

UHESA Meeting #7
UVSC and conference call
June 22, 2005
1:30 pm – 2:54 pm

WELCOME and ROLL CALL.....Shad Sorenson

Meeting called to order at 1:30 pm.

College of Eastern Utah:	Geniva Brooks
Dixie State College:	Laurie Sullivan and Jackie Freeman
Salt Lake Community College:	Pat Albertson, Keenan Adcock and Butch Steffen
Snow College:	no one in attendance
Southern Utah University:	Barbara Rodriguez, Annette Murray
University of Utah:	no one in attendance
Utah State University:	Milton Johnson, Marsha Howell (PEA), Jill Balard
Utah Valley State College:	Shad Sorenson and Louise Bridge
Weber:	no one in attendance

BUSINESS ITEMSShad Sorenson

Minutes were reviewed and corrections made by Pat and Annette. Barbara motioned to accept as corrected, Keenan seconded. Vote to accept corrected minutes was unanimous.

Laurie said that she did not have anything for the UHESA Financial reports

Shad asked that everyone update their institutional reports. After some discussion it was decided that we would do an annual institutional report using the fall 3rd week numbers. Each institution will send their report to the UHESA president by October 1 of each year.

Shad requested an updated list of board members for each institution's staff association for 2005-2006.

UHESA Committee Reports

Legislative Committee.....Butch Steffen

1. Butch has talked with Dave Buell, the UHESA and Board of Regents liaison. He is scheduled to attend our fall conference on August 4 & 5.
2. As a follow-up on our last meeting, Bobbi Reese and Jeff Boone dropped off material showing the different plans PEHP offer. Butch recommended that each institution evaluate the plans and see what would work best for their institution—PEHP or their current provider.
3. Laurie reported that she talked to Pam, in Human Resources at Dixie, about talking to the legislatures to support the rewording of Title 49. Pam said they are taking care of that. Representative Dave Clark is the contact person for this proposal.

Geniva reported that for CEU, President Thomas and Representative Brad King are working to support the proposal from that area of the state.
4. Butch reported on changes of personnel at the capital and where to find other information:
 - Linda Johnson has retired. She was Butch's contact person for scheduling the capital.
 - Todd Wardrop has replaced Deb Headen
 - In the Board of Regents report, p 123 shows the higher education figures and p. 120 gives the appropriation numbers
5. Butch said that the Board of Regents will start putting things together and then the legislatures will start gearing up probably in August, so we can start contacting legislators around that time
6. Butch agreed to serve one more year as chair of the Legislative committee for UHESA.

Communication Committee.....Shad Sorenson

- Shad would like to have a UHESA E-Newsletter. It wouldn't cost us anything to provide. We could send it out preferably monthly, but at least quarterly. We only need someone to prepare it and people to provide information. Please submit names of people who could help with such a project. They do not need to be on UHESA or local executive boards, just someone who has an interest and the skills to do such a project.
- Shad also asked that everyone be conscious of their websites, local and UHESA, and be sure they are kept current and that all the links are operative.

“Hot Issues on Your Campus Affecting Staff

- Annette reported that SUU is going to start a newsletter on campus. It would be on a more personal note, helping people get to know each other better. Keenan expressed concern about something like this, considering the new HEPA regulations.....some people may not want things shared and even though information is submitted on a voluntary basis, others reading such contributions may be offended or otherwise opposed to personal information being disclosed.
- Keenan requested information regarding Mandatory Training (see attachment 1)

Dixie offers a full day of training for faculty and staff. They are held captive and forced to attend. For their adjunct faculty, they offer a one hour training that all are required to attend, but they are paid a \$20.00 stipend that is paid from an adjunct funding pool.

Other institutions felt it was part of the contract. If you work for the university (adjunct, faculty or staff) you agree to attend training required by law. Perhaps it should even be stated in the contracts, if it isn't.

SLCC offers on-line training. Keenan said they had concerns about this type of training because they have found that some people were simply clicking through the pages without reading them. It was pointed out that the same retention of information may be occurring in any meeting you have. You really cannot guarantee that people are 'learning' in any venue.

Keenan will send specific questions to each institution. After he receives all the responses, he will send a compilation of the information he receives.

- Dixie reported that everyone on their campus received additional equity money this year. The President and HR director used a formula and CUPA studies to calculate how much employees got. The salary increases came from internal funding, along with the funds given by the legislature, but Jackie felt it was to build morale. Although everyone received some equity pay increase, it was given mostly to staff. Jackie felt that the splitting of the staff associations at Dixie (exempt and non-exempt) helped in obtaining this salary increase. The exempt staff association made equity issues their number one goal this year. They put pressure on the president. They met with the president, they emailed him, they addressed the issue at the Board of Trustee meetings and College Board Meetings, etc.

Jackie suggested that everyone request an equity study. When comparing salaries, they insisted that they compare with institutions with similar operating budgets when choosing 'size'. Jackie knew there were some positions on their campus that did not have direct match-ups in CUPA descriptions and those employees lost out. The staff association is going to have to fight for them.

