

**MINUTES
UHESA Meeting
Utah State University
August 7th & 8th, 2003**

*fax #
435-656-4138
Janet Walker*

IN ATTENDANCE:

College of Eastern Utah - Bill Osborn
College of Eastern Utah - Geniva Brooks
Dixie State College - Janet Walker
Dixie State College - Dennis Cox
Salt Lake Community College - Annette Palmer
Salt Lake Community College - Butch Steffen
Southern Utah University - Brian Foisy
Southern Utah University - Jill Whitaker
UHESA - Teresa McKnight, President
UHESA - Judy Nielson, Secretary
University of Utah - Aaron White
University of Utah - Christi Neal
University of Utah - Wendy Bailey
University of Utah - Bill Johnson
University of Utah - Marcus Trinite
Utah State University - Marsha Howell
Utah State University - Milton Johnson
Utah State University - Jill Ballard
Utah Valley State College - Shad Sorenson
Utah Valley State College - Vickie Walker
Utah Valley State College - Candace Marks
Utah Valley State College - Keith Lue
Weber State University - Drew Weidman
Weber State University - Cindy Stokes
Weber State University - Candy Busby
Weber State University - Joyce Tolliver

WELCOME:

Teresa McKnight, UHESA President, welcomed the large group of institutional staff association representatives to the UHESA bi-annual meeting.

REVIEW MINUTES FROM APRIL 17, 2003:

The minutes for the April 17, 2003 were e-mailed for review prior to the August meeting.

*Drew Weidman made a motion to approve the minutes as presented.
Milton Johnson seconded the motion. All voted in favor.*

VOTING STAFF REPRESENTATIVES:

Current presidents and president-elects are eligible to vote as staff representatives. Lisa Allen-Martinez provided written authorization for Candy Busby or Joyce Tolliver to act as voting staff representative for classified at Weber State University.

Shad Sorenson provided written authorization for Candace Marks or Vickie Walker to act as voting staff representatives from Utah Valley State College.

FINANCIAL REPORT:

Teresa McKnight reviewed the current status of the financial report. The current balance in the UHESA account is \$848.48

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

ADMINISTRATIVE ITEMS:

Teresa McKnight asked all staff association representatives to provide her feedback on a reasonable expected turn around time for responses to her e-mail requests. The consensus was representatives would respond back to Teresa in one week.

Teresa McKnight expressed gratitude to the staff association representatives for the progress made over the past year with the revised UHESA constitution, bylaws, and reorganization. UHESA is now a more active body and UHESA needs to be recognized by the Board of Regents and all state legislators.

Teresa McKnight communicated to the group that as staff association representatives meet in neighborhood caucuses, please let people around you know you work for higher education and you are a member of the Utah Higher Education Staff Association (UHESA). Teresa reminded everyone to be as active as possible in all aspects of politics (i.e. Caucus meetings, posting signs for delegates, contacting legislators, etc).

Teresa McKnight would like to visit each institution between September 2003 and February 2004 to meet with staff to promote UHESA.

Teresa McKnight reviewed where UHESA was a year ago and the progress and accomplishments over the past year. The following was one of the many accomplishments:

- Formation of two sub-committees; Legislative Subcommittee and Media and Public Relations Subcommittee.
- Staff association representatives and staff at each institution are becoming more involved and active in aggressively pushing UHESA forward and getting the word out.

A discussion then followed concerning the low salaries and morale of staff and what can be done to build morale. The University of Utah reported staff have received a 1.5% salary increase for the fiscal year 2003-2004 and Dixie College reported a 1% salary increase. Utah Valley State College reported both in-classification and re-classification of staff which resulted in some

Weber
SLCC
USU

U of U
UVSC
CEU
Dixie
SUU

receiving an increase and others receiving nothing. This has caused tension among staff. The University of Utah reported that some departments have an incentive to work harder thus receiving an increase. Southern Utah University communicated it depends which department has the bigger budgets. If there is a vacant position then salary adjustments are made to people within that department. If grants are received then the department has the ability to increase salary. It boils down to inequity. Many staff association representatives reported that staff have no input or open communication with the administration at their institutions and they are never presented with an option.

The staff association representatives concurred that open communication with their administration was essential and their voice must be a “positive gripe” during the upcoming legislative year. Institutions must be together and a thread of communication between each institution will be beneficial. It was agreed to send institutional information, ideas for staff involvement and morale boosters to Teresa McKnight and she will forward to all institutional staff presidents. Teresa will also send to Janet Walker, Media & Public Relations Chair, to include in the UHESA Newsletter.

