

Dixie State University
Staff Association Board Transition Meeting
Thursday, June 6, 2019
Gardner Conference Center, Room D
9:30 am

In attendance: Ali Threet, Tiffany Draper, Sheila Cannon, Candi Pierce, Cory Reeves, Chewi Lockhart, Tyson Pulsipher, Debbie (Deb) Millet, Niki Dang, Anilee Bundy, Roberta Cole, Cameron Draper, Chris Gifford, Diane Maughan, Jon Gibb, and Allen Fox.

Welcome and Introductions

All board members, those outgoing and newly elected, introduced themselves and provided information about their background and time at Dixie.

Staff Association Board Members for 2019-2020

- President, Tiffany Draper
- President-Elect, Jon Gibb
- Past President, Ali Threet
- Secretary, Sheila Cannon
- Treasurer, Roberta Cole
- Communications, Candi Pierce
- Board Members:
 - Chewi Lockhart, First Year
 - Anilee Bundy, First Year
 - Chris Gifford, First Year
 - Deb Millet, First Year
 - Cameron Draper, Second Year
 - Spencer Chatland, Second Year
 - Allen Fox, Second Year
 - Tyson Pulsipher, Second Year

Information and Action Items

- Monthly Board Meeting Schedule for 2019-2020
 - The board previously met on the third Wednesday of each month at 9 am in the Holland Building, conference room 550. Tiffany wants to keep this schedule if possible; please let her know if you have concerns.
 - We discussed the option of open board meetings to all staff. The purpose is to involve staff. If agreed, we would announce it to staff. We would close meetings to discuss private issues.
 - In previous years, the President and President-Elect of the Staff Association attended Faculty Senate meetings and vice versa. Someone asked if this would be possible to do again. Tiffany stated that she would ask about the possibility.
- Proposed Staff Association Events Schedule for 2019-2020
These are tentative dates until student activities are included on the university calendar.

- The President's Welcome Back Event: Monday, August 12, time TBA, and generally the Staff Association volunteers to help with this event
 - Staff Opening Social: Thursday, September 26, 2019 from 1-2:30 pm
 - Breakfast with the President: Thursday, January 23, 2020 from 8:30-10 am
 - Faculty & Staff Appreciation Luncheon: Thursday, April 23, 2020 from 11 am-1 pm
 - Dixie Development Day: Wednesday, May 6, 2020 from 8 am-3 pm
 - Closing Staff Social: Wednesday, May 14, 2019 from 12-1:30 pm
 - Professional Development Tuesdays (monthly on a Tuesday)
 - Health & Wellness Events – dates and activities forthcoming
 - Director's Meetings?
 - Other Meetings?
- Staff Association Goals for 2019-2020
Tiffany and Jon mentioned that they plan to strengthen our current goals and look at possible changes.
 - 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 or other staff publications
 - Staff Association Involvement and Awareness
 - Continue the new staff onboarding process with HR to drive new staff to the SA committees and website
 - How do we want to connect current staff members to the SA committees?
 - Invite staff to monthly SA board meetings
 - Get the list of directors and ask directors to possibly appoint/invite a member of their staff to join a committee for professional development
 - Additional Goal/Ideas Discussed Include
 - Strengthening faculty and staff relationships
 - Nurturing as student-centered focus on campus
- Overview of Position Responsibilities as Board Members
 - The President Elect serves for three years (President Elect, President, and Past President).
 - The President conducts all board meetings, attends University Council Meeting, UHESA meetings, Board of Trustee Meetings, attends monthly meetings with President Williams and the President Elect, and serves on additional committees as requested.

- The Past President serves for one additional year to support the current President in their role and oversees Dixie Development Day.
- Twice a year, at the end of fall and spring semester, all appointed board members receive a stipend based on a three-credit workload.
- The Communications Officer monitors all staff association emails, keeps our web site up to date and posts board meeting minutes.
 - The Treasurer keeps track of the monthly budget and expenditures, part-time scholarships, and oversees the committee for scholarship awards.
 - The Secretary takes minutes at board meetings and serves on committees as requested.

- Committees

The following board members will serve as chair and co-chairs for the following committees. Previously serving and additional staff are encouraged to serve on these committees.

- Scholarships: Roberta Cole, Chair
- Welcome & Staff Mentoring: Chris Gifford, Chair and Ali Threet, Co-Chair
- Events: Chewi Lockhart, Chair and Cameron Draper, Co-Chair
- Awards/Recognition: Deb Millet, Chair and Candi Pierce, Co-Chair
- Legislative: Brandon Draper, Chair and Allen Fox, Co-Chair
- Health & Wellness: Anilee Bundy, Chair and Sheila Cannon, Co-Chair
- Professional Development: Jon Gibb, Chair and Anilee Bundy, Co-Chair
- Service: Tyson Pulsipher, Chair, Chris Gifford, Co-Chair Anilee Bundy, Committee Member
- Dixie Development Day, Ali Threet, Chair
- Compensation: Allen Fox, Chair
- Policy Steering: Tiffany Draper
- Budget needs, please bring those to the next board meeting
- Tiffany mentioned that she plans to order shirts for the board members

Important Calendar Events (not required of all board members to attend)

- University Council Meeting – Tuesday, June 11 from 9-11 am in the Zion Room
- Freshman Friday – Friday, August 16 from 2-4 pm in the Burns Arena
- State of the University Address – Wednesday, September 18 from 11 am-1 pm (includes lunch)
- Board of Trustee Meetings:
 - Friday, September 27 from 9-1 pm in the Zion Room
 - Friday, November 1 from 9-1 pm in the Zion Room
 - Friday, January 31 from 9-1 pm in the Zion Room
 - Friday, March 13 from 9-1 pm in the Zion Room
 - Friday, April 24 from 9-1 pm in the Zion Room

Meeting adjourned at 11 am. Our next board meeting is to be determined.