Exempt Staff Association  
Meeting Minutes  
March 5, 2015 @ 3:00pm  
TRIO Office Browning Building

Attendees:  
Mace Jacobsen  
Andrea Brown  
Chris Gifford  
Sylvia Bradshaw  
Arlene Sewell  
Carol Hulet  
Jack Freeman

Excused:  
Jordan Sharp  
Ken Richmond  
TJ Griffith

Welcome

Photos

Updating of Minutes (2/13/15)

Meeting with the President

- Compensation – Follow up from December. Discussion of Faculty and Staff difference. Response was that this equity study has begun and this will be announced at March Breakfast. Funding is hopeful with growth and funding earmarked to support this initiative. Concern of job descriptions not being updated or non-existent. With the situation of interim Director retiring and search for Assistant Director. Faculty discussion on compensation compared to other institutions and class sizes.
- Staff Leave & Absence – Policy includes the sharing of sick leave. Sylvia to scan and share.
- Self Funded entity update
- Watch Period – Part time workers extend this to monthly. 120 hours monthly. May be able to look this case-by-case. SUU has chosen to do an annual watch period. DSU chose to do a 30-day watch period. But if there is a need that we can evaluate by circumstance. Need to identify departments that will need this adjusted.

Items of Business

- Web updates
- Committee Reports
  - Welcome & Orientation
    - Flyer and information on ESA committees to be distributed with pins; to go out Friday afternoon and next Thursday. Need website updated and Rex has created shell but need to meet with TJ and Rex. Email to be sent to committee of who is available to joy in on visits.
  - Legislature
- Campus wide email sent out to participate to email legislature and be involved. Your voice matters. Andrea has emailed her legislature and received a response. If you have a concern or interest, voice it to your legislature representative. Suggestion brought up of inviting Frank Lojko along with UHESA to have a meeting on how we can improve. Another suggestion to invite Christina Duram as well as she has shown a lot of interest of being involved. Another contact that may assist is Trustee Thomas Wright.

  o Compensation
    - Will be meeting to discuss to bring in strategies for recruitment and retention.
    - Training & Professional Development: Christina Duram suggested that Professional Development to be brought on campus to train not having someone go out on a training to come back and train. CTLE Center for Teaching Learning Excellence is for Faculty and Staff. Need a Bruce Harris on staff side. Talk of hopefully establishing a budget that VP and President buys into to support professional development initiatives. Tier System discussed and professional development to be managed by Human Resources.
    - Policy Steering Committee update – Staff Evaluation Policy, policy to be created with Policy Office and VP and then draft is released to ESA and CSA to be presented to constituents. Committee asked for this policy to be given back to associations to make comments and feedback. Would like to put back merit pay, longevity pay that goes along with Tier System. Need feedback and support from all. Next meeting not scheduled but normal meeting is scheduled for March 16th.
      - Leave Policy – Krystal Thompson to present in next meeting.
      - Policies will be forwarded by Sylvia as she receives information.

  o Professional Development
    - Review of Policy Section 4-39

- UHESA Meeting
  Tomorrow 9am-2:30pm ; 12:45pm presentation Brent Yergenson (This will be recorded) – to present on how to get involvement on committees. Holland 550

- Breakfast with the President
  o Scheduled for Wednesday, March 18th 8:30-9:30am Gardner Student Center Ballroom
  o RSVP with Sheila. Jack to talk to dining services.

- Nominations and Elections
  o Nominations opened at Staff breakfast until March 30th; then voting will be online April 15th to 30th.
    - President Elect
    - Secretary
    - Communications Officer
    - 2nd year Board Members

- Employee of the Semester
- Sylvia to follow up Nikki Smith on nominations for employee of semester.
- Dixie Awards - discussed to keep this recognition with semester awards.

New Business