



Staff Association Board Meeting Minutes January 15, 2020

In attendance: Tiffany Draper, Chewi Lockhart, Cameron Draper, Jon Gibbs, Ali Threet, Candi Pierce, Deb Millett, Diana Maughan, Spencer Chatland, Chris Gifford, Allen Fox, Tyson Pulsipher, Roberta Cole.

Welcome: Tiffany Draper

Approval of December 15, 2019, board minutes; motion to approve by Chris Gifford, seconded by Jon Gibbs. Minutes were approved by a unanimous vote.

Treasurer / budget report: Roberta Cole

Roberta reported that the budget still looks good, and that both her and Tiffany had taken a get well gift to Sheila on Friday, December 20.

Committee Reports / Assignment Updates

Communications: Candi reported that everything on the website is up to date. Candi went through last week and replaced “apply to the staff association’ with “join a committee.” She sent out a reminder on January 14, 2020, about Breakfast with the President. She will also send out an email about the mini trailblazers nominations after the Breakfast is over.

Scholarship: Roberta Cole

The monthly donations are increasing. For November it was \$250; December \$258, and January was \$289.

The awarding of the scholarship was also discussed and the need to revamp the scholarship application and requirements to move it back to its original intent for part-time employees, not students, to help pay for a class. Ali mentioned that we need to look at part-time employees that already have degrees but need to take a class that would improve their skills for their job. Candi mentioned that as the funds grow we could also consider maybe awarding a third scholarship to an international student. Candi also suggested that we consider creating a new scholarship above the present awarding for employees working towards their master’s degree as they do not receive tuition waivers.

Roberta stated that since the classification of part-time employee versus student employee has shifted that she will meet with Travis Rosenberg to review exactly how the classifications work. Once she has met with Travis, Roberta and her committee will meet to review all the information and make suggestions not only for the criteria to qualify for the scholarship but also a new application format. Roberta will then bring those suggestions back to Board for their review for a final decision. The changes will need to be finalized by the

March board meeting as Roberta starts sending out notices about applying April 1st, a month before the May 1st deadline.

Welcome & Staff Mentors: Chris Gifford

Chris indicated they have a great committee. He indicated that he sends out emails and receives not only a great response but very quick responses. Ali indicated that by the time she is able to respond it is too late. If you want to help out, tell Chris to email you first before he sends out the regular email. Chris said everything is right on, going well, and in January each person took 1/3 of the list.

Events: Chewi Lockhart

Everything is good to go tomorrow's event, Breakfast with the President. He bought 15 toasters from Amazon and visited the bookstore on National Sticker Day and ended up with 15 free stickers to place on the toasters. Chewi is planning on announcing that any department that wants a toaster can have one. Ali asked if they could have one for the HCC 5th floor break room, so there is only 14 left. The theme is Stranger Things, a Netflix Series, which is set in the 80's. One of the main characters—a girl with powers—is addicted to Eggo Waffles and the boys who befriend her are D & D nerds. The result is build your own Eggo waffle bar and the tables will have D & D games, including dice. Chewi had the dice printed at Innovation Plaza for \$30. Chewi will also show the Youtube promotional video of the throwback to the 80s with the dad and daughter doing the dance. The President will then touch on where we were in the 80s, where we are today, and where we will be in the future. The President will also hold a Question & Answer Session after his talk,

The outline for the program will be:

- The presentation of the Ghost Bison to the President & Paul Morris for funding the staff to use the HPC for free.
- Thank you to the Staff for donating to the staff association part-time employee scholarship fund, and recipients for spring say thank you if able attend, if not Roberta will thank for them.
- Mention the DDD Save the Date postcards on the table and announcement for the solicitation of DDD sessions proposals.
- Turn over to the awards committee for presentation of nominees and winners.
- Play video and turn over to the president.

Awards & Recognition: Deb Millett & Candi Pierce

There were 28 certificates for people who were nominated for employee of the semester and rising star. Two awards printed.

Legislative: Cameron Draper

Day on the hill was canceled this month and replaced with a Board of Regents meeting on February 14, 2020. Allen mentioned that there were rumors that they are changing the governance process and margining the Regents with the Trustees, but they are just talking about what they want to do. The merge would not be good for DSU. It would slow our process for degrees being approved back to the 80s. We are growing and other universities are not so they want to pull it back to the Regents to slow down DSU's growth. Part of the discussion is to put a UHESA member on the boards so we have faculty/staff representation—possibly UHESA president.

Health & Wellness: Anilee Bundy

Currently in the process of trying to get a quote for the decals in one stairwell of the HPC. They will also decide which stairwell to put them in first as there are currently four. As we have the funds we will be able to add quotes to one stairwell at a time.

Professional Development: Jon Gibbs

Jon indicated that they want to do a follow-up session with Taylor Godfrey on pancakes with the president, etc., and training with Taylor and her vice presidents. We are trying to hold it during the last week of this month. We could hold between 9:00 a.m. and 3:00 p.m., but Taylor is going to pick the time that is best for her and her executive staff. Jon said that it has been neat to interact with Taylor and also see a day in the life of a 21st century student. Taylor along with her vice-presidents will discuss ideal interaction between staff and student; how they can help or hurt a student.

