Classified Staff Association Board Meeting  
Wednesday, May 13, 2015  
Jennings Building Conference Room  
10 am

Minutes

Those attending: Felica Griswold, Michele Tisdale, Deb Millet, Jack Freeman, Adam Symanski, Kathleen Briggs, Robyn Whipple, Sheila Cannon, and Andrea Brown.

Those excused: Nikki Smith, Fred Thomas, and Sylvia Bradshaw.

Jack welcomed all those in attendance.

Review of Minutes  
Nikki will email the April minutes to the committee members for their approval.

President’s Report  
Jack provided the following information.

In University Council Meeting, the President listed everything relating to the budget for next year. The budget amount is $60,000,000. Some of those funds will go towards the strategic plan and for compensation for faculty and staff.

The council voted on three options for staff compensation.
  - Option one was for 3% COLA compensation across the board and ½% given as merit or equity pay.
  - Option two was for 2% COLA compensation across the board plus a flat amount of $550 for everyone and ½% given as merit or equity pay.
  - Option three was for 2% COLA compensation and 1 ½% given as merit or equity pay.

Option two was selected and the ½% merit or equity pay will be determined by administration. Jack stated that this option will benefit the Classified Staff Association (CSA). He mentioned that he is excited about the future of Dixie State under the President’s leadership.

Jack provided some information relating to salary studies at Dixie State. Faculty salaries are factored using national CUPA data. The Utah State Department of Labor provides statistics are used for exempt staff and that information is compared to related state employee positions. Classified staff fall into state comparisons as well as regional and local job positions.

He stated that administration has had some challenges with compensation for a few positions on campus. Therefore, the vice presidents and executive directors will do some research and bring that information back to the president for a final decision. Jack stated that all of this information will be made public. Administration will find out who is underpaid and then they will be brought to equity as
funding is available. Having updated job descriptions and completed evaluations will help in the equity process.

Jack mentioned that he thinks the President will choose a tier system for compensation in the future.

General Update
Jack provided an update of the human resource director position. The committee has reviewed and interviewed the applicants and they have selected four individuals who will come on campus to meet with selected administration, faculty and staff. The President will make the final decision as to who will be hired. The assistant director position hasn’t been posted yet. The new director will be part of this hiring process. Jack mentioned that the purpose of the human resource department is to be a service to the university.

Strategic Planning
The university had its last town hall meeting for strategic planning and those in attendance provided their suggestions for priorities that need to move forward. On June 1, committee members will meet and finalize those priorities along with budgets. Various individuals on campus will be responsible for the implementation of those priorities for next year.

Jack mentioned the committee that he serves on for recruitment, retention, and professional development and he listed their priorities. 1) Compensation is the most important priority. He feels that recruitment and retention should be handled through the human resource department as this is their function and funding should be available for personnel through them. 2) The next priority would be to maximize professional development for faculty and staff. He mentioned that faculty already has a lot of funding available to them and staff does not. Apparently, some money was supposed to be earmarked for professional development for staff and to date that hasn’t happened. Jack stated that the President wants to proceed with this; therefore, he has earmarked $136,000 for professional development and hopefully there will be an additional $75,000 added to that amount. Most of the committee felt that the money would be better spent for on campus professional development rather than paying large costs to send staff elsewhere. Jack stated that once this is done, a committee will be developed for implementing professional development. 3) The third priority would be the transparency of shared governance on campus. The policy review committee is working on this. 4) The last priority would be to become a great college to work for. We have three years to implement this process.

Dixie Awards
Jack thanked Deb and Dell Beatty for the great job that they did with the Dixie Awards. Thanks to everyone on the board who helped Jack. Jill Fiske received the award for the CSA and Terri Bell received it for the ESA.

Thank you Card
Jack mentioned that the President really enjoyed receiving the card that we sent at Christmas for the extra days off during the holidays. Therefore, he thought it would be a good idea to thank him once again for everything he does for the staff on campus. A card was signed and will be sent to him.
Elections
Deb reported that next year’s elections are complete, and Nikki will send the names out via email for a vote.

Scholarships
Michele reported that three people applied for scholarships and the committee will meet today to make the final decision. Questions were raised about whether or not we will receive ongoing scholarship funding. If so, it was proposed that we provide two $600 scholarships each year. This amount could increase as funds are available and if more individuals apply. Robyn voted to approve this request, with Sheila second and all in favor. Michele was asked to complete biographies on the recipients and then have them posted to our web page.

Logo
The new CSA logo was approved last month. Deb will let Jordan Sharp know as he was the individual who created it. We will use this on polo shirts for the CSA board.

Committee Reports
Deb mentioned that they are doing some research on the distribution of campus information. They have been contacted by at least one company to use their software and right now they think we are doing fairly well with what we have.

As summer is a slower time of year on campus, Felica asked for information that could be added to the summer newsletters. The committee provided a few ideas for her.
  - The scholarship recipients could be announced.
  - Spotlight a staff member from the Taylor Building. She will ask Carole Grady.
  - A few names were mentioned for additional spotlights in the summer.
  - Information relating to the number of graduates and commencement exercises.
  - In July, provide a list of the staff holidays for the upcoming year.
  - In August, provide information relating to the academic calendar for the year.
Please send any other suggestions to her.

Kathleen mentioned a possible professional development purchase for the CSA. It would be a DVD on customer service and would cost $200. After some discussion, it was decided that she would purchase it and we can contact her if we want to use it in our departments.

The Center for Teaching and Learning was mentioned as a possible resource for professional development for staff. It was suggested that we use their office as a resource for DVD’s, etc. that could be checked out by departments and maybe Bruce Harris could come and visit with us about our options. After some discussion, it was decided that it would be more appropriate to use the Human Resource Office as they should have someone assigned to provide training on campus.

As there is so much diversity with staff on campus, professional development needs would differ with each department. Therefore, it was suggested that we need to develop a vision of what our needs are and how we can help people move forward in their positions. Training could be specific to certain
groups; therefore, creating a survey to see what the needs would be should be our first step before implementing this program.

Policy Committee
Adam mentioned that the biggest push for the policy committee is the best practice policy, which includes guidelines for bringing new policies forward. He mentioned that there are a lot of new policies that need to come forward and many to get rid of as they don’t need to be policies.

Adjourn the Meeting
The meeting was adjourned at 11:30 am.

Next Meeting
Our next meeting will be held on Wednesday, June 10 at 10 am in the Jennings Building Conference Room. Jack mentioned that we will do something fun during this meeting, please send him your suggestions.