Minutes
Dixie State University Classified Staff Association Board Meeting
Wednesday, April 8, 2015 | 10:00 A.M. | Jennings Conference Room

Present
Andrea Brown, Deb Millet, Adam Szymanski, Robyn Whipple, Sheila Cannon, Felica Griswold, Michele Tisdale, Kathleen Briggs, Fred Thomas

Absent
Brent Stanworth

Excused
Jack Freeman

Information Items
1. Welcome
2. Review of Minutes
   a. Robyn Whipple motioned, and was seconded by Adam Szymanski, that the minutes from March be approved. Motion passed unanimously.
3. Staff Breakfast Evaluation
   a. Pros and cons of the staff breakfast were discussed. Board members were happy with the President’s speech, awards ceremony, number of attendees, the opportunity to socialize outside of normal groups/situations, advertising, that the event was a combined ESA/CSA effort, and the food. No concerns or suggestions for next year were expressed.
4. Leave Policy Draft
   a. Some concerns were expressed over time for bereavement leave, lack of sick leave donation pool, the ability for HR to revise the policy without notice. The policy was discussed in University Council and several of the concerns of the CSA board were also brought up there. If there are any further comments, please forward on to Sylvia Bradshaw or Adam Szymanski.
5. Website Update
   a. A new template for the website is expected to be put into place over the summer. A suggested menu breakdown was provided and ok’ed by those in attendance. Nikki Smith will work on cleaning up the website to fit the menu breakdown.

Action Items
6. CSA Logo
   a. A logo for CSA was created based on the ESA logo. It would be nice and reflect a more professional air if the CSA board were to have polo or golf shirts with the logo. Deb Millet will look into budget availability for this purchase.
7. Aaron Porter Replacement – Board & Policy Committee
   a. Instead of finding a replacement for Aaron Porter’s board position now, the position will be included in the new year (15/16) nomination and voting process. This will help to get
the rotation back on track rather than having all board members go out on the same year.

b. Adam Szymanski has offered to replace Aaron on the Policy Committee.

8. Service Project
   a. Fred Thomas would like to suggest that the CSA host a tri-yearly food fundraiser for the student food shelf on campus. Boxes would be available at the beginning of each semester in January, May, and August. Monetary donations can be sent to the Struggling Student Fund. Perhaps the CSA could look into ways to raise money for a fridge.
   b. Adopt a Student for the Holidays is suggested for future service ideas.

9. Professional Development – Telephone Skills Webinar
   a. The webinar is $199 for a DVD with unlimited use.
   b. It would be nice to have a community, county, or state association for positions on campus such as administrative assistants or secretaries.
   c. There is still space available for the UWHEN conference on April 17th. If you are interested in attending using one of the spots provided by the President, please contact Andrea Brown asap.

10. Committee Reports
    a. The Board needs to work on the by-laws over the summer. It was noted that while the constitution needs to be in policy, the by-laws do not. This change, as the by-laws are currently in policy, shouldn’t need to be taken to a special vote of the membership.
    b. Service – Fred will work on creating/finding boxes for donations and signs to announce the fundraiser.
    c. Adam Szymanski will talk with Aaron Porter and Sylvia Bradshaw about duties for the policy committee.
    d. Scholarship – There has been only 1 applicant for the scholarship.
    e. Newsletter – send any ideas to Felica Griswold for what you would like to see in the newsletter. Felica will have a newsletter out in the next week and one in May. Whether to have the newsletter over the summer was discussed.

11. Other
    a. The IT department is working to get one login for all campus related accounts (email, banner, MyDixie, etc.).
    b. Title IX training videos are now available online.

12. Adjourn