Jon indicated they are looking at one more professional development day, second one of the semester, in early April after D-Week. Please let Jon know if you have any ideas, and Jon requested that we drop “Tuesday” from Professional Development Day.

On Friday, February 21, Travis will be doing Director’s training from 9:00 a.m. – 10:30 a.m. in the Zion’s Room. In addition, Travis will be at our next board meeting (February 19th) talking about exempt/nonexempt hours and DSU’s strict policy. Exempt staff should be trusted and treated like faculty. Most policies with exempt staff is once you have worked 4 hours, you can leave to take care of family and do not have to take sick or vacation time. Professionals should be trusted to do their job and not take advantage of this leeway. However, in doing to it is a two edge sword as institution will require us to clock in to prove we are putting in our hours. A lot of exempt have a problem with the idea of clocking in/out. It is felt that we should be able to go to a doctor’s appoint, watch a performance at our child’s school, etc. without having to take time vacation time. Small departments would have a problem covering because of students. With online programs, we will have to expand. Federal law says you cannot tell an exempt person when they can come in and when to leave. Depends on supervisor.

Service: No report.

Compensation: Allen Fox

Allen indicated that there were holding a meeting later today (12/15/19). Allen said he is struggling with the transition period. He has met with Travis, but it is a struggle to have a committee that is not just a place for someone to complain. Allen also felt it should not be a gratitude fest either as this also does not move conversations forward. Compensation discussion should be where it is working and where it is not, and Allen does not quite know what to do.

Tiffany stated Goal 5: Faculty & Staff Life, which goes with Compensation and indicated that moving to D1 may also help

Allen indicated that with CUPA compensation research generally works, but our positions are being compared with community colleges—bachelor’s level—hiring at community college. DSU is not at the community college level. Allen also stated, and the board agreed, that all staff should be able to request what their position (no one else’s) is in CUPA. However, Travis makes staff jump through hoops going through their VP to get the information as he cannot give it to you. There should be transparency in the process. Travis said that he can

only share it with a certain group of people and cannot email it to everyone and he is trying to figure out how to get it to everyone. Allen believes we should be able to request our CuPA position from Travis and receive it. Instead when Allen requested it, Travis replied not only to Allen but to his boss, Gary Koeven and VP Paul Morris in order before Allen could receive the information.

We should know what and who we are being compared to—what they are getting for the same position at other universities, which would be helpful information. Currently, there is a black box with no transparency. Maybe this could be implemented through the new strategic plan.

Travis would like more variance to compensate people for experience, degrees, etc., and is trying to push people towards 20/20. Performance pay or merit pay does not cut it as it takes away from annual living increase. You get either or but not both. CUPA still doesn't work with new hires. A new hire can work one year of experience in the industry and is hired at \$50,000, and a person with ten years of experience in the industry is still hired at \$50,000. Do they add inflation with COPA 20/20. Travis wants to look at 2025 so that we are not behind and find a way to project. Goal is always CUPA, which does not progress just maintains middle of the road.

Dixie Development Day: Ali Threet

Keynote speaker: David Schramm has been secured, and is cheaper than Thurl Bailey was. Diana is in charge of Swag and committee is planning on doing bigger items due to the savings on the keynote speaker. Ali is making a PowerPoint with all the marketing materials from Jonathan/Michele's year and this year to pass on to the next person (Tiffany) to make the shift easier for the incoming person. Ali said one of the hardest things is having to keep asking about the different components and Michele had a lot of it saved.

Tiffany also suggested that we pull together a Staff Association procedure manual for each board member/area to pass along to the new members in June. Please start gathering your stuff as you go to put in the binder so that the new person is not blindsided.

Policy Steering: Tiffany Draper

Not too much going on right now but will be in the next few weeks.

Other Business:

Ice Cream Social Proposal: Rose Hill proposed we hold ice cream socials during the summer. The university she just left held ice cream socials. Different departments would host an ice cream social throughout the summer. This was a way to get to know people in other departments that you normally do not work with or do not associate with very often. These were held to prompt awareness and until between the departments. The Board requested that Rose write and submit a proposal that addresses exactly what the social would consist of, address funding ideas (not all departments have the funds), and what would be possible issues in holding these.

Strategic plan: Consultants coming next Tuesday & Wednesday (January 21 & 22). Tuesday afternoon they are covering the campus/community strategic plan; this is what we are doing and feedback on that. They also want to discuss what are the desired outcomes suggested for each goal. Three to five, Cottam Room in the Gardner Center is to discuss Faculty/Staff Life, academics, enrollment, etc.

Vision Statement: need definition of what “polytechnic” is (Provost LaCourse fell short in meeting). Polytechnic is a career focused university—active learning, active life. Difficulty is trying to fit everything we want into the vision statement make us no longer distinctive. Polytechnic is not part of the name but is an inward definition of promoting the university. They are looking at some other universities that define themselves as a polytechnic university (but not science, engineering, math geared). Currently looking at other universities that define them as polytechnic to adopt their verbiage and explain better. (I looked up Cal Poly and this is their statement: Learn by Doing means that we don’t see a difference between the education we provide and the “real world.” Here, experiences are part of the curriculum. That’s because knowledge is inextricably linked to the world around us. To learn is to do. To do is to learn. At Cal Poly, each fuels the other.)

