



Staff Association Board Agenda July 17, 2019

In attendance: Ali Threet, Tiffany Draper, Sheila Cannon, Candi Pierce, Chewi Lockhart, Tyson Pulsipher, Deb Millet, Anilee Bundy, Roberta Cole, Allen Fox, Cameron Draper, Diane Maughan, and Chris Gifford.

Welcome – Tiffany Draper

June Minutes – Tiffany made the first nomination to approve the minutes from June, with Cameron second and all in favor.

Communications Officer update / report—website – Candi Pierce

- The university is planning to update their web site in August.

Treasurer / budget report – Roberta Cole

- Roberta presented an updated copy of the 2018-2019 budget. On Staff Appreciation Day, there was a charge of \$1000 to the wrong account. They will issue a credit to the correct account.

Committee Reports / Assignment Updates

Scholarships - Roberta Cole

- Scholarship donations are coming in pretty steady now and averaging about \$200 each month. She hopes this will increase.

Welcome and Staff Mentoring – Chris Gifford

- Chris reported that July and August are underway. He will make assignments for future months with Human Resources.

Events - Chewi Lockhart

- Tiffany added all of the Staff Association events on our web page for this year. Chewi will meet with Tiffany to finalize any upcoming events and room assignments. He has our budget.

Awards and Recognition - Deb Millet and Candi Pierce

- Regarding the Mini Trailblazer Awards, 35 were presented in June and approximately the same in July.

Legislative - Cameron Draper

- Cameron and Diana Maughan recently attended a UHESA Conference. Diana's role is to serve as the secretary of the committee. Their committee focused on the mission of UHESA and made some assignments for this year. They will continue to work on this during their monthly telephone conference calls.

Cameron reiterated that staff members cannot communicate with our legislators as a DSU employee. They can only communicate as a Utah citizen.

Health and Wellness - Anilee Bundy

- Anilee will meet with Ali to learn about this role and start working on it. Ali will visit with Christian Hildebrandt regarding the university's health and wellness initiative on campus. We would be more of a support rather than to manage it.

Professional Development - Jon Gibb and Deb Millet

- Jon was unable to attend this meeting. Tiffany mentioned that he is working on it and has some things ready to go.

Service - Tyson Pulsipher

- Tyson is working on a canned food drive for the President's Welcome Back Barbeque.

Dixie Development Day - Ali Threet

- Ali will confirm her committee members this week and start having regular meetings to begin working on it.

Compensation – Allen Fox

- Allen needs to verify the committee members. He also plans to learn about the model for compensation and future strategic plans. The President plans to shift the compensation model from last year to address issues with new hires and current employee compensation. Allen wants this too.

Policy Steering – Tiffany Draper

- See the notes under University Council.

Information/Action Items

- University Council updates (Tiffany)
 - The following is a list of approved policies from University Council.
 - 224 International Travel- Approved
 - 604 Academic Travel Study Programs (revision)-Approved
 - 633 Faculty Rights and Responsibilities (revision)-Approved
 - 635 Faculty Workload (revision)-Approved
 - 641 Faculty Retention, Tenure, and Promotion (revision)-Approved
 - 641a Faculty Performance Standards-Approved
 - 642 Faculty Evaluations (~~new~~) deletion - Approved
 - 642 Post-Tenure Review (~~deletion~~) new – Approved
 - Student Affairs (Assistant Vice President Darlene Dilley)
 - Darlene Dilley stated that enrollment is still ahead for fall.
 - President Williams discussed information from the Legislature and Performance Based Funding. Faculty need to focus more on student success and performance based teaching, including service.
 - The University is looking at awarding more certificates, Associate Degrees, and Bachelor Degrees. The Deans discussed stackable credentials.
 - Senate Bill 102 and capital facilities. We are hoping to get \$5.6 million each year to use for maintenance or to put towards a new building. The President's goal is \$10 million per year.
 - Student Involvement (Del Beatty)
 - The new Raging Red Director, Geoffrey Reynolds, starts working today.
 - Student Government is finishing their internship in the Dean's Office. They invite everyone to meet Taylor and their leadership.
 - At the Health & Counseling Center, DSU is responding to legislative mandates regarding mental health. We are better than any other institution in the state. There is a new program – School

Pulse, which sends out text messages to students to respond about how they are feeling that day. They hope to incorporate this to faculty and staff.

