Minutes
Dixie State University Classified Staff Association Board Meeting
Wednesday, October 8, 2014 | 10:00A.M. | Jennings Conference Room

Present
Jack Freeman, Jill Tobler, Debbie Millet, Aaron Porter, Adam Szymanski, Felica Griswold, Robyn Whipple, Fred Thomas, Michele Tisdale, Nikki Smith

Absent
Brent Stanworth

Excused
Kathleen Briggs, Sylvia Bradshaw

Information Items

1. Welcome
   a. Welcome to Adam Szymanski, the newest CSA Board Member

2. Review of Minutes
   a. Robyn Whipple motioned, and was seconded by Fred Thomas, that the minutes from September be approved. Motion passed unanimously.

3. University Council Review
   a. Strategic Plan – the university will be awarding the strategic plan bid today (10/8). The firm will be hired to help Dixie brand itself and the future. The university encourages all employees to participate in this branding process as requested.
   b. Inaugural Ceremony – please be sure to attend the ceremony on October 23rd at 3pm and show your support for the president. If you need to order a cap and/or gown, contact Sheila Cannon no later than October 10th.

4. UHESA Report
   a. Debbie Millet will speak with Andrea Brown about the UHESA compensation review survey.

5. Staff Performance Evaluation
   a. Thanks to all those who were able to attend. It was a good training for all those involved. Remember to make use of the two open ended questions provided on your evaluations.

   Online training for supervisors should be available soon.

6. Salaries & Benefits Committee Proposal
   a. Jack will be pushing for staff evaluation increases based on the new evaluation system.
   b. Check your email for the DSU Family Support Survey.

7. Fall Social Review
   a. Thank you to Jill Tobler and all others who helped at the fall social. The t-shirts were a great idea and have been given out to many of those who weren’t able to attend. A couple more 2x shirts were ordered based on requests.

   The board will work toward getting the administration to encourage employee attendance at these socials.
Each board member should take the initiative to make lists of classified employees within their own departments and extend an invitation to them to attend the socials. Felica Griswold will make a flyer to hand out to the VPs to make them aware of the two CSA socials held during the year.

**Action Items**

8. **Board Reorganization**
   a. New Members – Adam Szymanski will be added to the Service & Organization committee to assist Fred Thomas.
   b. Responsibilities and Assignments

9. **Name Change**
   a. Item tabled for the November meeting.

10. **Other**
    a. Aaron Porter will collect a list of CSA website updates and provide them to Nikki Smith who will make the changes.
    b. As the Communication Committee does not have a set list of responsibilities, Felica Griswold will record a few things she would like to cover and have them available for a board discussion in November.
    c. The board would like to discuss branding options for the association but will wait until the name change can be discussed and a decision can be made.
    d. Debbie Millet will contact Brent Stanworth about getting the Employee of the Semester awards set up and distributed for fall.
    e. Due to time conflicts the board will try to keep the monthly meetings to no more than an hour.
    f. Next Meeting: November 12, 2014, 10am, Jennings Conference Room.

11. **Adjourn**