

Staff Association Board Meeting Agenda September 16, 2020

In Attendance: Sheila Cannon, Jon Gibb, Chewi Lockhart, Allie White, Anilee Adams, Megan Church, Riley McMullin, Kristie Davis, Brooks Burr, Ali Threet, Chris Gifford, Deb Millet, Rose Hill, and Wendi Bulkley.

Welcome: Jon Gibb

Guest Presentation: Provost Michael Lacourse

Provost Lacourse provided the following information about our five-year Strategic Plan for 2020 to 2025. He plans to present this to all of the departments on campus.

- The title of the Strategic Plan is Trailblazing Distinction. We are focusing on becoming unique to differentiate us from other institutions in the state and to maintain the quality of this institution. What kind of an institution do we want to become? The population of this area plays a role in this. We want to be bigger, bolder, and more impactful. Our new trademark would be open, inclusive, comprehensive, and polytechnic. This is not just a five-year plan, it is a blueprint for a new class of American public university.
- The spirit of openness is sharing, transparency, collaboration, and community. This plan is a working document and an open source for everyone to contribute to it. We will have a new mission statement, which will include our five institutional learning outcomes. This vision shows how we are going to operate and takes a long time to implement.
- The design characteristics are:
 - Open education to all communities through outreach campuses, involving strategy, framework, technology, quality, and leadership.
 - Being inclusive by providing opportunities for diverse individuals to work, learn and succeed.
 - Becoming comprehensive with teaching and research facilities.
 - Being polytechnic through active and applied learning as core methods.
- Goal One – Academic Distinction
 - All colleges/departments create their own mission statement.
- Goal Two – Strategic Enrollment Growth
 - We have over 12,000 students this fall and hope to increase that amount to 16,000 in five years.
- Goal Three – Institutional Capacity and Performance
- Goal Four – Community verses University
 - Extend our campus community within our region and the counties that we serve.
- Goal Five – Faculty and Staff Life
 - Recruit and retain diverse and ambitious faculty and staff.

Information/Action Items

- Chris and Megan approved the Staff Association Board Meeting Minutes from August with everyone on the board in favor.

President Gibb's Items

- 2020-2021 goals 1) Know 2) Train 3) Excel

Campus Updates

- Jon mentioned that he meets with the President tomorrow; if you have anything that you want discussed, please send it to him.
- University Council Report on September 1, 2020
 - Jon stressed that staff need to have a voice on University Council because if not, we will lose the opportunity to be heard.
 - It was suggested to use One Drive for Staff Association files.
 - Regarding COVID concerns, as staff, we need to come up with solutions to solve problems rather than complain about them. The President maintains privacy issues on campus. He has handled it well and continues to follow the guidelines as they are sent out.
 - A lot of good things happened because of the CARES act. It allowed us to create a fast track to certification for employment, we have the largest freshman class ever, the number of readmitted students increased, and student fees were reduced by 27%, which greatly benefited athletic students.

Communications Officer, Update, Report and Website: Allie White

- Allie mentioned that she has posted our events on the web site; please send any additional information to her.
- When our headshots come, please send yours to her for our web site.

Treasurer, Budget Report: Kristie Davis

- Kristie provided a copy of the current budget to the board for review. Please send all of your receipts for purchases to her.

Committee Reports/Assignment Updates/General Questions

Scholarship: Treasurer, Kristie Davis and Brooks Burr

- Kristie reported that Gina Gottfredson postponed her scholarship until spring, and Barbara McAllister withdrew her scholarship for fall. We will add three more recipients to spring. Our board members approved this request.
- She wants to encourage our new employees to donate to the scholarship fund.

Welcome and Staff Mentoring: Chris Gifford and Megan Church

Chris reported that they are doing well and everything is covered for September and October. They had a surplus of swag to handout but that is now depleted. Their committee will meet to discuss their options and they might need some additional funds to make purchases. Jon mentioned that he has

some backpacks, Ali has some notebooks from Dixie Development Day, and Deb has four full gift packs from Jonathan Morrell that they could use.

Events: Chewi Lockhart and Wendi Bulkley

- Opening Social details on Wednesday, September 24.
 - The President is ready to speak to us. The board members felt that DSU announcements were applicable as well as overall information on campus.
 - Chewi mentioned that he went over budget on the opening social; however, it should be a lot of fun. He promises to do better throughout the rest of the year.
 - He believes that we will see more attendees this year because of the giveaway, the Chevy Blazer. We will handout Chic-Filet and bingo cards as staff enter the foyer.
 - We need ushers for policing social distancing and mask wearing. Please be there at 11:15 to help Chewi.
 - We will play three games of Bingo on the Jumbotron. Besides the chance to win the Chevy Blazer, someone will win free parking for a year on campus, and Wendi will provide an athletic gift box to another winner.
 - Deb will handout the Staff Rising Star and Employee of the Year Awards as well as certificates to the nominees.
 - Ali and Wendi will announce plans for the Step Challenge in October.
 - Jon will recognize the staff board; please wear your red shirts.
 - Kristie will announce scholarship donations.
- Our next calendar event is the Breakfast with the President on Wednesday, January 14.

