



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

In attendance: Tiffany Draper, Chewi Lockhart, Cameron Draper, Ali Threet, Candi Pierce, Diana Maughan, Spencer Chatland, Roberta Cole.

Welcome: Tiffany Draper

We started out sharing our favorite Christmas treats and hot cocoa.

Treasurer / budget report: Roberta Cole

Roberta reported that the budget still looks good and if we stay on track we do have some leeway.

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

Communications: Candi reported that at the present the Staff Association pictures could not be uploaded on the site. Presently, the pictures of the board have been dropped into the onboarding site so new employees are introduced to the board members as part of the onboarding process.

Scholarship: Roberta Cole

The two scholarships for Spring Semester was awarded to two international students: Killian Argetin from France and Jessie Shipley from England. Before they met, Roberta is going to meet with Travis Rosenberg regarding the coding. Travis informed us that if an employee is in a part-time staff position and then decides to seek a degree, the position is reclassified as a student position. Roberta stated, that maybe the future treasurer could ask HR the question, "if the person was not a degree-seeking student what is the classification?"

Candi brought up the point that the actual classification comes from the withholdings on the employee's W-2. If they are withholding social security, taxes, etc., they are staff; if they are not withholding anything then they are students. Candi indicated that we also could create a new scholarship for master's degrees and to staff who are not degree-seeking but are taking a class that will assist them in their job. Ali then brought up what about part-time employees who already have a degree but want to take a class that will improve their skills for their current position.

The point was brought up that the original intent of the scholarship was to assist part-time staff who were taking one or two classes. It was not intended to help students that were working part-time and going to school full-time. Roberta will meet with Travis about the classification of part-time staff vs. student, print out the criteria of the scholarship, and meet with the scholarship committee. The committee will review everything and Roberta will come back with their recommendations about awarded in the future.

#### Welcome & Staff Mentors:

Tiffany stated that mentoring is going great and HR is looking at expanding the program. And they intend to look at the program from a year out and make sure there are satisfactory comments on how faculty and staff are really doing.

#### Events: Chewi Lockhart

Chewi reiterated that the theme for the President's Breakfast on Thursday, January 16 would be "Stranger Things." Eighties music will be playing and the décor will be D & D, either dice (Ali, Chewi, and Cameron & Tiffany have sets) or see what it would cost to have them 3D printed. Since it is an Eggo build your own waffle bar, Chewi is going to buy 17 cheap white toasters (Wal-mart has them for \$9.88) and then put a shout out afterwards to all the departments on campus to see who could use one. Chewi also indicated he is only planning on 150 people so the Dining Services Cost is cut down to only \$1,200. Ali suggested to have a contest for the best built waffle.

#### Awards & Recognition: Candi Pierce

Candi reported that there was 30 nominees for employee of the semester. However, they were only 3 or 4 mini trailblazers awards so they intend to hand them out with the January awards.

#### Legislative: Cameron Draper

Cameron report that absolutely nothing is going on.

#### Health & Wellness:

Ali reported that at the combined service project of collecting food for the student pantry and stuffing stockings to give away went well. Thirty stockings were stuffed with goodies. They gave 10 to MIC, 10 to Structured Enrollment, and 10 to International Student Services. Tiffany said that it was really a lot of fun and went well.

Anilee is also looking into signage for the HPC. It was suggested that we do one stairwell at a time beginning in the most high traffic areas.

#### Professional Development:

Candi indicated that the professional development sessions would start again in February.

#### Compensation:

Tiffany indicated that they are currently looking at moving into a higher bracket for compensation. Right now we are at a bachelor level and Travis wants to move us into a master's level.

#### Dixie Development Day: Ali Threet

Ali indicating they are looking at swag and asked for last year's budget report on final cost and what this year's budget is. Roberta reported that last year the cost was \$18,470 and with the carryover this year's budget was \$34,000. And that she would get both budgets emailed to Ali later that day. Tiffany also requested that she be cc'd on the budgets.

## Policy Steering: Tiffany Draper

Tiffany asked everyone to review the current policies. She reminded us about the policy regarding emails on campus and that we should not be using our Dixie email for personal items, and we should not use our personal email for work related items; please let staff know about it. We cannot send out personal emails through DSU communications. Remember that DSU saves all emails.

## Other Business:

- The university is now issuing cell phone stipends instead of paying the cell phone bill. The change came around as a stipend is not issued the cell phone is university property. If the cell phone is university property, you could only conduct university business (calling on behalf of the university regarding prospective issues and no personal calls could be made). As of the first of the year, cell phone stipends are taxable and will be on your pay stub. DSU does not have any rights to your phones.
- Strategic planning—currently working through goal statements.
- At the meeting with UHESSA the exempt staff policy was discussed. Our policy is the strictest. It states that we have to work a minimum of 40 hours regardless of whether or not we have our job done. For example, we get the job done in 35 hours. In addition, when we work more than 40 hours during a week, we lose it as Exempt staff are not allowed to take comp time. Many exempt staff at peak times are working 50 – 60 hours per week.

## *Information/Action Items*

**Our next board meeting is on Wednesday, January 15, 2020 am in HCC 570 (Roberta will take minutes for Sheila.)**

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

- Breakfast with the President: Changed to Thursday, January 16, 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)**

- University Council Meeting – Tuesday, January 14, 9:00 – 11:00 am, Zion Room
- Board of Trustees Meeting – Friday, January 31, 9:00-1:00 pm, Zion Room
- University Council Meeting – Tuesday, February 11, 9:00 – 11:00 am, 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