

MINUTES
UHESA Meeting
Utah Valley State College
April 17, 2003

IN ATTENDANCE:

College of Eastern Utah - Kelli Jo Stephens
Dixie State College - Dennis Cox
Salt Lake Community College - MaryEtta Chase
Salt Lake Community College - Annette Palmer
UHESA - Teresa McKnight, President
University of Utah - Wendy Bailey
University of Utah - Bill Johnson
University of Utah - Aaron White
Utah State University - Jay Greene
Utah State University - Milton Johnson
Utah State University - Judy Nielson
Utah Valley State College - Shad Sorenson
Utah Valley State College - Vickie Walker
Weber State University - Candy Busby
Weber State University - Nancy B. Collinwood
Weber State University - Lori Drake
Weber State University - Joyce Tolliver

WELCOME - TERESA MCKNIGHT

Teresa McKnight, UHESA President, welcomed everyone. Teresa reiterated the need for all representatives from each institution to pull together and answer e-mails. She knows that we can make a difference if we all work together.

REVIEW OF JANUARY 30-31, 2003 MINUTES

Correct page 8 - Change "Instituiton" to "Institution"

Bill Johnson made a motion to approve corrected minutes. Wendy Bailey seconded the motion. All voted in favor.

FINANCIAL REPORT

Teresa McKnight reviewed the current status of the financial report. The current balance in the UHESA account is \$855.98.

Dennis Cox made a motion to accept the financial report and Shad Sorenson seconded the motion. All voted in favor.

UHESA LOGO

Teresa McKnight expressed appreciation to Marlo Jensen, staff representative from Southern Utah University, for obtaining nine new potential designs for the UHESA logo. Todd Seiter, graduate art student at SUU provided the designs. The nine new designs, plus the present logo, were displayed on a table and each representative voted for their favorite design. After some discussion, the group voted to keep the present logo with modifications to the letters, separating the mountains in the background from the letters. Teresa will work with Marlo and Todd and present the redesigned UHESA logo at the August meeting.

UHESA WEBSITE

Teresa McKnight explained the need to redesign the current UHESA website. After sending an e-mail to all the Institutions requesting names of potential people willing to redesign the website, she received only one response. Marlo Jensen from SUU suggested Jill Ormond, who will charge \$250.00 to redesign the website. Teresa shared examples of web pages and an informative discussion followed. Dennis Cox offered his services when time permitted. Kelli Stephens said she knows someone at CEU who may be willing to do it in their spare time. Nancy Collinwood suggested paying for the website to be redesigned in order to get it done in a timely manner. The issue of ownership and maintaining of the site was discussed. It was unanimously agreed to ask Jill Ormond to redesign the website, to obtain a signed contract, indicating UHESA as the owner of the website and that a disk is supplied to UHESA for maintenance.

CONSTITUTION OF UHESA

New purpose and mission statements were reviewed. Everyone agreed that the mission statement should be placed before the purpose. The following is the revised mission statement:

ARTICLE II. MISSION

The mission of UHESA is to unify, train, educate, and cultivate higher education staff and their associations; to create a powerful voice for staff within the state of Utah; to instill a sense of pride in higher education staff; and to educate the citizens of Utah regarding the worth of higher education.

Corrections to the purpose were to eliminate the word "to" at the beginning of items 2, 3, 4, and 6. To completely eliminate items 8, 9 and 10. They were incorporated into items 2, 5 and 7. The following corrections were made to the purpose statement:

ARTICLE III. PURPOSE

2. Provide representation and a powerful voice for staff employees in higher education in Utah.
5. Train staff association leaders on ways to help strengthen their associations and institutions, as well as, instill in staff a sense of pride.
6. Provide a means of association and inter-communication among the staff employees within the Utah System of Higher Education.
7. Educate and encourage staff of the Utah System of Higher Education institutions to become involved in the political process.
8. Educate the citizens of Utah regarding the worth of higher education.

Corrections were made to Article IV. Amendments to read: Amendments to the Constitution may be proposed by an UHESA delegate or Executive Board member. Proposed amendments will then be presented to the general board by the next meeting.

MaryEtta Chase made a motions to amend the purpose and mission statements with amendments as noted. Shad Sorenson seconded the motion. All voted in favor.

PURPOSE/ISSUES/RECOMMENDATIONS

Teresa McKnight reviewed the paper - Purpose, Issues, Recommendations. After discussion of the recommendations, some of the completion dates were changed. The following are recommendations and target completion dates.

