

MINUTES
UHESA Meeting
Utah State University
April 7, 2004
(Approved June 16, 2004)

IN ATTENDANCE:

College of Eastern Utah – Rosemary Motte
College of Eastern Utah – Geniva Brooks
Dixie State College - * Janet Walker
Dixie State College – * Laurie Sutton
Salt Lake Community College - Annette Palmer
Salt Lake Community College - Butch Steffen
Southern Utah University – * Annette Murray – President
Southern Utah University – * Wes Brinkerhoff – Past President
UHESA - Teresa McKnight, President
University of Utah - Wendy Bailey, UHESA Secretary
Utah State University - Milton Johnson
Utah Valley State College - Candace Marks
Utah Valley State College - Shad Sorenson
Utah Valley State College – Ellen Sweat
Utah Valley State College - Vickie Walker

* Note: Members attended meeting via teleconference.

WELCOME:

Teresa McKnight, UHESA President, welcomed the group of institutional staff association representatives to the UHESA bi-annual meeting and thanked Shad Sorenson, President-Elect, Utah Valley State College for volunteering to host the meeting.

REVIEW MINUTES FROM August 7th and 8th, 2003:

The minutes were emailed to UHESA members to review prior to the April meeting.

Annette Palmer made a motion to approve the minutes as presented.

Milton Johnson seconded the motion. All voted in favor.

OFFICIAL BUSINESS:

Unveiling of New UHESA Logo and Website:

Teresa McKnight's assistant at USU has volunteered to be the webmaster for UHESA. Aaron created a new logo and web design that was unveiled at the meeting. After reviewing the new design, Teresa asked that each member check their respective institution link on the UHESA web page to ensure that it is working and that the link goes directly to institutional website. Several links were tested and were not working. Teresa asked that each institutional representative verify officer names, contact information, etc. on the site.

Milton Johnson made a motion to approve the logo and web design as presented.

Question # 15 Number of staff teaching (break down by undergraduate and graduate level courses?)
Statement will be revised to reflect number of full-time exempt and non-exempt staff teaching one class.

Regularly Scheduled Meetings

To keep the momentum going and the members moving forward it was determined that a meeting would be scheduled once a month at one of the central locations (SLCC, UVSC or U of U). Members may attend in person or via teleconference.

The next meeting is scheduled for May 27th at 2:00 p.m. for one hour. The meeting will be held at UVSC.

Annual Conference

The annual meeting will be held on August 5th and 6th, 2004 at Southern Utah University in Cedar City, Utah. The meetings will begin on Thursday, August 5th at 12:00 noon and end at 1:00 p.m. on Friday, August 6th. Members from SUU will look at options for group tickets (discount?) to The Shakespearian Festival for Thursday evening.

UHESA President Resignation

Teresa McKnight expressed her sincere thanks to institutional representatives for their help and support over the last year and a half. Due to circumstances out of her control and for personal reasons, Teresa submitted her resignation from her position as president effectively immediately following this meeting.

Milton Johnson made a motion to approve Teresa McKnight's resignation as presented. Wes Brinkerhoff seconded the motion. All voted in favor.

ADMINISTRATIVE ITEMS:

UHESA Mission & Strategic Plan

Annette Palmer made a motion to approve the UHESA mission and strategic plan as written and presented. Milton Johnson seconded the motion. All voted in favor.

Board of Regents Meetings

Teresa McKnight distributed the Calendar Year 2004 Utah State Board of Regents meeting schedule. Institutional representatives agreed to attend monthly meetings – assigning one member to attend each month. Utah State Board of Regents meeting agendas are posted to their website each month prior to the meeting.

Assignments

Friday, April 16th: Wendy Bailey
Thursday and Friday, June 3rd – 4th: Geneva Brooks
Friday, August 13th: Shad Sorenson
Thursday and Friday, September 9th – 10th: Representative from Cindy Stokes
Friday, October 22nd: Pat Albertson
Thursday, December 9th: Marcus Trinite

Institutional Reports – Legislative Session Outcomes

SUU – 2% base increase July 1, 2004. One-time \$544 per person (PP) bonus in December.
Insurance premiums reduced – premium share. Participated in UHESA Legislative Day at the Capital. Wes Brinkerhoff elected as County Delegate during caucus meetings.

Chair of Legislative Committee in August.

Milton Johnson made a motion to accept the nomination as presented. Shad Sorenson seconded the motion. All voted in favor.

Institutional Legislative Chairs

A recommendation was made to identify a legislative representative from each institution (or appoint a representative from individual staff associations) to be on the committee. The Legislative Committee will not only focus on the Legislative Sessions and Caucuses, they will concentrate on the Higher Education Appropriations Committee and Capitals and Facilities.

Institutional representatives agreed to identify county and state delegates and email to Butch Steffen at SLCC by April 14, 2004.

Legislative Training offered by UHESA Officers

Institutional representatives at Dixie, SUU and CEU would like UHESA officers to contact them regarding presenting training sessions at their institutions.

UHESA URL

Utah State will now be the home base for UHESA's website, log and URL. Teresa McKnight will contact University of Utah to have URL moved to USU. Information to be placed on the UHESA website will need the authorization from the UHESA President and Vice President.

WHERE DO WE GO FROM HERE? – Open Discussion:

- Shad Sorenson stated his excitement about conducting monthly meetings and feels that this is a good start to keeping the momentum going.
- Staff associations play a critical role in the upcoming elections.
- Legislative Training Modules should be chunked to help facilitate progress, i.e. what to do after caucus meetings, before elections, etc.
- Name recognition: Create a survey so that everyone at the legislative session next year knows about UHESA.
- Develop a UHESA tag line for materials, letterhead, etc. – a very catchy phrase.
- Educate liaisons and the Utah State Board of Regents about UHESA (send emails, send newsletters and updates, get to know Commissioner Rich Kendall.
- Connect with faculty.
- Get more people to the meetings. Encourage manager support. Determine how best to impact each institution.
- Create a distribution list.
- Contact Dave Buhler for Legislative Training Sessions.
- Connect to institutional presidents.
- Address the Council of Presidents.
- Conduct individual lobbying for institutional priorities.

MAY 27TH AGENDA ITEMS

1. Review/discuss Legislative Reports – Shad Sorenson
 - Potential Leadership
 - Summary of Report
 - List of Associations/Institutions
 - List of Legislative Liaisons
 - List of Caucus Members