- At the Disability Resource Center, readers struggle with certain words, which affects student performance. Dr. Erin O'Brien helped develop a plan to hire effective readers for tests.
- Administrative Services (Vice President Morris)
 - There are four people managing building projects.
 - We will be ready for classrooms in the Health and Performance Center (HPC) for the beginning of fall semester.
 - They hired a HPC manager, Roger Watson, from Snow College. He begins August 1. The furnishings should arrive the first week of August, and it will be complete by August 15. We will have a ribbon cutting ceremony during Homecoming week in October.
 - He stated that they are finalizing the design of the new Science building. This will be finished by the end of the month so that they can choose a contractor. They want to start construction in October.
 - The Graff Building construction is underway.
 - Regarding student housing, they need positive indicators such as enrollment in order to have fully occupied beds. This will be on the Regents agenda this fall.
 - Chick-Fil-A will open the week before school starts.
 - There will be an Apple Service Center located in the Gardner Campus Store. Once that is complete, they will create a Welcome Center on the second floor of the Holland Building. The Ambassadors will re-locate there.
- Marketing and Communication (Dr. Jordon Sharp)
 - DSU has a new float for the Days of '47 parade. They will use it in parades locally & around the state.
 - Free headshots are coming with dates to be determined. They will also set up free departmental shots.
 - They are working on getting more video and photography with more diversity.
 - Two new bison are coming to the Art in the City project. A room in Children's Museum will be a DSU Trailblazer room.
 - There is a campus-wide recruitment initiative. The Deans have until the end of July for a billboard contest.
 - Our Perception Study to see how people view DSU is nearing completion. In Salt Lake, they still think we are a party school or they do not know a lot about us.
 - The Fourth of July event went well. Over 100 employees helped with event and over 200 volunteers.
 - The President's Welcome Back event is in one month on August 12.
 - We are reaching 26 million people each week with digital impressions. Jordan encourages everyone to follow DSU on Twitter, Instagram, and Facebook. They have hired Skye Clayton for social media at DSU. Chewi will visit with her about creating a staff Facebook and Instagram account.
 - Jyl Hall will be out the next few months on maternity leave so contact Stacey Schmidt.
 - The Development Office has raised \$11,000,000 this year and will continue to grow more and more.
- Staff Association President Reports – Tiffany Draper

- President Williams wants to have one or two staff groups per month share lunch with him. Please send your suggestions to Tiffany. He wants to hear about staff ideas rather than just their concerns.
- President's Welcome Back tables (service & SA scholarship) and volunteers (Two shifts 5:45 to 7 p.m. and 6:45 to 8 p.m.)
- The President really appreciates the staff. He encourages increased open communication on campus.
- Budget needs (be sure to have those to Roberta or myself by our next meeting if you have not already).
- Please submit your EMS room reservations for Staff Association events to Tiffany.
- SA Board member shirt order and pictures.
- Monthly meetings every third Wednesday:
 - Speakers to invite?
 - Should we send invitations to all staff members to attend our board meetings on the Tuesday before each meeting?
- Goals for 2019-2020: Continue momentum with current goals, strengthen and increase what we are doing
 - **Listen and Understand DSU Staff**
 - Provide opportunities for staff members to voice concerns
 - Create a place online for staff to send in questions and concerns to SA board. Communicate that to staff
 - Invite staff to board meetings
 - Use that information from staff to drive monthly SA president conversations with President Williams
 - **Increase Communication across Campus**
 - Continue director training meetings
 - Look at other areas that may want group trainings
 - Identify where there are gaps in communication, capture the info and find better ways to get the info out, provide staff topics of interest to VPs for the Trailblazer Times
 - **Staff Association Involvement and Awareness**
 - Continue the new staff onboarding process with HR to drive new staff to the SA committees and website
 - Increase current staff involvement on SA committees for a diverse representation of department involvement in the SA across campus
 - Invite staff to monthly SA board meetings
 - Get the list of directors and ask directors to possibly invite a member of their staff to join a committee for professional development

Next board meeting Wednesday, August 21 at 9 am.

Upcoming Events for 2019 – 2020

- President's Welcome Back Event: Monday, August 12
- Opening Staff Social: Thursday, September 26, 2019 (1:00 – 2:30pm)
- Breakfast with the President: Thursday, January 23, 2020 (8:30 – 10:00am)
- Faculty/Staff Appreciation Luncheon: Thursday, April 23, 2020 (11:00am – 1:00pm)
- Dixie Development Day: Wednesday, May 6, 2020 (8:00am – 3:00pm)

- Closing Staff Social: Wednesday, May 14, 2020 (Noon – 1:30pm)
- Professional Development Tuesdays (Monthly on a Tuesday)
- Health & Wellness Activities (TBD)
- Director Trainings (TBD)

Important Calendar Events (Not required of all board members)

- Freshman Friday – Friday, August 16, 2:00 -4:00 pm, Burns Arena
- State of the University Address – Wednesday, September 18th, 11:00 – 1:00 (includes lunch)
- Board of Trustees Meeting – Friday, September 27, 9:00-1:00 pm, Zion Room
- Board of Trustees Meeting – Friday, November 1, 9:00-1:00 pm, Zion Room
- Board of Trustees Meeting – Friday, January 31, 9:00-1:00 pm, Zion Room
- Board of Trustees Meeting – Friday, March 13, 9:00-1:00 pm, Zion Room
- Board of Trustees Meeting – Friday, April 24, 9:00-1:00 pm, Zion Room