Attendees:
Mace Jacobson - President
Andrea Brown – President Elect
Jackie Freeman – 1st year Board Member
Chris Gifford – 2nd year Board Member
Arlene Sewell - Secretary
TJ Griffith – Communications Officer
Sylvia Bradshaw – President; Classified Staff Association
Ken Richmond- Past President

Excused:
Blake Nemelke – 1st year Board Member (resigned)
Jordan Sharp – 2nd year Board Member

Welcome

Items of Business

- Introductions
  - Chris Gifford (GE Advisor/CTE; Academic Advisement) 2nd year serving on board
  - Mace Jacobson (Advisor/Tutor Coordinator; TRIO/SSS) 2nd year serving on board
  - Arlene Sewell (Director of IT Operations; IT Support Services) 2nd year serving on board
  - Sylvia Bradshaw (Math Department) 2nd year serving on CSA board
  - Jackie Freeman (Director of Purchasing) has been on board and past year; excited to serve again
  - Ken Richmond (Telecom IT Surveillance Administrator; IT Support Services) 2nd year serving on board.
  - Andrea Brown (Director Institutional Research and Assessment) 1st year serving on board; also involved with UWHEN.
  - TJ Griffiths (Senior System Administrator; IT Support Services) 1st year serving on board
  - Jordan Sharp (Director of Student Involvement & Leadership) – 2nd year serving on board.
  - Blake Nemelke (has received an offer from another institution) – Candidates from elections were reviewed and it was motioned by Ken Richmond and Second by Arlene Sewell to have Carole Hulet (Assistant Director/Adjunct; International Student Services) to be a 1st year Board Member. Voted and passed. Mace to contact Carole.

- New President Interviews
  - 36 candidates applied; 3 Finalists will be on campus mid next week. Meeting to be held with University Council, Staff (9 from Exempt Staff Association and 11 from Classified Staff Association), and Students. (Time will be the same and rotation of candidates). Afterward they meet with the Board of Regents /Trustees. President to be announced July 17th.

- UHESA Conference
• Conference to be held at UVU July 17 and 18th

• Staff Performance Evaluations
  o Discussion of HR’s email “overwhelming approval” was misleading as there was not a vote on the policy. Both associations see the need and the positive direction for evaluations. Both Past Presidents of each association gave the okay for HR to present to VP’s but it was misunderstood as the association’s approval. Only proposed changes and draft forms were presented and not voted on as it was only in draft form. No formal final revision presented. The agreement that was unanimous was the fact that the evaluations forms needed revision and that an annual review of policy is needed.
  o CSA President and ESA President are both members of the Ad Hoc Committee for Performance Evaluations. CSA President mentioned the discussions of salary increases due to educational advancement, seniority, and merit pay tied to evaluations (still in discussion). 10% of employees in a department can get merit pay (this was put in place to ensure that not all employees are rated at excellent). Bonus structure was also discussed but not final. Step Policy was mentioned as well; this deals with educational advancement and added duties.
  o ESA President mentioned that this is the time for staff to make comments regarding the Performance Evaluations. All questions and concerns should be directed to the respective association president via email.
  o Committee for Performance Evaluations to review policy annually should be in place moving forward to ensure that policy is reviewed and gives staff a representation in process.

Other Items of Business:

• Benefits and Salary Committee
  o Discussion on the need to evaluate this committee. Need to find the Policy and members of this committee. (Mace to research) Biggest concern that there is a committee but they do not meet. HR Director has been the chair of this committee. Can there be another HR representative to chair? But what is the use of a new chair if there is no support of the HR Director. Table discussion until Mace researches more for next meeting.

• Proposal to have each board member come up with 2-3 issues or concerns that they would like our Board to Address. Discussion on Salaries and how HR evaluates positions and compensation. Andrea mentioned that there are external audits that evaluate DSU salaries. Date to be received in Fall and is scheduled every 3 years. It was mentioned by CSA President that it is recommended to have one goal in mind and keep at it to push things through to be step closer each year even if it is not accomplished in one year.

• Meeting Time: Meeting to continue to be held every 2nd Wednesday at 11am. HCC535 Conference Room.

Ken Richmond motioned to Adjourn; Arlene Sewell second; voted and passed.