

**Staff Association Board Meeting Minutes
January 20, 2021**

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

Welcome – (Jon)

Information/Action Items

Approval of Previous Minutes

- Chewi and Brooks approved the minutes from our meeting on December 16, 2020 with unanimous approval from the remaining board members.

President Gibb's Items

- UHESA
 - On Friday, UHESA will meet to discuss COVID concerns, campus events, and shared educational access across institutions. Chewi mentioned that he could provide information about our current guidelines for COVID. Jon mentioned that some campuses are struggling with COVID; however, we are doing well at Dixie.
- Vice President of Student Affairs
 - Jon is on the search committee for the new Vice President of Student Affairs. He is excited about the candidates and for the campus too.
- University Council
 - An EAB registration tool has been added to the registration process. Students have been having a difficult time navigating this process and this tool should enhance and improve the situation.
 - Regarding COVID on campus, the Health and Wellness Center is completing contact tracing and student testing.
 - Regarding the Dixie name strategy; staff can send letters to our legislators.
- Staff Board Structure and Representation
 - Jon reported that we are unique with our board representation at Dixie. Some institutions have representation in only one area of their school. The board felt that we do not need to change how we are structured.
- Looking ahead to 2021-2022 for the Staff Association
 - Jon mentioned a Who We Are Campaign. The President and President-Elect are working on a strategy to project us from now through fall, by focusing on the needs of our staff. An example of staff needs might include mental health, an understanding of their benefits, and information regarding events and attendance. He felt that staff should know who we are and what our purpose is. Allie is willing to send out information to staff.

Communications Officer update/report—website (Allie)

- Allie had no new information to report.

Treasurer/budget report (Kristie)

- Kristie had no new budget information to discuss.

2021-2022 Nominations (Megan)

- Megan mentioned that she will start working on nominations for new board members. Jon asked the board members to recommend good people who can serve the staff.

Committee Reports/Assignment Updates/General Questions

Scholarship (treasurer, Kristie Davis & Brooks Burr)

- Kristie mentioned that the committee wants to increase our award to \$900 per year because a part-time scholarship only pays for tuition. She hopes to have this paid as a direct deposit instead of awarding it through the scholarship department.

Welcome & Staff Mentoring (Chris Gifford & Megan Church)

- Megan mentioned that we they need mentors for this month; please send volunteers to her.

Events (Chewi Lockhart & Wendi Bulkley)

- On January 28 at 8:30 am, we will hold our annual Breakfast with the President in the Burns Arena. This is a low-key event because of our budget. The President will have a question and answer session; therefore, staff will be asked to submit questions, which we will send to Theresa. Staff will receive DSU bowls. Of course, masks and social distancing are required.
- Our faculty/staff appreciation event is planned for April. This is a collaborative effort between staff and faculty. Faculty Senate would pay for half of the costs. He mentioned a possible outdoors New Orleans style event with beads, creole food and Cajun music. There would be a virtual option too. He would like to hold this event in front of the HPC and SAC. Chewi hopes to meet with faculty senate in the near future.

Awards & Recognition (Deb Millet & Sheila Cannon)

- Sheila reported that the committee is working on upcoming awards. We have a \$2000 budget and will award \$500 to each recipient from the four designated divisions.
- Jon would like to forgo further UHESA travel and hold meetings via Zoom. This allows for more funds from the travel budget to go to awards, etc. He will present his idea at the next UHESA meeting.
- Ali mentioned that some of the Dixie Development Day funds could also be used because of the changes from last year to the present.

Legislative (Riley McMullin)

- Riley mentioned that during their UHESA meeting, they discussed the roles of our legislators and were encouraged to meet with them as soon as possible.
- The name strategy for Dixie still has a lot of work to be done. Jordan Sharp provided a standard letter to submit to our legislators; however, because of mixed emotions on the subject, Jon does not feel that it is wise to send it out to all staff. Many board members felt that people should be able to express their own thoughts. Jon will send this letter to the board members to use as they wish and he encouraged us to consider it.

Health & Wellness (Wendi Bulkley & Anilee Bundy)

- Wendi mentioned that they will meet with Tyson, from Human Resources, regarding Healthy Utah in February and tag team with them. Rebates are available through this program.
- We hope to participate in March Madness again with Ken Beazer.
- We will have a step challenge in March.

Professional Development (Megan Church & Sheila Cannon)

- Megan reported that our next Professional Development Day is in on Thursday, January 21. Rochelle Blatter will help staff with Strengths Finder and quite a few people have signed up to participate.
- We will meet again to discuss future meetings.

Service (Allie White)

- Allie mentioned our Martin Luther King Day of Service to collect items for Switch Point.
- She said that their committee met yesterday to discuss future events for this semester. They plan to do another clean-up hike and make a request for volunteers to help with Fire and Ice, the Ironman, and commencement.
- Allie will check with Human Resources to see if we have a policy where staff can give one hour of service to the campus.

Dixie Development Day (Ali Threet)

- Ali mentioned that Dixie Development Day is on May 12, 2021. This will be a virtual conference with networking opportunities. One committee member is a representative from UMAC, which is nice because they can help with many aspects of this conference. They will also be using Megan's conference software. We will have a location with social distancing for people who do not have an office or access to a computer.
- We will leave the conference name as it is for now.
- On May 12, Ali will need some help with SWAG bags.
- Staff can pick up food and take it back to their chosen location for lunch.

Compensation (Jon Gibb)

- Jon hopes to explore our benefits to highlight possible secrets for staff.
- He is working on our salary hiring range and the possible use of discretionary funds.
- Jon is looking into policy and information dissemination so that staff knows what is available to them.
- Regarding accommodations for women and families, Jyl Hall has a working group to assess the needs across campus. She met with us in December to collect information regarding a day care on campus.

Policy Steering (Rose Hill)

- The Policy Steering Committee is meeting tomorrow, and Rose will have this on our agenda in February.
- A lot of standard updates regarding staff is occurring right now.

Next board meeting Wednesday, February 17th at 9:00 am via Zoom.

Upcoming Events for 2020 – 2021

- Breakfast with the President: 1/28/21 8:30 – 10:00

- Director's Training: TBD February & April
- Faculty/Staff Appreciation Luncheon: TBD
- The Great Race: TBD
- Dixie Development Day: May 12, 2021
- Closing Staff Social: TBD
- Professional Development: 1/21/21 10:30 Strengths Finder
- Health & Wellness Activities (TBD)