UHESA will contact Cameron about updates on Legislative, etc.
- Health & Wellness (Ali & Alli)
 - No Updates
- Professional Development (Tyson)
 - No Updates
- Scholarship (Roberta)
 - Update on scholarships and contributions
 - President Williams has giving permission to have two booths at the Luau. We will be giving away 2 bison- we will have monthly contribution and once time contribution
 - We need to build a communication plan for part-timers about scholarship
 - Sylvia: can we ask supervisors to nominate employees?
 - Ali: as a committee can we all consider signing up for it? Can we also ask our committee members to consider it?
 - Scholarship recipients will have to come to the opening/closing social and thank the SA for scholarship
 - We should fill out the form and have the employees sign up.
 - Tiffany: Update Website with scholarship information, link to sign up
 - Corey: can we incorporate the scholarship recipient at the table and with a picture and testimonial
- Service (Bart)
 - No Updates
- Dixie Development day (Jonathan & Michele)
 - Committee has been established, trying to organize meeting as soon as possible
- Compensation (Allen & Sylvia)
 - No Updates
- Policy (Nikki)
 - No Updates

Information Items

Per semester: Invite President Williams, Faculty Senate President, and Student Body President

- Add Paul Morris

Meeting w/ President (Michele & Jonathan)

- Strategic Planning / Funding
- Requested to be invited to board meeting

President's Luau (Ali) – 30 minute increments

- Bart will have a Service table
- Luau is from 5-7
- Michele, Cameron, Tiffany, Tyson, Chance, Ali, Corey, Emily will be there and help out for 30 minutes

Staff Association Shirts (Ali)

Faculty Senate

- They will like to have mini-trailblazer awards. Emily need to talk with Sam Tobbler. Update form online to have a checkbox with faculty. Faculty Senate will need to have a meeting with Michele, Ali, Sylvia and Emily.
- Sylvia: create a separate subcommittee and have a co-chair with a faculty/staff member.

2018-19 Goals

1. Increase the department diversity on SA committees.

- When I say diversity, I am referring to different departments on campus, full time vs. part time, etc.
- I feel (not really backed up by numbers 😊) that the majority of our committees are made up of student affairs + advisement and business services. I have heard several times that the same people win awards all the time. However, that would make sense if those are the majority of people on our committees. They are the most involved and more in the spotlight of the people voting on the committees.
- This will also help with having advocates in the different areas that can be ambassadors.
- Tyson: Do Part-Time employees know they are part of the committee?
- Chance: We visit part-time employees
- Request from Melissa (HR) an updated list of part-time employees. What is the definition of student worker and employee?
- Need to make sure that we are in accordance with the bylaws

2. Understand the different areas on campus

- 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.
- Chance: it needs time and intention. We can focus on those who we are missing, and take time to be able to have all employees participate
- Members can be in charge of areas on campus
- Ali will be updating the goals and will send an email to SA members so we can make corrections/additions

3. Information is shared from upper administration to middle management and their teams in a fluid way

- In the listening luncheons, the directors talked about wanting to have trainings to facilitate communication on campus and increase in management skills. This might be a possibility.
- Corey: How often can we have this meeting? Think about a quarterly meeting at 7:30 am.
- Recognition from Directors, training communication with employees they supervised
- Training on how to talk to VPs and how that communication needs to share with the president.
- Corey, Sylvia, Ali will lead on this goal.
- Also consider secretaries/Administrative assistants shared the same information and have a similar meeting
- Definitely up to more possibilities and ideas.

Next board meeting August 8, 2018 - HCC 550