STRUCTURE OF UHESA:

Teresa McKnight asked the questions, “How can we unite?” and “How do we get information out to the presidents of the institutions and the legislators?” After a long discussion, the consensus was that staff and faculty have the same purpose to serve the students, and even though staff have different roles than faculty, they are both a part of the process. Dennis Cox reported that Dixie State College found success in the faculty recognizing the importance of staff and getting the faculty to work with the staff association. Shad Sorenson suggested UHESA train the staff associations to implement a working relationship with administration, faculty and students. A suggestion was made for each staff association to contact new employees one month after they have started employment and let them know about their staff association and UHESA.

UHESA and staff need to get out there and toot our horn - show legislators the types of benefits staff provide to higher education. Institutional reports show staff in higher education earning \$20,000 or below (poverty level salaries). This information needs to be shared with the legislators so they have a “true picture” of the affects of their budget decisions and no salary increases for the third year in a row. Legislators need to be “held accountable” to higher education staff. Teresa McKnight said the key to UHESA’s success is the involvement of SLCC, UVSC and U of U staff because they have the largest number of state legislators in their areas.

UHESA LOGO:

Teresa McKnight distributed copies of two graphics for the UHESA logos and asked for comments. After some discussion it was agreed to keep the current logo but with modifications to make the letters more prominent from the mountains. Jill Whitaker agreed to develop three designs and send via e-mail for a vote. The logo will be presented at the next meeting.

*Shad Sorenson made a motions to proceed forward as discussed.
Dennis Cox seconded the motion. All voted in favor.*

UHESA WEBSITE:

Teresa McKnight reported that UHESA has hired Jill Whitaker to redesign the UHESA website. Teresa and Jill will be meeting later this evening to discuss the contents of the website. A tracking system will be set up to track the number of hits and where the location of hits. The

completed Bylaws and Constitution will be on the website as well as other pertinent information for staff and staff institution representatives..

UHESA LEGISLATIVE BOOK:

Teresa McKnight handed out diskettes to each staff president. The disk contains the UHESA Legislative workbook, which can be used to train staff at each institution. Teresa McKnight reminded everyone that the workbook is not to be altered in any way.

PURPOSE/ISSUES/RECOMMENDATIONS

Teresa McKnight reviewed the Purpose, Issues, and Recommendations. In January, one of the recommendations was to generate a staff satisfaction survey which is still being developed. It was proposed to have an electronic survey posted on the UHESA website and then have each staff representative contact their staff via e-mail or campus mail to request them to go to the website and complete the staff survey. The survey will include some of the following questions: "Do you know about UHESA?", "Do you know the purpose of UHESA?", "What are the critical issues of staff?" Teresa will collect the "Staff Satisfaction Survey" questions used by the University of Utah and Weber State and compile the questions and send to the staff presidents by August 29th. She asked that all institutions send out the survey to their respective staff by October 1st. The staff association representatives agreed to proceed with the survey.

Another issue/recommendation was yearly performance evaluations and after discussing the staff association representatives agreed to have it eliminated from the UHESA issues.

INSTITUTIONAL REPORTS

The Institutional reports are not complete and Teresa McKnight encouraged all staff association representatives to obtain the current information as of August 15, and have the report to Teresa by October 1, 2003.

UPEA:

Teresa McKnight provided a report on a meeting she and Shad Sorensen had with representatives from the Utah Public Employees Association. The report was e-mailed to staff association representatives last week. After some discussion it was agreed that UHESA remain separate from other associations and UHESA be the voice for higher education staff.

Bill Johnson made the motion that UHESA not associate with UPEA and ATF. Marcus Trinite seconded the motion. All voted in favor.

OTHER:

A discussion took place regarding Teresa McKnight remaining as President of UHESA for another year. Teresa and Shad were excused and staff association representatives discussed the issue. The consensus was that Teresa McKnight remain as President and Shad Sorenson as President Elect for one more year. Everyone present agreed to expedite replies to e-mail requests by Teresa, thus helping to make her position easier.

Teresa McKnight reported that she had attended the Economic Development Corporation of Utah (EDCU) Investors meeting. Nolan Karras, chair of the Utah Board of Regents, was the key-note speaker and during his presentation he reported that higher education institutions are benefit rich.

Teresa was extremely frustrated with Mr. Karras' comment because he missed an important piece of information in his statement - that staff have accepted lower salaries in exchange for better benefits. This confirmed that UHESA needs to be more active with Board of Regents.

