



Staff Association Board Agenda February 19, 2020

In attendance: Candi Pierce, Sheila Cannon, Chewi Lockhart, Diane Maughan, Cameron Draper, Tiffany Draper, Chris Gifford, Roberta Cole, Allen Fox, Deb Millet, Jon Gibb, Spencer Chatland, and Tyson Pulsipher.

Welcome (Tiffany Draper)

Presentation: Travis Rosenberg, Executive Director for HR regarding “Exempt and Non-Exempt Hour Tracking”

- Tiffany mentioned that some individuals from UHESA were wondering if a supervisor could require an exempt employee to work specific hours and clock in and out; therefore, she asked Travis to provide us with an explanation. Travis stated that a supervisor could make that request because the university has standard working hours. However, if an exempt employee works under 40 hours per week, an employer cannot penalize them. They cannot deduct the exempt employee’s pay for hours not worked because that violates the Fair Labor Standards Act.
- Travis mentioned that we have 127 non-exempt and 290 exempt employees on campus.
- He briefly touched on no holiday pay for part-time employees. They can receive premium holiday pay if pre-approved by their supervisor.

Communications Officer Update/Report—website (Candi Pierce)

Candi mentioned that she is keeping our web site up-to-date.

Treasurer/Budget Report (Roberta Cole)

Roberta mentioned that our budget is doing really well. There were two unknown charges to Hooray and Steam Roller Copies; however, Tiffany and Chewi claimed those expenses.

Committee Reports / Assignment Updates

Scholarship (Roberta Cole)

Roberta mentioned that scholarship donations have increased due to twice a month payroll deductions.

She mentioned our annual Day of Giving on March 10. Giving does not include donations made through payroll deductions. New donations are accepted.

We discussed some concerns from the Scholarship Committee. The original language of the scholarship for a part-time employee states:

1. They must be working an average of 20-29 hours per week, and been employed for at least one full year prior to application deadline with Dixie State.
2. Complete the application.
3. Attach a cover letter describing the need for the scholarship and how it would be used.
4. Uphold a current GPA of 2.0 or better.

The employee can register for a DSU course (in any academic term) that either fulfills a requirement towards their degree, something that will benefit them in the completion of their duties at DSU, or for personal development.

Roberta provided the following information that she received from Travis Rosenberg.

- He told her that employee classifications come down to tax purposes. Part-time employees taking less than six credits are classified as staff because they have to pay FICA. Once an employee takes at least six credits, they are re-classified as a student and no longer pay FICA. In addition, if they are taking six or more credits during the fall/spring semester and take less than five credits during the summer, they go from student to staff classification because they have to pay FICA then.
- Travis did say that as a rule of thumb, student workers (known as work-study, but we have determined that work-study students are not eligible for the scholarship) work more than 20 hours per week and right up to the 29 hour mark.
- He suggested that we might want to look at whether or not they are legitimately working part-time towards a degree and that the scholarship recipient cannot be taking more than six credits in order to qualify for the scholarship.
- Another suggestion that Travis made was to look at the nontraditional student, an adult learner who is progressing towards a degree.
- Is the intent of the scholarship to help a part-time employee that is only a part-time student, or to help a part-time employee that is a full-time student?
- As the fund grows, and we can award three scholarships per semester, we might consider awarding two scholarships to part-time employees that have the qualifications and one to an international student that has no help whatsoever.

One of the members on the scholarship committee suggested that we consider another scholarship for those employees specifically working on their master's degree. However, all employees working towards their master's degree are full-time, and the intent of the scholarship is specifically for part-time students.

After some discussion, the board reiterated that our scholarships are only for part-time staff, not for students or international students, even if they are staff. Human Resources clarifies this too.

Roberta suggested that we move the Staff Association Scholarship Form from the student web site to our web page, to have the application submitted to the Staff Association Treasurer

instead of the DSU Scholarship Office, and to get more information out to part-time staff only. This information is not applicable to full-time staff. May 1 is the deadline for fall scholarships.

Welcome & Staff Mentoring (Chris Gifford)

Chris mentioned that things are going well and Deb will be helping him in March.

Events (Chewi Lockhart)

Chewi is planning to work on our next event.

Awards & Recognition (Deb Millet & Candi Pierce)

Deb reported that we gave 30 Mini-Trailblazer Awards in December and January.

She stated that she has a committee to work on the Staff of the Year Award. This award is part of Dixie Awards and the Staff Association Board decides on the winner.

Legislative (Cameron Draper)

Cameron reported that the President seems to be happy with staff compensation from the legislature at 2%; however, they are not finished yet.

There is a bill proposed to combine all technical colleges with colleges/universities. A commissioner will oversee the board members and there will no longer be a Board of Regents.

Professional Development (Jon Gibb & Deb Millet)

Jon reported that the last professional development day was in conjunction with Inventors Day at Innovation Plaza on February 11.

Our next Director's Training Meeting is on Friday, February 21 from 9 to 10:30 am in the Zion Room. They will be discussing the new HR performance management system.

Service (Tyson Pulsipher)

Tyson mentioned that his committee would meet to discuss plans for March. Next year, he plans to combine service activities with university events.

Dixie Development Day (Tiffany Draper)

Ali was unable to attend this meeting; therefore, Tiffany stated that ten people submitted presentations for Dixie Development Day.

Policy Steering (Tiffany Draper)

Tiffany reported that this is the last time to submit new and updated policies to the Board of Trustees for April.

The new Email account policy received approval. Please remind everyone not to use their DSU email to send or receive personal Emails, especially for personal work using DSU's name.

Information/Action Items

- The Staff Association Board Meeting minutes from January received approval, and Candi will post them on our web page.
- Our next Staff Association Board Meeting will move to Wednesday, March 11 at 9 am due to Spring Break the following week.
- Strategic Plan 2020-2025 Update.
 - Tiffany mentioned that this committee is meeting often to get things done. They are working on updating the DSU mission, vision and value statements. It will be available on our web site within a few days.
 - Some board members felt that staff should have a dedicated meeting with Dr. Lacourse to learn about and discuss DSU becoming a Polytechnic school to ease staff concerns.
- Tiffany mentioned that during their UHESA conference call, representatives felt that retaining diverse staff should be part of the strategic plan.
 - DSU will host the next UHESA meeting on campus on March 27.
- University Council updates (Tiffany)
 - Megan Church created event planning guidelines and plans to do training for staff.
 - Facilities reported that the St. George Police Department SWAT Team is completing training at the Shiloh Dorms.
 - DSU has advertisements on TV and billboards on I-15 throughout the state, which are working well.
 - Faculty members want some discussion regarding how to make DSU a better place to work.

Next board meeting Wednesday, March 11 at 9 am in HCC 570.

Upcoming Events for 2019 – 2020

- 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)
- Health & Wellness Activities (TBD)

Important Calendar Events (Not required of all board members)

- University Council Meeting – Tuesday, March 3, 9:00 – 11:00 am, Zion Room
- Board of Trustees Meeting – Friday, March 13, 9:00-1:00 pm, Zion Room
- University Council Meeting – Tuesday, April 7, 9:00 – 11:00 am, Zion Room
- Board of Trustees Meeting – Friday, April 24, 9:00-1:00 pm, Zion Room
- University Council Meeting – Tuesday, May 12, 9:00 – 11:00 am, Zion Room
- University Council Meeting – Tuesday, June 9, 9:00 – 11:00 am, Zion Room
- University Council Meeting – Tuesday, July 14, 9:00 – 11:00 am, Zion Room
- University Council Meeting – Tuesday, August 4, 9:00 – 11:00 am, Zion Room