

Staff Association Board Meeting Minutes
February 17, 2021

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

Welcome – (Jon)

Information/Action Items

Approval of Previous Minutes

- Kristie and Deb approved the minutes from our meeting on January 20, 2021 with unanimous approval from the remaining board members.

President Gibb's Items

- Vice President of Student Affairs
 - Jon reiterated that he is on the search committee for the new Vice President of Student Affairs and three great finalists will be on campus next week. We will be able to view them through Zoom.
- Jon had a question about professional development funds and whether or not we were involved in any of these decisions. Deb mentioned that this is a university committee and no one from the staff association board has ever attended their meetings. Jon felt that this was not an area for us to address and will remove it from our agenda.

University Council

The following information was discussed during the last University Council Meeting.

- Jason Booth mentioned some of the do's and don'ts for participating in the NCAA. We are the new kids on the block; therefore, we are trying to avoid any issues with them.
- Provost Lacourse presented a faculty efficiency growth outcome report regarding workload/overload. This report helps administration evaluate how well we will do as we move towards having 16,000 students on campus. He thinks that we will okay; however, we are in the bottom third in regards to workload when compared to other institutions. Many faculty members feel as if they already have heavy workloads and do not have enough time to complete research and serve strategically.
- A question was asked about staff workload. Jon mentioned that he would meet with Travis to see if we have or can develop a staff efficiency growth outcome report. We want to avoid staff burnout. The board felt that this was a good idea.
- Jon reported that there was a spike in COVID illnesses when students returned to campus; however, our numbers have since leveled out. There are no immediate plans to vaccinate faculty, staff and students on campus. Students are urged to be tested over the next six weeks with incentives being handed out too.

Treasurer/budget report (Kristie)

- Kristie mentioned that she is missing two receipts from Walmart and Costco and asked for them to be sent to her. We reviewed the latest budget report, and Jon noticed that \$2000 from travel expenses has been given to awards. Deb mentioned that we need \$3000 to cover our monetary awards in each of the four designated areas on campus. Therefore, we will take \$1000 from professional development because we have not been using funds so far for this year. We discussed handing out physical awards too and a few ideas were presented. Deb stated that physical awards can be expensive and would require more funds. Jon stated that he would ask for more funding and an additional \$3000 to help with awards in the future.
- Regarding our travel budget for UHESA, Jon stated that they want to meet again in person once it is alright to do so. The UHESA board feels that this is important; therefore, we might need to look at this part of the budget again for next year.

2021-2022 Nominations (Megan)

- Jon stated that we need to vote on a new president-elect, secretary and four new board members for next year. He asked each board member to bring two names for these positions to our next board meeting. Megan will send out an email the end of March or first of April for nominations. Jon mentioned that Rex Frisbey has helped with this in the past.
- We need a Diversity Staff Advocate on our board. Rather than create a new position, the board thought that this position could be incorporated with secretarial responsibilities or given to a board member. Whichever is decided, our by-laws must be updated and voted on.

Committee Reports/Assignment Updates/General Questions

Scholarship (treasurer, Kristie Davis & Brooks Burr)

- Brooks mentioned that we have \$8000-\$9000 in our scholarship fund. The purpose of our scholarship is to help part-time staff who are taking eight credits or less. He mentioned that some funds were given to part-time students when not enough staff applied, which was not our initial intension. As we gather more money every month through staff donations, he proposes that we give two awards per semester. We prefer not to give funds to students; therefore, we need to get the word out to staff so that more people apply. This information should be posted on our web page. We want to keep the original purpose as our priority and only provide funds to students as a back-up.
- Kristie mentioned that we only provided funds to one student this spring and two staff backed out in the fall. Therefore, let's see if we can get more part-time staff to apply for spring. Maybe we could contact supervisors for names of employees that they would recommend.

Welcome & Staff Mentoring (Chris Gifford & Megan Church)

- Megan mentioned that they are restructuring their committee and the process of staff mentoring. They plan to meet with human resources to discuss having mentor information posted on NeoEd.

Events (Chewi Lockhart & Wendi Bulkley)

- Chewi reported that Faculty Senate agreed to our New Orleans style outdoor event with Trailblazer beads (which have been ordered), creole food and Cajun music. This would be held in front of the HPC and SAC. This event is planned for April.

Awards & Recognition (Deb Millet & Sheila Cannon)

- Deb mentioned that we have a new nomination form on our web page for the Staff Member of the Year and Staff Rising Star of the Year Awards. The rising star award is for employees who have been here for three years or less. One individual will be chosen from each of the four designated areas on campus. This form requires more specific information on the nominees.

Legislative (Riley McMullin)

- Riley mentioned that there are no updates; however, he is in contact with Henry Walton on a regular basis. The Dixie name change is upper most in the minds of our legislator's right now. Jon mentioned that we should be aware of Facebook comments about the name change. He wants Henry to give us an updated report on legislative issues during our next board meeting on March 17. Riley will arrange this with him.

Health & Wellness (Wendi Bulkley)

- Wendi mentioned that right now there are a lot of athletic events happening on campus.
- We have a lot of great things happening with health and wellness for staff. Our PEHP monthly wellness challenge, their workout warrior program, test kitchen seminars, and the mental health challenge videoboard are part of those events in February.
- We hope to participate in March Madness again with Ken Beazer.
- We will have a step challenge from March 15 through April 15.

Professional Development (Megan Church & Sheila Cannon)

- Megan reported that our next Professional Development Day is tomorrow, the 18th. Del Beatty will provide information on mentoring via Zoom. Jon will send out an email invitation.

Service (Ali White)

- Staff volunteers for the Ironman was mentioned. Wendi said that she would meet with Allie.
- Jon will meet with Allie to find out what is happening with our Who We Are Campaign. Thanks for the questions that our board members provided.

Dixie Development Day (Allie Threet)

- Dixie Development Day is on May 12. Jon mentioned that there will be great swag, break-outs and food.

Compensation (Jon Gibb)

- Jon asked the board members for their thoughts on our cost of living increases. The proposed preliminary budget is for 3%, which he thinks will pass the legislature. Administration could give us 3% across the board or possibly 1 or 2% across the board and then the rest would go to equity raises. After some discussion, the board agreed with giving 3% across the board and then give equity raises in the future. Travis would be involved with this decision; therefore, Jon will check with him to get his opinion.
- Jyl Hall has a subcommittee working on a presentation for the President regarding day care on campus.

Policy Steering (Rose Hill)

- Rose mentioned that there are a lot of policy updates, which will be presented to the Board of Trustees in April. She sent the list of current policies to be reviewed and they are listed below.
 - 301 – Personnel Definitions
 - 303 – Employment of Relatives/Nepotism
 - 310 – Part Time Employment
 - 323 – Employee Physical Examinations

- 351 – Job Classifications
- 352 – Staff Compensation
- 358 – Staff Professional Development
- 373 – Termination and Reduction of Workforce
- 405 – Animals on Campus

Rose would like to see more feedback from staff regarding policies. The lack of feedback might be because there are so many to review and because staff do not think that they apply to them. Rose and Allie can send out a list of only those that affect staff directly and request their feedback. Here is the link to our policy page <https://dixie.edu/policylibrary/>.

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

Upcoming Events for 2020 – 2021

- 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
- Health & Wellness Activities (Ongoing - TBD)