The group also discussed the Utah State Board of Regents are considering the possibility of centralizing and having one purchasing, one financial aid, one computer services, and one human resource department, thus cutting out management positions.

UHESA REORGANIZATION DOCUMENT:

Teresa McKnight referred the staff association representatives to the UHESA Reorganization Document and asked each of them to read and make corrections and be ready to discuss in the meeting tomorrow morning.

NOMINATIONS FOR SECRETARY:

Nominations for secretary were held and Teresa McKnight visited with each nominee to support their willingness to run. Voting will take place on Friday morning.

*Milton Johnson made the motion to adjourn the meeting until tomorrow morning.
Drew Weidman seconded the motion. All voted in favor.*

UHESA MINUTES FOR AUGUST 8, 2003

WELCOME:

Teresa McKnight, President of UHESA, welcomed everyone to the second day of meetings and expressed appreciation to everyone for their active participation in yesterday's meeting.

ELECTION FOR SECRETARY

Each candidate was introduced and ballots distributed to voting staff representatives (Wendy Bailey, University of Utah; Vicki Walker, Utah Valley State College; Drew Weidman, Weber State University). Votes were tallied and Wendy Bailey was elected to serve as Secretary for the term of one year (August 2003 to August 2004).

UHESA REORGANIZATION DOCUMENT:

The staff association representatives were divided into five groups and Teresa McKnight asked the groups to choose a group leader and review and make corrections to the UHESA restructure document. Everyone re-grouped and decided Teresa will e-mail the group leaders an electronic copy of the document and the group leaders will make the corrections and e-mail back to Teresa. She will then post the final document to the website.

Milton Johnson made a motion to go forward with the reorganization document after corrections are made. Marcus Trinite seconded the motion. All voted in favor.

UHESA LEGISLATIVE SUB-COMMITTEE:

Teresa McKnight reviewed a list of members of the legislative sub-committee and called for nominations to replace two members. Marcus Trinite will serve as a new member of the committee and Milton Johnson will serve as Co-Chair.

Dennis Cox made a motion to confirm the legislative sub-committee as voted upon. Vicki Walker seconded the motion. All voted in favor.

Aaron White, Chair of the UHESA Legislative Sub-Committee, reviewed the process of gaining support from the U of U administration and Nancy Lyon, legislative liaison for the U of U. Nancy Lyon's has a video and power-point presentation that UHESA can use to train staff. Aaron and Teresa McKnight are willing to come to each institution and provide training in a staff association meeting. Teresa McKnight will meet with Aaron by September 1, 2003 to discuss how to proceed then Aaron will contact his committee with assignments.

Aaron asked Teresa McKnight to represent UHESA at the Higher Education Day at the Legislature, thus having UHESA a part of the process. Aaron said the institutional liaisons prefer a staff day when all institutional staff come and support higher education at the legislature. The legislative sub-committee will coordinate this day and time with the institutional liaisons. Aaron suggested that the association president appoint someone from their association a legislative chair person who will work with the legislative liaison and who will research the legislators from their district and learn about their background, thus being able to tailor the message to that legislator when they visit the capitol on staff day to discuss higher education and staff issues.

Names of these individuals will be submitted to Teresa McKnight and Aaron White. The staff presidents, with the help of the legislative chair person, can provide information to staff regarding the legislators and what they are or are not doing to further higher education. Higher education affects everyone in the state of Utah.

It was suggested that the institutional legislative liaison and president approve time off for staff to attend the staff day at the capitol.

Aaron communicated that staff are the first to complain but last to do anything. He urged the staff association representatives to train staff, and communicate via e-mail to get their support. He also asked them to provide a list of supportive staff to their institutional liaison. Aaron will generate a survey by September 15 and send to Teresa who will forward to each staff association president. They in turn need to send it out to staff asking who would like to become involved in the legislative process. Aaron stressed the need of staff to attend caucus meetings and become delegates thus becoming a strong voice to support UHESA's efforts.

One of the goals of the UHESA legislative subcommittee is to hold the legislators accountable, therefore Aaron will secure a record of how each legislator votes regarding higher education. Aaron will send the results to members of the legislative sub-committee and post on UHESA's website.

Teresa McKnight encouraged everyone to build positive relationships with the legislators in their districts and let them know they are staff of higher education and are a member of the Utah Higher Education Staff Association.

Teresa McKnight drafted a letter to the Utah State Legislators and reviewed it with the staff association representatives. Marcus Trinite motioned to have Janet Walker and the Media and Public Relations Sub-committee revise the letter keeping it concise and short. Teresa McKnight will send the letter to Janet and she will forward to the sub-committee members and return to Teresa by November 1, 2003.

