

Staff Association Board Meeting Minutes (Draft)
July 21, 2021

Gardner Center, Conference Room B

Attending: Megan Church, Shane Blocker, Matt Devore, Allie White, Mikey Nelson, Jon Gibb, Wendi Bulkley, Riley McMullin, Kristie Davis, Michele Tisdale, and Kayla Dent

21-22 goals:

- 1) Know what we are doing
- 2) Train to be proficient
- 3) Excel at high levels
- 4) Communicate and Listen: The group mainly talked about this goal. A comment box on the website was suggested. Megan is starting a monthly newsletter that will go out at the beginning of each month.
- 5) Unify Campus- Campus is a little tense right now with the name change, and the SA committee wants to unify campus through events and supporting all departments. This includes positive talk about other departments.

Communications Officer update / report—website (Allie):

- There will be some improvements on the website. New members will be updated soon. In addition, committees will be listed under board member on web page.
- Megan is going to ask Travis about the different email lists. The differences between them is unknown.
- When requests on website are submitted, they going to Allie via email. This includes new committee member sign up.
- Megan is going to reach out to Travis about Neogov. Can Staff Association have access to see who employee's supervisors are?
- Everyone should look at website and give improvement suggestions.
- Effective Staff communication methods
 - Text service- The SA wants to reach out to employees who don't receive/check emails regularly. A lot of night and maintenance employees are getting missed. Wendi Bulkley is going to see if the Staff Association can piggy back off of Athletics' text service. Megan and Shane looked into this and it is going to be around \$1,600 a year to implement is the SA does this on their own. Employees receiving stipends can automatically be enrolled in this. The idea of seeing if faculty senate wants to join was thrown out.
 - Megan is going to start a Microsoft Teams group.

Treasurer / budget report (Kristie)

- The SA budget was increased by \$5,000 for the upcoming year. In addition, there is a carryover balance of \$2,528.95 from last year and \$2,877.57 from a very old operating account. This is a one-time bonus to the budget. In total, the budget for the year is \$20,406.52 As separate budgets that cannot be used for SA operating expenses, Dixie Development Day as \$50,800 and SA Scholarship account has \$9,501.47.
- Because of the budget increase, most sub budgets have increased. Specifically discussed was the events budget. This increased from \$7,500 to \$11,500. Also, the Service budget was increased to \$500. The committee wants to focus more on events in order to bring the University closer together.

- It is on each committee head to make sure all receipts are turned into Kristie, our treasurer. Kristie is going to ask about receipts every month.
- The SA would like to continue the \$2,000 in awards to employees. The SA is going to reach out to the president to try and secure permanent funding for these awards. If funding cannot be provided, then the SA will use the \$2,877.57 surplus.

Staff Association Structure (Megan)

- Christine Arlotti has requested to add an Administrative Professionals committee to the SA. The purpose of this is to help admins with their jobs, provide training and also development opportunities. Since there are no committees designated to any other positions, Shane Blocker is going to head this request under the professional development committee.
- UVU SA has a division representative in each department, and said representative reports back to the SA on the particular needs of each department. This is beneficial because the SA has a direct connection to the president of each university, so if there are any issues the president can help with, then he gets notified. The DSU SA likes the idea of something similar. The idea of doing with by division, for example, academic affairs, student affairs, etc. or by director. There was some concern expressed by doing this just at the director level.

Committee Reports / Assignment Updates / General Questions

- Scholarship- Kristie Davis said that 2 scholarships were awarded last semester, and they are reaching out to each winner to let them know that they have it.
- Welcome & Staff Mentoring- Matt Devore said that they were making tons of progress. The welcoming committee is working with HR so that SA representatives can meet with new hires during orientation for about five minutes. Other ideas are in the works.
- Events- Are going to be a big focus this year. For the first event, the SA is going to try to do an RSVP so they can get an accurate head count. SA has run out of food during several of the last events. In addition, Wendi and Michele would like a committee to help them. They are going to try and recruit.
- Awards & Recognition- The Awards committee is meeting on 7/29/21 for their first time. They are going to reach out to departments who don't normally nominate folks. SA liked the idea of doing a staff of the month based off of the mini trailblazer nominations.
- Legislative- Riley McMullin said that he doesn't want the name change to be the only legislative focus this year. He wants to focus on other things as well. Henrie Walton has been a good contact.
- Health & Wellness- 1st committee meeting is today.
- Professional Development- committee meeting will be scheduled soon.
- Service- Meeting in next couple of weeks.
- Dixie Development Day- Event is 9 or so months away, but wants to locate a celebrity or someone else to speak.
- Compensation- Wants to focus on inflation issues
- Policy Steering – Policy 641's amendment was approved. In addition, last day to submit a policy update for the board of trustees is 7/27/21 and the comment period begins in August. Megan will send out policy updates that pertain to staff in the monthly newsletter.

Information/Action Items

- Approval of last month's SA Board meeting minutes- Approved.
- Sign-ups for President's Welcome Back BBQ- Megan will send out a sign-up list.
- Staff Monthly Newsletter- Megan will send the newsletter to Allie at the begging on each month.
- Staff of the Semester Form- Will be done through Teams
- Monthly Meeting with HR discussion topics- Submit items you want discussed.
- Presentation topics- will be discusses in August's meeting

Next board meeting is be decided.

Upcoming Events for 2021 – 2022

- Opening Social: 9/23/21
- Breakfast with the President: 1/13/22
- Director's Training: TBD
- Faculty/Staff Appreciation Luncheon: March
- The Great Race: TBD
- Rock The Mall: TBD
- Dixie Development Day: April/May
- Closing Staff Social: April
- Professional Development (TBD)
- Health & Wellness Activities (TBD)