

**Staff Association Board Meeting Minutes**

**Date: June 16, 2021**

**11:00 am**

**Gardner Center Conference Room D**

In attendance: Sheila Cannon, Anilee Adams, Chewi Lockhart, Rolando Pereira, Rose Hill, Allie White, Chris Gifford, Brooks Burr, Matt Devore, Shane Blocker, Kayla Dent, Mike Nelson, Ali Threet, Michele Tisdale, Megan Church, Jon Gibb, and Deb Millet.

**Welcome – Jon Gibb**

Welcome to our new board members:

- Shane Blocker, President Elect
- Kayla Dent, Secretary
- Matt Devore, Board Member
- Michele Tisdale, Board Member
- Rolando Pereira, Board Member
- Mike Nelson – Board Member

**Information/Action Items - Jon Gibb and Megan Church**

- The board approved the Staff Association Board Meeting minutes from April, with Chris and Rose making the recommendations. All of our minutes are posted on our web page.
- Outgoing board members – thank you!
  - Ali Threet
  - Sheila Cannon
  - Anilee Adams
  - Deb Millet
  - Chris Gifford
  - Chewi Lockhart
- Lessons Learned Discussion. Each outgoing board member gave a brief introduction and stated some of the lessons that they learned while serving on the board.
- Committee Chair Assignments. Each committee chair gave a brief overview of their responsibilities.
- Communication and Unify.
  - Megan wants to add these two goals for the board for next year. She proposed sending out monthly staff newsletters, along with a calendar of upcoming events, an introduction to the board members, and scholarship information, etc. Having input from everyone on the board is critical for this to happen. She also wants to refresh our web page.
  - Megan and Shane plan to meet with Travis Rosenberg monthly, as well as with the President. They will also schedule a monthly meeting with faculty senate. She wants to unify this campus because our ultimate goal is to provide quality education to the students.

- It was proposed that we get a gift for the President and Kristen as a thank you for everything that they have done for us, especially over the past year. Several ideas were presented and those will be taken into consideration.
- Treasurer /Budget Report – Jon for Kristie Davis  
The board reviewed the budget report and made the following suggestions as additions to the report.
  - Include Dixie Development Day expenses to use as a reference each year.
  - Include the money given with staff awards, which came from Professional Development Funds.

### **Committee Reports / Assignment Updates / General Questions**

#### Scholarship - Brooks Burr

- Brooks discussed the current process for awarding scholarships from the Staff Association. This process has been discussed many times and he felt that the process needs to be revamped. Our first priority is to award funds to a non-traditional part-time staff member or student; however, sometimes it is difficult to find someone who meets that criteria. The next option is to award it to a non-traditional full-time staff member or student. We need to come up with a better solution for awarding funds. The awards are very beneficial to the recipients. Once everything is in place, staff members need to be aware of any changes made.

#### Welcome & Staff Mentoring – Chris Gifford

- Chris mentioned that we received great support from Human Resources. It has been great getting to know people on campus and it helps our new employees too. He kept a list of employees who were willing to meet and greet new employees each month. Apparently, we now have access to NeoEd and can sign up to volunteer on campus. Volunteers receive a reminder about their assignment too. Chris mentioned that he is willing to help the new chair of this committee.
- New employees are given a coupon for a free drink along with some swag. It was suggested that maybe the group who welcomes a new employee could setup a date to meet again to talk about any concerns or suggestions that they might have. This also helps to continue the welcome.

#### Events - Chewi Lockhart

- Chewi mentioned that during his events, he had everyone in attendance put their name and ID number on an index card, which he used to trace the number of people attending. This helped him calculate how many people need to be fed at future events. He will give this information to Wendi for next year.
- He mentioned that using Chick-Fil a is a cheaper option; however, there is no variety in the food and they don't have anything for dietary restrictions. Therefore, Dining Services has more food options and they can meet dietary restrictions.
- Chewi mentioned that people like to receive free stuff and those items do not need to be expensive. It is a positive thing to add to events.

#### Awards & Recognition – Deb Millet

- Deb mentioned that this year was the first time that we gave awards and money to recipients from the four divisions on campus. They are annual awards and are no longer given by

semester. Jon felt that this will continue in the future. Wide spread nominations from across campus needs to be encouraged, especially from directors or supervisors.

- Jon felt that in the future, board members should not be nominated for these awards.
- Regarding Mini-Trailblazers awards, it was suggested to add a few specific questions to the criteria for nominations, just like we have for our annual awards. This would alleviate silly or poor nominations. The board agreed with this suggestion.

#### Legislative - Jon for Riley McMullin

- Jon has appreciated Riley's help on this committee. He has a good relationship with Henrie Walton and would like him to continue in this role to keep the lines of communication open.

#### Health & Wellness – Anilee Adams

- Anilee mentioned that her committee has been great to work with, they follow through well. Last year stopped a lot of activities; therefore, she hopes that there will be more activities next year. There are some tried and true events that were very successful and well attended. Therefore, she would like to see those continue. They were the step challenge, food demonstrations with April Ashcroft, and March Madness. PEHP has a lot of great incentives too.

#### Professional Development – Megan Church

- The presentations that we had were well attended. She felt that the committee should look for fun ways to get people to attend these events. She mentioned possibly getting presenters to come here from off campus. Jon mentioned that we should make these events quality, not quantity, which means that we hold them once or twice a semester.

#### Service - Allie White

- Allie mentioned that fall semester was rough; however, spring was better. She likes the idea of piggy-backing off of other events on campus because it helps with attendance. Combining with student events helps too.
- An idea was presented to Human Resources about giving staff paid time off to help with service on campus. Unfortunately, this idea was not widely accepted.
- The board suggested having her send out a schedule of projects so that staff could make plans to participate in advance.

#### Dixie Development Day - Ali Threet

- Ali felt that everything went well this year. She suggested keeping a virtual option in combination with face-to-face presentations. Jon has all of her feedback. He mentioned that next year, we will most likely need to change the name of the event.

#### Compensation – Jon Gibb

- Jon wants to continue working with Human Resources regarding procedures affecting compensation. We need to be aware of new policies and policy changes. Also, staff need to be aware of what their benefits are here because there is more than just a paycheck. This information would be beneficial for new employees too.

#### Policy Steering – Rose Hill

- Rose mentioned that we really don't have any control over policies; however, it is very helpful for staff to be aware of what is coming up and to provide feedback.

#### Committee Assignments – Megan Church

The following board members will serve as chairs and co-chairs on the following committees. Please plan to meet with your previous chairs and co-chairs regarding your new responsibilities.

- Scholarships – Brooks Burr and Kristie Davis
- Welcome & Staff Mentoring (this is part of the Strategic Plan) – Matt Devore and Rose Hill
- Events – Wendi Bulkley and Michele Tisdale
- Awards – Kayla Dent and Rose Hill
- Legislative – Riley McMullin and Mike Nelson
- Health & Wellness – Rolando Pereira and Michele Tisdale
- Professional Development – Shane Blocker and Matt Devore
- Service – Allie White and Mike Nelson
- Dixie Development Day – Jon Gibb and Megan Church
- Compensation – Megan Church
- Policy Steering – Mike Nelson

Megan asked the new board members to get their free head shots taken in August for our web page. Also, please go to the bookstore and purchase a red DSU polo shirt. The staff association will pay for them.

The Welcome Back Barbeque will be held at the HPC Building on August 16. We will be looking for volunteers to help with this event.

**Next board meeting - Dates/times will be determined and given to the new board members.**

#### **Upcoming Events for 2021 – 2022**

There is nothing to mention at this point.