Aaron White will send a letter to Teresa McKnight as a follow-up letter tying the institution to UHESA. Teresa will forward to each staff association president.

UHESA MEDIA AND PUBLIC RELATIONS SUB-COMMITTEE:

Teresa McKnight expressed appreciation to Janet Walker, chair of the UHESA Media and Public Relations Sub-committee for her phenomenal work on the Legislative Workbook. Brian Foisy, Vickie Walker and Jill Whitaker were nominated to serve on the committee. Jill Whitaker agreed to be co-chair since she is developing the website. The updated website will be launched by October 15, 2003.

news letter ?

Teresa McKnight proposed the need to develop a positive relationship with higher education newspaper reporters. The following staff association representatives will send to Janet the names of media each of their institutions interact with:

- CES Geniva Brooks
- Dixie Janet Walker
- SLCC Butch Steffen
- SUU Jill Whitaker
- U of U Aaron White
- USU Marsha Howell

- UVSC Candace Marks
- Weber Joyce Tolliver

Teresa McKnight asked Janet Walker to generate a press release on what is UHESA as well as the role of UHESA by October 30, 2003. Several ideas were suggested to Janet for a positive press release. Keith Lue suggested an annual UHESA recognition of a higher education staff person who has done something outstanding and could be recognized in a press release.

Janet Walker and her subcommittee will work on a newsletter, which will be posted to the UHESA website quarterly.

REPORT ON SURVEY BY CHERRIE NELSON:

Cherrie Nelson, Director of Quality Support and Training at Weber State sent out 10 to 17 surveys to each institution in Utah and approximately 40% responded. The survey results are posted at http://staff.weber.edu/cgnelson/staff_advisory_groups.htm.

ANNUAL DUES:

Teresa McKnight distributed the invoice for annual dues to each institution. The annual dues will be used for printing and supplies as well as for the reimbursement to officers of UHESA who are no longer associated with their institution's staff association. Teresa asked for the invoice to be paid October 1, 2003.

STAFF ASSOCIATION WEB-SITES:

Teresa McKnight reviewed each institutions web-site and asked those institutions who do not have a link to UHESA'S site to please comply. UHESA needs to be visible on the first page of each staff association's website.

BOARD OF REGENTS:

Teresa McKnight stated that the next Board of Regents meeting is September 11-12 at the Salt Lake Community College. A representative of UHESA will should be visible at all Board of Regent meetings. Wes Brinkerhoff will attend the meetings held in the southern area, Shad Sorenson the Salt Lake area, and Teresa McKnight the Weber and USU meetings.

UTAH RETIREMENT SYSTEMS BOARD:

Teresa McKnight found out that the Utah Retirement System has an advisory board but there is no one representing higher education staff. She will contact them to see if UHESA can have representation on this board in order to have a voice and represent staff at all institutions.

STAFF ISSUES AT EACH INSTITUTIONS:

CEU:

- difference between faculty and exempt and non-exempt salary increases
- no benefits for part time staff working 29 hrs per week
- institution hiring mostly 29 hrs per week staff so they don't have to pay benefits

DIXIE:

- not aware of benefit changes

- trying to implement sick leave pool
- salary and compensation as big issue
- looking at policy and procedure on promotion and how to base salaries
- need for all staff to be paid members of staff association

SLCC:

- 15% increase in health benefit costs
- possible out-source of police department, and human resource department
- need to address different benefits between faculty and staff ie: affirmative action, sabbatical leave
- internal hiring - EEO

SUU:

- frustrated by being targeted as benefit rich
- lowest salaries of Utah Higher Ed institutions - losing good employees
- digressed to the mean - frustrated
- compensation

U of U:

- staff morale
- lack of voice at University Counsel - once in 3 years
- no one to report to
- no input on staff decisions

USU:

- shared sick leave
- need to boost morale
- Banner conversion
- salaries and benefits
- grievances

UVSC:

- doing more with less - and losing patience
- salary equity
- benefits
- recognition - how to give

NEXT MEETING:

The next UHESA meeting will be held January 29, 30, 2004 at Dixie State College in St. George, Utah.

Before adjourning, Teresa McKnight expressed appreciation to everyone for their dedication to their respective institutions and staff associations. She is pleased with the expertise that everyone brings to UHESA. She encouraged everyone to keep the communication open with her.

*Brian Foisy made the motion for the meeting to adjourn.
 Marcus Trinite seconded the motion. All voted in favor.*