- Educate and cultivate relationships with institutional Presidents, Council of Presidents, Board of Trustees, Board of Regents, Legislators, and Institution Liaisons. 6/30/03
- Discussion points for institution Presidents 6/30/03
- More frequent UHESA meetings (Jan-April-August) 4/01/03
- Research other Staff Associations 2/28/03
- Better support of staff association presidents to communicate with UHESA President 1/31/03
- UHESA needs to be a separate body - not linked to an institution on going
- Educate staff regarding the role of their associations and UHESA on going
- UHESA develop a staff satisfaction survey to identify critical concerns 8/30/03
- Commitment from institutional representatives on their dedication and support for UHESA efforts 1/31/03
- More communication efforts from UHESA (e-mail distribution lists/on-line resources) on going
- Continue data collection efforts on going
- Alternative Solutions (extra holidays)/additional time off
- Better use of 2nd tier tuition

Teresa reminded all representatives that they need to be available to staff and to be a good listener. There are resources at our institutions where staff association representatives can refer the individual for proper assistance.

The recommendation to “educate and cultivate relations with institutional presidents . . .” was discussed. (Insert from January 30, 2003 minutes) “Teresa McKnight would like everyone in attendance to report to the President of his/her institution regarding UHESA goals. They need to make sure each Institution President is comfortable with the direction UHESA would like to go and to reiterate the importance of focusing on each institutions goals while joining together as a large body of staff members. It was determined that we need to have the mission statement of UHESA and a direction in place before the staff association representative meets with his/her President.”

Shad, Teresa and Wes will complete a “UHESA structure statement” draft and e-mail to the staff association representatives to review. The final statement will be e-mailed by June 30, 2003 to be used by the staff association representative to educate his/her president.

Dennis Cox made a motion to proceed forward with the changes. Kelli Stephens seconded the motion. All voted in favor.

DIRECTION AND STRUCTURE OF UHESA

Teresa McKnight reported that Wendy Bailey explored the need to have UHESA as a legalized body. There is nothing required for this action. Wendy Bailey reported that UHESA is similar to the Board of Trustees of each institution.

Teresa asked the staff association representatives to take 15 minutes to review the document of comparing UEA, U-PAC, and UPEA. She indicated the areas in red fit within UHESA's mission. A discussion followed and the staff association representatives agreed to take ideas from UEA/UPEA and use them to improve UHESA's direction and structure. Questions need to be asked - "What can UHESA do for me?", and "How can staff association representatives sell UHESA?". The consensus was to establish UHESA first, then sell it to staff and his/her president of each institution. It will help to strengthen each of the staff associations goals.

All institutions have stress and discouragement, and the association presidents need to delegate to other people in his/her association in order to educate them about UHESA.

Nancy Collinwood made a motion to proceed forward with the direction of taking the best ideas from UEA/UPEA and implement those ideas into UHESA. Jay Greene seconded the motion. All voted in favor.

NEW UHESA PUBLIC RELATIONS AND MEDIA SUBCOMMITTEES

Shad Sorenson presented the UHESA Public Relations and Media Subcommittee's responsibilities. After some discussion and changes, Shad agreed to send the responsibilities to Janet Walker and Gloria Prez-Jensen for review.

Shad Sorenson made a motion to proceed and MaryEtta Chase seconded the motion. All voted in favor.

WHAT ARE YOUR STAFF ISSUES?

Worksheet (purpose, issues, recommendations) was given to the group. Teresa McKnight shared with the staff representatives a slide presentation the Professional and Classified Staff Associations at Utah State University presented to the USU Board of Trustees in April of 2002. The presentation consisted of photos of over 300 staff employees all over campus at work. Interspersed within the photos was informational data on the number of employees, salaries, percent of staff involved in research, etc. Teresa explained a worksheet used to establish the issues facing the staff at USU. The presentation was used as an educational tool to express the challenges facing staff at USU. The presentation made an impression on the Board of Trustees.

Teresa made available (through a check-out system) to staff representatives a DVD of the presentation to be shared with their staff association boards.

IDEAS FOR INCREASING MORALE

Teresa McKnight shared "Suggestions for Employee Support" with staff representatives.

Several ideas were exchanged for increasing morale among staff employees:

- Recognize people doing something extra. “I saw (name) doing an exceptional job at (what)”. Along with the note, include a gift.
- Good Friday off.
- UVSC, SLCC, CEU 100% tuition.
- Extra days off between Christmas and New Years.
- Summer hours of four ten hour work days.

The group took a quick break for lunch, then resumed the meeting to continue on with the agenda.

