Attendees: Jordan Sharp, Andrea Brown, Josh Thayne, Jared Johnson, Carole Hulet, Chris Gifford, Ken Richmond, Rex Frisbey, Arlene Sewell, TJ Griffiths

Excused: Sylvia Bradshaw, Mace Jacobson

1. Need to get new people on email list for budget reports
2. New members order shirts old members keep shirts and continue to wear them.
3. Introductions
4. Review of minutes- Arlene
   a. Chris motioned to accept the notes and Ken seconded the motion.
5. Discussion of how much rotation happens every year with board members and officers. The idea was presented that we may want to make some positions a two year position.
6. Getting to know you game-remember to have fun
7. ESA overview
   a. Board- by Ken. Traditionally president, president elect, and past president. The Secretary is also the Treasurer which hasn’t really been the case yet but that will be changing this year. The president elect is a three year commitment. There are some committee assignments that come with certain positions.
   b. Committees- there is the wellness committee, welcoming committee, and compensation. Normally the board member is the chair of any adhoc committee. Not so in the case of the Wellness Committee. Barbara Johnson is the chair. It is important that different organizations know that we are interested in what is happening at other levels because it does affect us. Board of trustees -Andrea gives them information about what we are doing and needing. The President also has been open to meeting with us as well and it is important sometimes to meet with the president separate from the classified staff because we have different needs. We do work together with CSA and are supportive of each other but there are clear divisions. Communications officer -posts minutes and also helps the president elect with nominations. Important for all board members to make the monthly meetings. UHESA- they give us a chance to get together three times a year at a state level. Sylvia Bradshaw is the president of the UHESA board this next year. We have not always had a good presence at UHESA but we do now. Large institutions do not have the option to have pehp benefits. Lots of good comes from our relationship with UHESA. It helps to have a state organization when we need to lobby for things.
   c. Committees-
      i. Legislative-Holly (UHESA Legislative Rep) is a good representative for us. Locally we have several legislators that are here and working with us. We want them to know that we have a voice and that they listen to us.
      ii. Professional Development- Only met once. Each VP has a budget for professional development.
      iii. Health and Wellness- Many Institutions have a wellness committee that is run out of HR. Christian Hildebrant and Barbara Johnson are on the committee. This year the push was, “Let’s advertise what we have.” Pedometer challenge was one of the activities they had. Programs where you can get paid to lose weight by PeHP were advertised. A Software package to man health challenges and other things the committee is looking at was investigated.
      iv. Welcoming committee- Mace wanted us to be recognized on campus and that people would know that we were here. Shirts and website was two ways to gain that exposure. Website not done but it is in progress. Membership is listed there. Lots of people on campus that are not really involved and do not know that they belong. Want to increase feelings of connection. What
is the difference between exempt and classified staff- that is the biggest question. Let us know if you have people who are new hires in your department.

v. Advertising may need to be its own committee.

d. Mission and goals- listed on website

e. Budget- We will have $3,000 a year unless we choose to petition for more. Membership and dues for UHESA come out of our budget. Paul would probably do another $1,000 for travel since that is so critically important. Meals include the staff breakfast, luncheons, and awards. We actually ended up paying about $200 this year for awards. It was great to have our exempt staff awards included in the year end awards so that they are recognized in a campus wide event (Dixie Awards). ESA no longer gives cash awards. Board votes on awards from the nominations. Shirts and supplies which should be only half of what we spent last year since we only need to buy half the number of shirts.

f. Events-breakfast, fall luncheon, and spring BBQ.

g. Strategic Plan- 6 main goals. Main concern compensation. Redoing job descriptions, performance pay, and we really need an HR director that is on-board for those. Mentor program to encourage retention. This may become part of our welcoming committee duties in the future. Blitz buildings in the fall. Need to get HR involved in getting information out to new hires. Orientation across campus on a regular basis is another push that we are seeing. We used to have a photo directory but then questions of security stopped that practice. It may be coming back ...we will see. Compensation and benefits committee is supposed to be in place but maybe with the new HR director they should be the chair with members of the committee being the ESA president and CSA president. Policy Committee-Josh there is power in numbers and a voice. Functional policies is the push for the future. We have been given the opportunity to establish a best practices model. Subject experts in areas will have a voice and the ability to answer to a specific VP and this will allow us to quickly establish policies. Policies are the law on campus. No more policy administrator. Owner and steward relationship instead.

Action Items:

8. Committees-
   a. Ken feels that we should keep our compensation committee. Josh co-chair and Sylvia chair
   b. Health and wellness-
      i. Adhoc committee that we just need a presence on.
      ii. Should be owned by wellness center
   c. Legislative committee-keep Jared
   d. Professional development- has been a problem in the past especially for staff. Who should manage that? There has been discussion that there may need to be a separate committee that would manage applications for professional development. Policy should really drive this to make it less subjective. Katie
   e. Welcome committee-Carole and Rex
   f. Policy representative- Josh
   g. Awards and Recognition- new committee Deborah chair
   h. Events and Advertising-combine with the welcome committee and give them more help co-chair and sub committees. Carol and Rex

9. Deborah needs to get on the email list for the Argos Budget Reports.

   There are two funding sources the Vpp 800- which is donation and the UPR 119 which is the general budget.

   This next year we may need to spend a bit less to keep expenditures in line or we may need to consider requesting more funds in the future.
10. For next year there was a discussion on having the staff breakfast the kickoff event in the fall. This will require a conversation with CSA. Then we would still have our own fall and Spring Luncheons but push the fall luncheon back a little calendar wise. This will allow for more time when nominating employees of the semester in the fall.

11. New meeting schedule for next year- Second Tuesday of the month from 2-3:30 pm. These are open meetings so anyone can attend but it is very important for officers to try to attend all of them.

12. Arlene motioned to close the meeting. Ken seconded the motion and the vote was unanimous.