Shad felt that the faculty has spoken so much on equity, but anyone who services students (which would be all of the staff) should also be eligible to share in equity funds. The goal is to have everyone at 90% of market. This year's goal was to be at 82 or 83%. He suggested that staff associations sit on President Councils and that we collaborate with campus faculty senates to work toward a common goal of salary equity.

Salt Lake Community College has a new president. Their staff association is going to try to get the new president on board for equity pay for staff.

- Laurie reported that their new president will not be on campus until December. Jackie said that they interviewed ~12 candidates. Five names will be sent forward to the Board of Regents.

Pat said that when SLCC were hiring their new president, the staff, faculty and student got to meet with the final five candidates. They met with each candidate separately, which was often tricky keeping them confidential, but they really felt that they had a voice in the selection process.

Dixie is requesting a similar opportunity.

Next Meeting Time

August 4&5 meeting will be held in Ephraim, Utah hosted by Snow College. Mike was not in attendance so exact times and places will be forthcoming.

Teresa McKnight will not be able to attend on August 4 & 5, Shad proposed changing the meeting dates. Laurie Sullivan cannot attend anytime after the 5th. She is an adviser and they have been told they WILL be in their offices. Shad proposed later in fall, like October. Barbara pointed out that it would be pretty late to begin organizing UHESA and our goals for the year. Legislative communications would need to be in place long before this, Butch agreed. It was decided to leave the dates as previously planned. Barbara will only be able to attend on Thursday, so we will hold elections on Thursday and let the new secretary take minutes on Friday.

We will start Thursday at 10:30 am at Snow College.

Dues for the upcoming year should be paid at this meeting, Shad and Barbara will mail out invoices to all institutions prior to the meeting. Cost to join UHESA is \$150/year for each institution. If you have two staff associations, it is still \$150.00. Each institution is allowed two votes in UHESA. If you have one association, you can have two voting members from that association. If you have two associations, you will have one voting member from each association. Anyone from your association is invited to attend the meeting.

Shad and Barbara will send out invitations in early July giving more information: times, locations, cost, etc. Please RSVP as soon as possible so Mike will know how many to plan for.

Suggested agenda items:

- Election of new board (president-elect and secretary/treasurer)
- Continuing education on legislative communication (1 ½ - 2 hours) with topics of discussion being: 1) Overview of the Board of Regents and how they interact and 2) How to get involved with faculty groups.

Butch would prefer a time on Thursday as he will not be able to attend on Friday. Butch will make contact with Mike to make arrangements for housing, etc. for visiting Board of Regents members.

- SkillSoft and Tracks ideas from SLCC
Some institutions are having trouble getting things started. Deanna Arvisue is over these educational programs for staff. It is funded by the Staff Development office in Human Resources. Keenan will email Deanna's contact information. Although this was discussed at our meeting last year, they may be need for such discussion again. Keenan will email her contact information (see attachment 2)
- Banner training
SLCC has been using Banner for voting on staff issues. Ron Wells, in the Student IV Center, has set up elections through banner. Keenan will email his contact information. (see attachment 2)
- Sharing of ideas – Jackie suggested that all the staff associations bring ideas on “Communication on Campuses,” ideas that work, success stories, etc.

Barbara motioned to adjourn. Laurie seconded. Meeting adjourned at 2:54

①

From: "Shad Sorenson" <SORENSSH@uvsc.edu>
To: <lizall@biology.usu.edu>, <awhite@campplan.utah.edu>, <jmj@cc.usu.edu>, <mcknight@cc.usu.edu>, <Geniva.Brooks@ceu.edu>, <kelli.curtis@ceu.edu>, <freeman@dixie.edu>, <judd@dixie.edu>, <rsnow@dixie.edu>, <sgarner@dixie.edu>, <sullivan@dixie.edu>, <marcus.trinite@hsc.utah.edu>, <jballard@purchasing.usu.edu>, <M-HOWELL@purchasing.usu.edu>, <JWhite@sa.utah.edu>, <Angela.Nelsen@slcc.edu>, <Butch.Steffen@slcc.edu>, <Jonathan.Hair@slcc.edu>, <Keenan.Adcock@slcc.edu>, <Louis.Brackett@slcc.edu>, <Patsy.Albertson@slcc.edu>, <michael.jorgensen@snow.edu>, <johnsonj@suu.edu>, <Murray@suu.edu>, <Rodriguez@suu.edu>, <marlock-k@ugs.utah.edu>, <Stacie.Gomm@usu.edu>, "Louise Bridge" <BRIDGELO@uvsc.edu>, "Candace Marks" <MARKSCA@uvsc.edu>, "Clint Moser" <MOSERCL@uvsc.edu>, "Shad Sorenson" <SORENSSH@uvsc.edu>, <cbusby@weber.edu>, <CSTOKES4@weber.edu>, <jeffmartinez@weber.edu>
Date: 6/22/2005 1:25:34 PM
Subject: Try Connecting NOW - New Agenda Item Below

Shad E. Sorenson, Director
 Student Services and Student Banner
 President, Utah Higher Education Staff Association (UHESA)
 Utah Valley State College
 800 West University Parkway
 BU147k MS 101
 Orem, UT 84058-5999
 (801) 863-7072
 (801) 863-8176 Facsimile
 (801) 221-0908 TDD

>>> "Keenan Adcock" <Keenan.Adcock@slcc.edu> 6/22/2005 1:15:15 PM >>>
 Update to my message a few minutes ago...

