**Minutes**

### Classified Staff Association

**Board Meeting**

**October 3, 2012**

10:00 a.m.

Jennings 115

**Present:** Don Johnson, Kathleen Briggs, Sylvia Bradshaw, Deborah Connolly, Hailey Orr, Bart Peacock, Jan Maxfield, Tracy O’Kelly, Barbara Turnbow

**Excused:** Christina Merrill (out of town), Sheila Cannon (sick leave),

**Absent:** Will Powell, Kathi Steadward

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### Approval of the Minutes

The minutes of the Sept. 5, 2012 meeting were approved via email vote.

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### Welcome Board

- Exempt Staff Assoc. President – J.D. Robertson
  - Don asked Sylvia to send the meeting notification and minutes to J.D. and emphasized that the staff associations will work together with faculty and staff as the “Dixie Team”.
- Minutes/Recording of Meeting/Thanks from Sheila

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### Political Awareness & Action Encouraged

- Vote - make a valiant effort to get out and vote.
- Write Letters

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### Membership Drive (Kathi & Tracy)

- Survey issues - Can we make the survey and ask for approval? We want to work together not against each other. Don relayed the message that Pres. Nadauld does like to listen to issues and hear about our needs and concerns.
- We would like to create a master list of staff for communication purposes. James Miller could write a report for us to get a staff list. Membership committee needs the master list also to be able to track and encourage further membership within the association.

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### Survey Committee Report

- Sending Out Surveys (Kathleen)
- Creating Master Lists (Kathleen)
  - It was decided that we will go forward with creating a master list of the classified staff. We will reciprocate our lists with the exempt staff association.
  - We will also go forward with the survey; although, we will get the survey approved by the president before it is administered. Don asked each of us to come up with a few questions that we think would be good to include in the survey and send them on to Kathleen ([kbriggs@dixie.edu](mailto:kbriggs@dixie.edu)).
**October Social – Staheli Farm Activity**

- **Monday, October 29, 2012** – Date changed to **Monday, Oct. 22, 2012**
- **Time** – The admission covers from 5:00-9:00. We will meet at **7:00 PM** in the barn for our Costume Contest and welcome. We will see if we can get the admission lowered to $4 to just include the farmland activities. If so, we will cover admission. Families could maybe upgrade at their own expense to include the Corn Maze or Field of Screams.
- **Costume Contest** – Dressing up is not required but encouraged.
- **Dessert** - We decided against the dessert if we cover the cost of admission.
- **Flyer** – Sylvia will update with changes

- It was also noted that the Exempt Staff Association will be participating in the cost of the event. Everyone will be invited to attend.

**Employee of the Year**

- What would you consider exceptional? Don would like us to be on the lookout for employees that go above and beyond for nominations for the Employee of the Year/Semester awards. Don suggested we award more than just one employee and split the monetary award. We need to make sure that we can afford the additional plaques/awards.

**CPR Training/Defibrillator Drive**

- The Exempt Staff Association is heading a project to initiate CPR training and the distributions of defibrillators throughout campus. Please support them in this effort.

**Charity - worthy but not supported**

- We decided to “adopt” a charity – The Children’s Justice Center. The general feeling was that it is important for the charity to be able to count on our support from year to year.

**Accreditation Meeting Attendance – ALL STAFF**

- **Monday, October 8, 2012**
  - 2:00-4:00 PM
  - Dunford Auditorium

**State UHESA**

- The Utah Higher Education Staff Association meeting will be held here @ Dixie on Nov. 9th

**Next meeting**

- **November 7, 2012**
  - 10:00 AM
  - Jennings #115