UHESA LEGISLATIVE BOOKLET

The following corrections were made to the Staff Legislative Workbook. On the outside cover place a date at the bottom right corner.

- Page 2 - first paragraph - eliminate the apostrophes from associations and presidents. Correct first sentence of 2nd paragraph to - “One of the major areas in which UHESA has become significantly concerned and involved is the legislative process and the legislative relationships.”
- Page 3 - last paragraph 4th sentence - “For some, the most convenient way to become involved might be e-mail; for others it will be a phone call; some might want to meet with legislators personally; or others might become a delegate to the convention.”
- Page 4 - 2nd paragraph - First, you need to be a registered (insert space between the period after voter and the next sentence. 3rd paragraph - add comma after Next. 4th paragraph - correct title to read - **Congressional Districts**; Add website address after 4th paragraph.
- Page 5 - Add website address after first paragraph. 2nd paragraph correct title to read - **Voting District**.
- Page 6 - correct 3rd paragraph 3rd bullet to read - “Read staff association newsletters”. Correct 5th paragraph title to read - “*Build a relationship with preferred candidates, (especially in an election year)*.”
- Page 7 - 7th sentence from the bottom - “Information about your neighborhood caucuses, including dates and location, is usually printed in the local papers just prior to the caucus meetings or you can call the County Clerk’s Office.”
- Page 8 - 2nd paragraph last sentence - eliminate the strike-out in the “s” of towards
- Page 9 - 2nd paragraph last sentence - change university to institution. 4th paragraph 1st sentence - change calling to phone.
- Page 10 - 5th paragraph 2nd sentence - “With these individuals it is very important to have good communications.” change to “It is very important to have good communication with these individuals.”
- Page 11 - 1st paragraph 1st sentence - “Most institutions have a designated liaison for government and legislative relations.”
Bullets - eliminate 2nd bullet and eliminate space between bullets
4th paragraph 1st sentence - replace “or” with “/”.
- Page 13 - 2nd paragraph 3rd line - correct sentence - “Be careful not to overdo a legislative project; it will not bring positive results.”
2nd paragraph 2nd line from bottom - eliminate the word “just”.
3rd paragraph 4th line - “One way that staff can have a great impact, without a lot of effort, is by showing appreciation for legislators’ efforts.”
3rd paragraph last sentence - eliminate the word “but”.
- Page 14 - 1st paragraph 3rd line from bottom - eliminate the “strike-out” through the word

- “is”.
- 2nd paragraph eliminate the word “or” and replace with “/” in the 4th line and the 7th line.
 - Page 15 - add space between sub-title “Higher Education Staff Organizations-“ and the first bullet.
 - Page 16 - 2nd paragraph last sentence - “For example, staff members might choose to become a delegate, put up signs for candidates, help pass out fliers, hold meetings in their homes, and inviting or contacting the candidates directly.”
 - 3rd paragraph - eliminate last sentence and the “:” below the last paragraph.
 - Page 17 - 1st paragraph 1st sentence - “Pages 17-23”

Judy Nielson motioned that the UHESA Legislative Booklet be approved as amended. MaryEtta Chase seconded the motion. All voted in favor.

UHESA LETTER TO LEGISLATORS

Teresa McKnight reported that the proposed letter to the legislators was not sent due to the fact that she did not receive the employee numbers from all institution staff representatives. A discussion followed on who is considered an employee? It was decided that anyone who is represented by the institutions staff associations which comes under UHESA should be reported as employees.

INSTITUTIONAL REPORTS

The Institutional reports are to be sent to Teresa McKnight by May 1, 2003.

RESOLUTION (SALT LAKE COMMUNITY COLLEGE)

A letter given to Teresa McKnight from MaryEtta Chase was shared with the group. Salt Lake Community College sent a resolution to the Board of Regents expressing concern over a Higher Education system-wide employee benefit package.

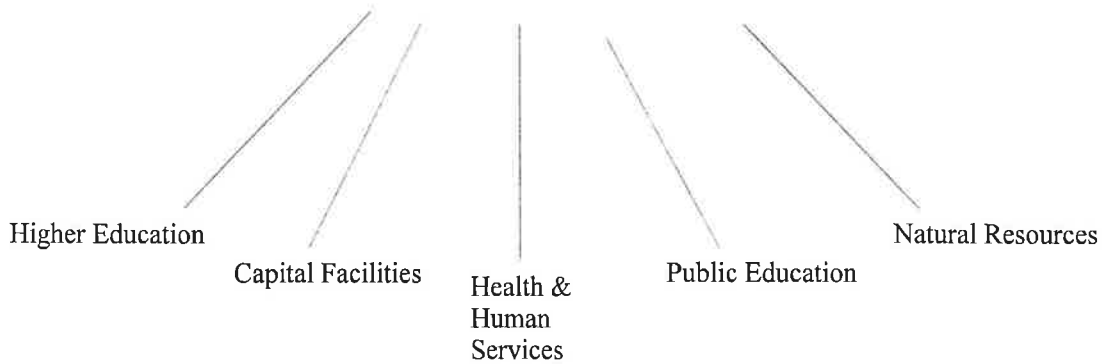
COMBINED HEALTH BENEFIT PLAN/BOARD OF REGENTS