Hot Issue at SLCC

Mandatory Training Feedback

1. Regarding Mandatory Training (i.e. OSHA, Sexual Harassment Avoidance, etc), what do you call the training? At SLCC, people tend to avoid mandatory because it sounds forced. Any ideas on what your schools call it?

Our problem is that if we don't have employees attend, we could get fined.

2. Also, how does each school approach mandatory training for Adjunct, Faculty? Our Adjunct, for the most part, will not attend because they aren't paid like the normal faculty. What do you do to get the Adjunct folks to attend the training. Although they are not full-time employees, they do receive a paycheck and, as a result, are considered employees of the college.

3. Where do you get the funding for folks to attend the training?

4. If adjunct receive remuneration, how much is it?

5. How about faculty?

6. How (i.e.in-person, video, etc) and how often do you provide the training?

Thank you,

From: "Keenan Adcock" <Keenan.Adcock@slcc.edu>
To: <lizall@biology.usu.edu>, <awhite@campplan.utah.edu>, <jmj@cc.usu.edu>, <mcknight@cc.usu.edu>, <Geniva.Brooks@ceu.edu>, <kelli.curtis@ceu.edu>, <freeman@dixie.edu>, <judd@dixie.edu>, <rsnow@dixie.edu>, <sgarner@dixie.edu>, <sullivan@dixie.edu>, <marcus.trinite@hsc.utah.edu>, <jballard@purchasing.usu.edu>, <M-HOWELL@purchasing.usu.edu>, <JWhite@sa.utah.edu>, "Angela Nelsen" <Angela.Nelsen@slcc.edu>, "Butch Steffen" <Butch.Steffen@slcc.edu>, "Jonathan Hair" <Jonathan.Hair@slcc.edu>, "Keenan Adcock" <Keenan.Adcock@slcc.edu>, "Louis Brackett" <Louis.Brackett@slcc.edu>, "Patsy Albertson" <Patsy.Albertson@slcc.edu>, <michael.jorgensen@snow.edu>, <johnsonj@suu.edu>, <Murray@suu.edu>, <Rodriguez@suu.edu>, <marlock-k@ugs.utah.edu>, <Stacie.Gomm@usu.edu>, "Louise Bridge" <BRIDGELO@uvsc.edu>, "Candace Marks" <MARKSCA@uvsc.edu>, "Clint Moser" <MOSERCL@uvsc.edu>, "Shad Sorenson" <SORENSSH@uvsc.edu>, <cbusby@weber.edu>, <CSTOKES4@weber.edu>, <jeffmartinez@weber.edu>
Date: 6/22/2005 2:35:20 PM
Subject: UHESA: Staff Development and Staff Exec Board Voting Issues

Everyone:

Aloha! Here is the information you requested about Staff Development and Staff Exec Board Voting Issues:

Information for Staff Development from SLCC:

Welcome to the Salt Lake Community College Human Resources/Staff Development Web Site. Below you will find some of the training opportunities offered to all SLCC Staff. If you have any questions regarding the following training opportunities, please contact:

Deanne Arvizu
Salt Lake Community College
Staff Development Manager - Human Resources
4600 South Redwood Road, Room AD164
Salt Lake City, UT 84130-0808
(801) 957-4088
Deanne.Arvizu@slcc.edu
Web address: <http://www.slcc.edu/pages/2486.asp>
<<http://www.slcc.edu/pages/2486.asp>>

Staff Association Voting Issues/Information:

Ron Wells
(801)957-5613
ron.wells@slcc.edu

Have a great day,

Keenan



**MEETING – Call for AGENDA Items
June 22, 2005**

**Utah Valley State College
Conference Call: 866-256-5096 Password: 8433**

www.usu.edu/uhesa/

1:00 p.m.

Welcome and Roll Call

Shad Sorenson

Business Items

Shad Sorenson

- Approve minutes from April 27, 2005
Emailed: _____ (Barbara R.)
- Review UHESA financial reports
Emailed: _____ (Laurie S)
- Institutional Reports
Emailed: 16-June-2005(Shad S.)

1:20 a.m.

UHESA Committee Reports

-Legislative

Butch Steffen

1. Board of Regents Report:
2. Contacting Legislators during summer

-Media and Public Relations

Shad Sorenson

1. E-Newsletter
2. Website Review

1:40 p.m.

“Hot Issues” on Your Campus Affecting Staff

Round Table

2:00 p.m.

Agenda Items for August 4&5
Snow College

Shad Sorenson

Thank YOU for attending.