Minutes

Classified Staff Association
Executive Board Meeting

June 10, 2014
10:00 a.m.
Jennings 115

Present: Kathleen Briggs, Sylvia Bradshaw, Nikki Smith, Jan Maxfield, Jack Freeman, Jill Tobler, Will Powell and Christina Merrill

Excused: Don Johnson, Tracey O'Kelly, Telauna Byamugisha, Deb Millet

Approval of the Minutes

Approved by email

Review of 2013-2014 Goals - Kathleen’s comments

1. Appreciation and respect for staff. - Feels like this has improved greatly this year.
   a) Staff to Staff appreciation
   b) Encourage Admin to Staff appreciation
   c) Foster respect for Staff

2. Gather data and raise awareness of staff needs and concerns then take them to President Nadauld. - With all the changes in dues and membership, we did not really tackle this goal.
   a) What are the concerns of the staff? (Work to address them and communicate them to the administration)
   b) What is the level of education of our staff? (Encourage support from the administration to support the “66% by 2020” initiative)

3. Continue with current scholarship and look for ways to fund additional scholarships. - This year we actively pushed donations to the CSA scholarship fund but we will need to continue working on this goal next year in order to continue, and possibly increase, scholarship opportunities.

Informational Items

Looking back at this year’s activities

- Awards (Recognition) - Nikki Smith
  ➢ This year’s committee included Deb Millett, Will Powell, and Michele Tisdale - received 22 nominations. Stella Callagee was chosen as the spring 2014 CSA Employee of the Semester and was presented with a plaque. Ideas for next year include adding more awards. Possibly 2 employees per semester and an overall employee of the year for a total of 5 awards.

- Professional Development - Will Powell
  ➢ Legislative Brownbag Luncheon was very well attended. Outlook training first session included 17 attendees. There is a large amount of information presented in the training. Ideas for next training session. 1- Break up the 3 modules into 3 one hour long meetings. 2- Bring your laptop so you can follow the steps on the DVD. 3- Check out the DVD for a designated amount of time, so an employee can watch it and apply what they are learning while on
their office computer.

- **Socials**-Jill Tobler
  - Even though the Spring Social was free it was still not very well attended. Socials give employees an opportunity to get together and meet other employees that they might not otherwise meet. Employees are more likely to attend if they receive a personal invitation. Some departments have a time clock and posting a flyer by the time clock is an effective way to invite employees to events. Jan noted that during our luncheons that featured soup, the broccoli cheese soup was a favorite. Possibly next year CSA and Exempt Staff Association could combine socials to help include all staff.

- **Scholarships**-Jan Maxfield
  - Received 5 applications but 2 did not qualify. Lindsey Watson from Heating Plant was awarded the scholarship this year. Board needs to find ways to educate campus about the benefits of donating to the CSA Scholarship. Sylvia and Jack plan on attending Faculty Senate to talk about the CSA Scholarship.

- **Service**-Jack Freeman
  - Grateful for help, President Nadauld and Paul Morris did contract for planting with concrete installation, so there was less work than expected, but a great project from all sides.

- **Secretary/Treasurer**-Christina
  - Spring Social was charged to VPO800 instead of UPR118. Christina will process an expense transfer to get this corrected. Currently signers on index code are: VPO800 (old due receiving index code)-Kathleen Briggs, UPR118 (current operating)-Stephen Nadauld and GGM538 (CSA Scholarship donation)-JD Robertson. See attached Profit and Loss for Balances.

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**Next meeting**

July 8, 2014  
Gardener Center  
8:30 a.m.-Breakfast will be served