Awards and Recognition: Deb Millet and Sheila Cannon

- Deb reported that they have been busy handing out Mini-Trailblazers awards and averaging between 25 to 30 per month.
- She briefly mentioned the two awards that will be given at the opening social.
- Ali suggested that we keep track of departments rather than just the names of people receiving the awards to encourage people to submit names from departments that are not recognized. Deb stated that she keeps track of the building and names. Jon says that is sufficient. Deb will report on this at our next meeting.

Legislative: Riley McMullin

Riley provided the following information to us via email.

- There are no big updates. The main thing that Riley wanted to bring up in today's meeting was for us to reach out to Mrs. Jakell Larson at UVU because she is the new UHESA Legislative Chair. During the first of August, she sent out an email mentioning that she was interested in setting up a once a month meeting with all Staff Association Representatives at each institution. This would be a good way to stay up to date with everything that is going on with the State of Utah and Higher Education.

Health & Wellness: Wendi Bulkley and Anilee Adams

- During the month of October, we will have a Step Challenge. Wendi and Anilee will send out a flyer encouraging teams of five for either the 5,000 or 10,000 step challenge. They will update the traveling trophies and provide gift certificates for the winners too.
- They are planning a food demonstration in November.
- A food drive is planned for December.
- They plan to provide support for the placement of vinyl lettering in the Health and Performance Center, just like we did for the Holland Building.

Professional Development: Megan Church and Sheila Cannon

- Megan mentioned that her committee will meeting in October to layout plans. Professional Development is currently planned for once a month. Please send your thoughts and ideas to Megan.

Service: Allie White

- We discussed the following ideas for service on campus.
 - Having a food and clothing drive with help from Tom Picklesimer; nothing is scheduled yet. We are currently collecting gift cards and monetary donations for students who were affected by the flood in September. We have plenty of personal items.
 - Chris mentioned a staff member who needs help because their insurance and the City of St. George are not willing to help them. He said that he could contact this individual and find out what their needs are, and there may be more than this one person who needs help. We could create an email, have everyone proofread it and then send it out to staff for names of people that we can help. Of course, we need to make sure this is approved by the University first.

Dixie Development Day: Ali Threet

Ali mentioned that we will proceed with the same plans from last May for Dixie Development Day. She is waiting for a while to meet with her committee because there isn't much to discuss right now. We might need to hold this virtually in May. Megan mentioned that she has some software that we can use if that is the case.

Compensation: Jon Gibb

- Jon mentioned our salary hiring range and the use of discretionary funds, which are given to the President. Jon and Greg Esplin are reviewing the possibility of setting aside the salary gap and using it to compensate employees instead.
- Regarding the possibility of having an annual vacation payout option, Jon is reviewing this with Travis Rosenberg.
- Jon mentioned that he has not had time to do anything with accommodations for women and families on campus. This will be discussed in future meetings.

Policy Steering: Jon Gibb (for Rose Hill)

- There will be an update to the Title IX Policy for incidents off campus. These reports will be sent to the Dean of Students rather than to the Title IX office.

- Standard updates are happening, and Jon will ask Rose to send out any updates to the board members.

Our next board meeting is on Wednesday, October 21st at 9 am via Zoom.

- Future board meeting presentations – Henrie Walton (February), Del Beatty, Others???
- Someone mentioned a possible motivational speaker, Coby Jenkins, who is the Director of the Innovation Plaza. They will send a link to Jon for him to review.

Upcoming Events for 2020 – 2021

- Our opening social is on Wednesday, September 24 at noon in the Burns Arena.
- Our State of the University address is on Wednesday, September 23 at 11 am in the Burns Arena. It will be live streamed too. Jon encouraged all of us to attend.
- Breakfast with the President is on Thursday, January 14 and the time is to be announced. Depending on campus requirements, we may meet outside, in the Gardner Ballroom or Burns Arena.
- Faculty/Staff Appreciation Luncheon: Thursday, April 29 – time TBA
- The Great Race: TBD
- Rock The Mall: TBD
- Dixie Development Day: TBD
- Closing Staff Social: Thursday, May 20 – time TBA
- Professional Development: To be announced
- Health & Wellness Activities: To be announced