Exempt Staff Association
Meeting Minutes
November 12, 2014

Attendees:
Andrea Brown – President Elect
Chris Gifford – 2nd year Board Member
Carole Hulet – 1st year Board Member
Sylvia Bradshaw – 1st year Board Member
Arlene Sewell - Secretary
Ken Richmond – Past President
TJ Griffith – Communications Officer
Jack Freeman – CSA President

Excused:
Mace Jacobson – President
Jordan Sharp – 2nd year Board Member

Agenda:
1. Approve Minutes – Chris motion to approve, Ken second and passed
2. Mace – out due to medical reasons; Ken and Andrea to share Presidential responsibilities.
3. UHESA Report
   a. Last Month – Compensation
      i. Andrea to send this out via email. Every other university is self-funded and has Health Savings Account (HSA). There are some universities that give benefits to part time staff. Two institutions have health benefits for part time staff.
   b. This Month – Other Benefits
      i. Other benefits instead of Health
   a. Strategic Plan- a company has been selected to meet with administration, Deans, and VP. Town Meetings to start in early December. Staff is encouraged to attend and voice concerns. Top 3 companies were discussed. Did not have a vote but were able to sit in and speak on RFP discussion.
5. Presidents Meeting Report
   a. Compensation discussion: to meet with HR. 100% of CUPA is the goal. Need to have an updated CUPA study. The need for updated job description is a must. CSA presented compensation package with staff evaluations to president. Self-Evaluation topic rose again of not having part 2 of aligning with compensation.
6. CSA Meeting Report
a. Spring Staff Association Meeting with both associations. Tentatively March 18th and March 4th as backup at 8am; breakfast.

7. Budget Report
   a. Donation Account - $1400
   b. General Budget Account - $3000 July 1; $800 roll over pending (as of last week still has not rolled over) Ken to follow up with Bryant.
   c. Shirts – Sylvia motion to purchase shirts from general account, Chris second, voted by board and passed. New logo on grey shirts.

8. Communications Report
   Action Items
   a. Swap out Sylvia and Jacking
   b. Post minutes
   c. Post logo
   d. Post ESA power point presentation

9. Compensation – Sylvia
   a. Have not met with group but will be in contact this month.
   b. Topics
      i. Grants: Meeting with Jonathan Morrell’s SSS group on regarding grant writing. Currently, they are told they need to use vacation time to write grants (approx. 23 days) because grant writing cannot be compensated through the grant funding itself and their positions are funded wholly by the SSS grant funding. Researching fair labor act and proposing 5% for compensation of the grant writing process which comes around every five years. Researching fair labor act and proposing 5% for compensation
      ii. Sick Leave Share: The ability to donate sick leave to another staff member.
      iii. Performance Pay/Step Compensation/ Part II of new evaluation system

10. Legislative
   a. Communicated with re-elected officials; expressed continued support
   b. Legislative – We do not have a UHESA day scheduled at this point. I do not think they will be doing one today.

11. Scholarship
   a. Meeting scheduled for November 18th with Committee
   b. Topics of Discussion
      i. Scholarships
      ii. Professional Development
      iii. Staff Education

12. Welcome & Orientation
   a. Scheduled Weds at 11am to discuss for committees; collecting a list of members.
   b. Update website (work with communications officer) story board created by Carole
c. September, October, January, February to visit new staff members with ESA information.

13. Upcoming Events – Website
   a. Spring Board Meeting – May suggested; 2\textsuperscript{nd} or 3\textsuperscript{rd} week of May. Carole brought up a possibility to have an ESA retreat? Concern of approvals from supervisors and will need to use vacation leave. Concern of campus support. Staff Development Day on campus a possibility, half day of service and then half day of meetings. Need to get the approval and support from the President.
   b. Social with Classified Staff Association- was discussing in 6.a.
   c. December ESA Meeting (Meet with Classified Staff Association) was skipped and not discussed
   d. President's Holiday Social – meeting scheduled as is and then attend Presidents Social

14. Great Colleges Report
   a. Employee Engagement Survey/ Benchmark Scorecard
      i. Broken up by Job Categories
      ii. Highest Rating Statements