



## **Staff Association Board Meeting Minutes September 18, 2019**

In attendance: Sheila Cannon, Candi Pierce, Roberta Cole, Allen Fox, Tiffany Draper, Diana Maughan, Ali Threet, Chris Gifford, Jon Gibb, Tyson Pulsipher, Cameron Draper, Spencer Chatland, Anilee Bundy, and Deb Millet.

Welcome (Tiffany)

- The Staff Association Board Meeting minutes from July and August received approval from the board members. Candi will post them on our web page.

Communications Officer update / report—website (Candi Pierce)

- Candi completed updating our web site. Please send her a list of your committee members.

Treasurer / budget report (Roberta Cole)

- Roberta provided the new Staff Association budget for 2019-2020. If the budgets are incorrect for your events, please let her know.

### **Committee Reports / Assignment Updates**

Scholarship (treasurer, Roberta Cole)

- Roberta reported that we have \$6,385.00 in the scholarship fund. We are currently receiving \$245.00 each month through payroll deductions. We award two scholarships each semester at \$600 each. The application is on the scholarship web page and part-time employees received this information. November 1 is the deadline for spring and May 1 for fall.
- During our Staff Association Opening Social, she plans to draw winners for the crocheted bison and bison afghan. She will arrange for an IPAD with a square for people to make donations by phone for our scholarships.

Welcome & Staff Mentoring (Chris Gifford)

- Chris selected Debra Decker as lead mentor for this month and she has done well. He will select another employee for October.

Events (Chewi Lockhart)

- Chewi is ready to our Staff Association Opening Social. He sent his budget request to Roberta. He will email a flyer this week.

Awards & Recognition (Deb Millet & Candi Pierce)

- Deb reported that August's Mini-Trailblazer Awards are ready to go. They are handing out 28 to 32 per month.

Legislative (Cameron Draper)

- Cameron mentioned Pizza and Politics on Thursdays at noon. We are happy to have Henrie Walton back on campus.

Health & Wellness (Anilee Bundy)

- Anilee mentioned the "Stepember Step-up Challenge". We have 16 teams with eighty people participating. They are looking into getting new trophies.
- Healthy food demonstrations will be on October 11.

- Someone mentioned the Rock the Mall event in the Encampment Mall. This is where students write new lyrics for the Dixie School Song and perform it during Homecoming Week, October 21-26. Someone challenged members of the faculty and staff to do the same thing and perform it as a face-off with students. It is funny to watch. Anilee stated that her committee meets today and will discuss more about it. As needed, they will provide more information to the faculty senate and staff association.

#### Professional Development (Jon Gibb & Deb Millet)

- Jon stated that they plan on two professional development events this fall. The first one is “Understanding our Customer – the Student” on Wednesday, October 2 at 2 pm. The next one is in November and the date has not been set yet. It will focus on training such as the new web site and the pros and cons of Office 365. They will plan two more events in spring.
- Someone mentioned expanding topics from our breakout sessions at Dixie Development Day.
- Ali mentioned director training on the first Friday in November. The committee will select a topic and presenter. There will be more to come.

#### Service (Tyson Pulsipher)

- In conjunction with career services and the executive leadership committee, a professional attire clothing drive will occur at our Staff Association Opening Social. There will be a drop off box located there. Employees from career services will pick-up the clothes and make deliveries as needed.
- Tyson mentioned getting staff involved with Campus to Community events. The next event is on Wednesday, October 2 at the Dixie Center to put packets together for the marathon. Staff members can participate; however, they must sign up beforehand.
- They are looking at another event in February and March to put packets together for the needy.
- He wants staff to help with the Human Performance Center (HPC) Open House. From November 4-8, staff could lay sod or spread landscape rock. He will look at a day and time towards the end of the workday.
- Someone suggested creating one email list of events instead of sending everything out one by one. If you get your information to Candi today by 5 pm, she can send it out to staff.

#### Dixie Development Day (DDD) (Ali Threet)

- Ali reported that her committee met and they are very organized. They are brainstorming ideas for breakout sessions using the survey from last year and looking for a keynote speaker. She would like to see more men on the committee. The budget for DDD is \$36,000.

#### Compensation (Allen Fox)

- Allen stated that he is waiting to visit with Travis Rosenberg before he meets with his committee.

#### Policy Steering (Tiffany Draper)

- Tiffany stated that all previous policies received approval, including policy #346, which affects staff leave and absences for individuals moving from part-time to full-time and using their hours to accrue time off.

### ***Information/Action Items***

#### University Council Information (Tiffany)

- Parking on campus and the costs involved. Several members of administration thought that it would be okay to eventually charge staff \$300 per year for parking. They want to start charging \$100 next fall and gradually increase it each year. The driving force behind this is that we will soon be out of surface parking. We need a parking garage and until then they are trying to find solutions with more parking areas to come. Jon and Tiffany will mention this at their next UHESA meeting to compare rates and ideas at other institutions.

- Tiffany mentioned that a few departments have moved to new spaces on campus with new administrative employees on board. Part of the IT department moves to the old facilities maintenance building and some will stay on the fifth floor of the Holland Building.
- The new Welcome Center starts on December 15 and their new building begins in March.
- The university plans to release our official enrollment numbers the first week of October.

#### Meeting with the President

- The President is giving staff access to the facilities in the HPC building. The university pays the expenses for staff members to use it. Someone mentioned giving the President a crocheted white bison as a thank you. The board liked this idea.
- Tiffany mentioned staff satisfaction. Some employees are leaving due for many reasons. Please let her know if there are concerns out there, she wants to help if she can.

**Next board meeting Wednesday, October 16 at 9:00 am in HCC 570.**

#### **Upcoming Events for 2019 – 2020**

- 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 (TBA)
- Health & Wellness Activities (TBA)
- Director Trainings (TBA)

#### **Important Calendar Events (Not required of all board members)**

- 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