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

Present
Jack Freeman, Fred Thomas, Andrea Brown, Deb Millet, Felica Griswold, Michele Tisdale, Adam Szymanski

Absent
Aaron Porter, Brent Stanworth

Excused
Robyn Whipple, Kathleen Briggs

Information Items
1. Welcome
2. Review of Minutes
   a. Deb Millet motioned, and was seconded by Michele Tisdale, that the minutes from November be approved. Motion passed unanimously.
3. Strategic Planning
   a. Both Jack Freeman and Andrea Brown encourage each of the board members to stay up to date on the Strategic Planning process. Information can be looked over at http://dixie.edu/strategicplanning/. Comments can be left on this page as well as to Jack Freeman, Andrea Brown, and Katie Armstrong.

Action Items
4. Combined Staff General Meeting
   a. There will be a Combined Staff General Meeting at 8:30am on March 18th. Both boards will look into options to get Dining Services staff involved rather than on the sidelines. President Williams will be the keynote speaker at the event. Based on comments, Felica suggests that we send a special invitation to those in outlier buildings (UPlaza, Larkin, etc.) so that they are aware of the event as well as know they are invited.
5. Awards
   a. Jack Freeman would like to add an award this year for one outstanding staff member (exempt and classified combined) to be given out at the March meeting. Michele Tisdale motions and is seconded by Deb Millet by Jack’s proposal be approved. Motion passed unanimously. Andrea Brown will solicit a volunteer from among the Exempt Board to serve on the committee.
   b. Deb Millet and Adam Szymanski will solicit nominations for our regular Staff of the Semester awards for Fall and Spring.
6. New Board Member Voting
   a. Voting ends Friday for the new board member. Please be sure to access the SurveyMonkey survey and place your vote. A reminder email will be sent out Friday morning.
7. Committee Reports
   a. Latest UHESA survey on Holidays. Deb Millet will complete the survey for both associations.
   b. Wellness – a reminder to all full-time staff that they are each allotted 30 minutes, three times a week for exercise. Each participant will need to fill out the correct forms and get permission from their supervisor to take part in this exercise time.
   c. Newsletter – Felica Griswold submitted a first draft of the newsletter to Jack Freeman. She notes that it would be a good idea to keep the newsletter to 1 page.

8. Other
   a. Andrea Brown noted that if there is a non-academic side that would like to hear the Great Colleges information, please let her know.
   b. It was suggested that the board should look into getting badges to wear around campus. The board will wait to make its decision until the President’s design is announced. The CSA badges will be based off this design.
   c. Next meeting will January 14th at 10am in the Jennings Conference room.

9. Adjourn