Teresa McKnight has received an e-mail from one of the Institutions regarding the Regents discussing employee health insurance issues at the Regents March meeting.

LEGISLATIVE PRESENTATION AND DISCUSSION -

Teresa McKnight introduced Kim Wirthlin who is Assistant Vice President of Public Affairs and Legislation at the University of Utah. Kim meets with and educates staff at the University of Utah regarding the legislative process and keeps them informed of the issues before the legislature. She often gives staff a quiz to help them evaluate what they do and do not know about the legislative process. She had the UHESA staff representatives take the quiz, which provided informative information to all who participated. Kim provided a handout to the group outlining what the Education Interim Committee. This committee consists of both public and higher education. She explained the steps in the legislative process (see diagram below).

Executive Appropriations (meet and advise committees how much money they have to distribute)
Co-Chair of House - Ron Bigelow
Co-Chair of Senate - Leonard Blackham



Each of these Appropriation Committees then have to distribute the money to their various entities

Three separate budgets are put together for Higher Education by the Governor's Analysis, the Fiscal Analysis, and the Board of Regents.

Kim emphasized the importance of each institutions legislative liaison to:

- know what staff members live in what districts
- know who are politically active
- know someone who is a positive advocate
- offer to get out and vote
- know what committees are important to your institution

Kim suggested the staff representatives map out a plan for an advocacy program in order to get more staff involved at our institutions. We need to involve the institutional liaison as a resource and asset to our staff associations.

Kim gave each staff representative a copy of the Utah State Senate and House of Representatives majority leadership roster and indicated what committee they each serve on. She also provided the group with a roster of the 55th Legislature 2003-2004.

UHESA LEGISLATIVE SUB-COMMITTEE REPORT

Aaron White and Wendy Bailey explained what they are doing at the University of Utah to involve staff in the legislative process. It is mandatory training for all new U of U employees to be educated on why they need to get involved with the legislative process.

After they train and educate employees about the legislative process then we need to "GO and DO", by providing an opportunity for staff to contact or meet with their legislators. We could schedule trips to the capitol during the legislative session or take advantage of when the institutional liaison brings the legislators to campus and plan to meet them at that time.

UHESA - How to proceed?

What resources do institutions have available?

- a. Training
- b. Communication
- c. Programs

How can we use these resources to accomplish our goals?

It was suggested that all institutions set up a database listing all employees within each voting district. This will allow someone from each employee association to contact employees when a legislator within a certain district is not voting favorably on higher education issues.

The staff representatives reviewed the Goals 2003 Legislative Committee

EVALUATION PROCESS

Teresa McKnight review a survey conducted by a group of MHR graduates at Utah State University. The graduates surveyed employees regarding the Performance Appraisal process and it was an informative report. Teresa will gladly send a copy of the report to anyone requesting it.

LETTER TO EMPLOYEES FROM STAFF PRESIDENT

Teresa McKnight shared a letter that she sent out to new employees while she was president of the Professional Employees Association at Utah State University. She encouraged all staff Presidents to do something similar, so all new employees of the staff association are aware of each association and it's purpose and benefit to employees.

SURVEY FROM CHERRIE NELSON/WEBER STATE

Teresa McKnight received a survey from Cherrie Nelson, who is working on her Master's in Human Resources at Weber State. Cherrie sent the survey out to several Higher Education institution staff Presidents. Teresa McKnight will contact Cherrie to get the results of the survey, and share that information with everyone at the August 2003 meeting.

OTHER

Dennis Cox mailed out the Legislative Booklet to Staff Presidents in January. Several did not receive these booklet, therefore Dennis will contact each Institution and mail booklets out to those who did not receive a copy. It was suggested that Teresa McKnight invite Dave Buhler, Utah Board of Regents, to attend the August UHESA meeting.

ADJOURN

Kelli Stephens made a motion to adjourn the meeting. Bill Johnson seconded the motion. All voted in favor.