Roberta mentioned that several staff have mentioned to her that the administration keep cutting the budget for the online databases and are at a bare minimum. While we are not a research university, students still need to have adequate ways to research many different resources for their papers. This is especially critical for capstones, etc., used as part of their graduate applications. We need actual numbers before we go further with us—how many students using with the vast electronic databases in the past versus the current use. Has the cut really affected the student’s ability and are they still using the current ones available?

D-Week. Luke Kerouack is pushing for staff involvement in the activities. Several of the staff already participate in D-week, but he would like to see more. He would like help in figuring out ways to promote awareness of the activities that week. Staff needs to get more involved in bringing the community to campus and campus connecting to the community. Another suggestion was to rebrand homecoming and maybe take it back to the community. Hold homecoming carnival in the town square (where park and carousel are) where the university began. We need to pass along any ideas and thoughts how to get the staff more involved.

A suggestion was to hold a “decorate your department” contest. However, we would need suggestions on how to decorate without a theme as in previous years. The suggestion was made to have student consultants on decorating to help each department come up with an idea. The decorations could be just Dixie—swag from the bookstore but it could be expensive. The comment was made that doing that though would mean the departments would buy the items and put up the same decorations every year. If the departments know at least one year ahead or even six months, we can help promote and get more ideas from the staff.

UHESA Monthly Call

The UHESA call was on performance evaluations and concerns regarding different types of evaluations and the way the evaluations are completed. The overall impression is that no one feels that evaluations are done well. Some are creating new process. The biggest consensus was that the ones performing the evaluation—directors & supervisors—need training as they do not really know how to conduct a performance evaluation. Also, if the person doing the evaluation does not like you, you will not receive merit pay.

We discussed as a board how merit pay is not equitable nor fair because of personal prejudices. Also discussed was the aspect of goals that take time commitment and perhaps doing an informal one quarterly. Yearly evaluations for us is not a true annual reflection. The brain can only think back so far, and the true annual reflection is actually what happened the past few weeks not the entire year. As a result, it is hard to make annual evaluations effective and truly mean anything. It does not matter where you are and training would be helpful. But what does it mean if I get a 5 (performance pay) or 1 (disciplined). Staff have been told by

supervisors and directors that they will never, ever get anything above a 5 no matter what. What do the scores really mean? And the fact that a consistent rubric does not exist, and the scores are arbitrary.

University Council

Note: I couldn't keep up with Tiffany, and even though I looked at her agenda I was unable to remember what she talked about

Went over strategic plan updates.

Jordan Sharp: Leadership cohort and went over what they are doing. Are accepting nominations for the next group March 1, 2020. Nominations have to have worked for minimum of two years and have supervisor approval. Can only miss 1 class excused. Those accepted will be announced in April. The class does a good job on how to be a good leader and what is expected. Class is visiting the different departments to see how campus is run.

Becky Broadbent is the new general counsel. She will be doing a campus tour advising of what to expect.

Brooks Burr & Sara Bagdoian did a presentation on Dixie Day of Giving, which is March 10, 2020. Discussed specific day of giving which is based on number of participants and not dollar amount. Goals is to have 250 people donate to Dixie on March 10. There will be more marketing and advertising.

Policies: several went through. Only one in April and will be last update before accreditation. Government relations passed; we are not supposed to take to any one in government as a DSU representative unless approved through the President's Office. If we are talking to any government official, it is as an individual and not as a representative of DSU. But there are specific stipulations for the Athletics Department. Question brought up: Can DSU employees run for Office? For example, Jeremy Young (Political Science) cannot run and it may be department policy as Brad Last is a politician.

Campus safety and security revision.

Accreditation is October 23 & 24.

Merit platform with UMAC. Shoots out notices to parents, directly to social media, newspapers of hometown. 18% of the students on the Dean's list had notices sent out. Also, two students that won ballroom competition had notification sent out on the Merit platform. What about student's privacy? Dean's List giving academic performance. Does it integrate with banner? Exploiting students to promote institution without permission. Could cause problem. Confidential in banner but are they cross checking in banner on the designation.

(After the meeting, Roberta found out that students have to give their permission for this to be done; currently all students are opted out of the Merit platform and physically have to opt in for notifications to be sent out).

Timelines for buildings the new science building, Campus View Suites. The tear drop parking will disappear once they begin construction (and Tiffany has to find a new place to park).

Restructuring of academic advisement department with two new directors without the job being posted. Staff concerned as the new positions were appointed and did not go through a hiring process. And advisement employees were interested but not given a chance. One employee moved to EBA coordinator without hiring process. How did

process work since no one was notified. There is resentment on how was handled. Communication and transparency goes a long way with being on board. Angst with dual report and all advisors.

Information/Action Items

Our next board meeting is on Wednesday, February 19, 2020 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)
- 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, 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