

**MINUTES**  
UHESA Special Legislative Meeting  
Dixie State College  
March 7 - 8, 2002

**IN ATTENDANCE:**

- DSC - Dennis Cox, Ed Rogers
- SLCC - MaryEtta Chase, Debbie Sharp, Wendy Johanson
- SUU - Wes Brinkerhoff, Marlo Jensen
- U of U - Jim Cook, Bill Johnson
- USU - Judy Nielson, Teresa McKnight
- UVSC - Merrill Oyler
- WSU - Marsha Richter, Brooke Chase, Lisa Allen-Martinez, Jeff Martinez, Kent Hales

**WELCOME - JIM COOK**

- Jim Cook, President of UHESA, welcomed the members and thanked Dixie State College for hosting the UHESA meeting.

**REVIEW OF NOVEMBER 8-9, 2001 MINUTES**

- MaryEtta's name was corrected
- Page 2 - UVSC student body is 25,000
- Page 6 - Dixie State College's travel allowance is \$27 per day
- Page 7 - Dixie State College - There are two faculty members that participate and there are two staff associations
- Page 7 - Utah Valley State College - Only the President of the Staff Association has a vote.

**WES BRINKERHOFF PRESENTATION**

- Purpose: Become aware of how to influence law makers and to do it successfully.
- Put our energy on hold about some of what we were doing before. Give thanks to the legislators now so that when the dollars start rolling again, our voice will be heard.
- Attitude thoughts:
  - One can control their own destiny.
  - Instill a desire to be happy and then do so. You can decide what your day is like.
  - Some people are happy when they are not happy.
  - Others will respond in the same manner in which you treat and greet them.
- In the work place:
  - Don't neglect your duties but if you are too task oriented, you might cease to get or be receptive to new ideas and expand your horizons. Don't be afraid to ask challenging questions.
  - It takes more effort to frown - you will feel overworked
  - Earn your keep and don't overvalue yourself. Remember the saying, "I would be a wealthy man if I could buy him for what he is worth and sell him for what he thinks he's worth."
  - Try to not have a "hand-out attitude"
  - Stay physically fit
  - Wes then handed out some papers with quotes and thoughts
- Where can we have an impact?
  - Grass roots attitude will continue if we will remain positive. This is a tough year.
  - March 25<sup>th</sup> caucus meetings are very important.
  - Be active as far as accountability issues and keep track of the actions of individual

senators and representatives.

- Go out to individual institution's staff, faculty and legislative liaison and help to get them fired up.
- Comparison of UHESA to UEA
  - UEA is funded, has a history, and people behind them
  - UHESA has the numbers but we have not educated the group
- What can UHESA members do?
  - Staff associations have to begin to work with the administration to gain support.
  - Make an effort to understand the legislative process. If you are going to ask others to be active, you need to be willing to do the same.
  - Show up at your neighborhood caucus. Focus on becoming a delegate or becoming part of the process. Take 6-10 people with you who will nominate and vote for you.

### **LEGISLATIVE PROCESS TEST - TERESA MCKNIGHT**

- Handout was distributed that will be used for a legislative process test.
- UHESA attendees completed the test after which a discussion and correct answers were given.
- A chart on how a bill becomes a bill was handed out.

### **DISCUSSION REGARDING UHESA BYLAWS**

- Teresa McKnight suggested that the members look into how to change the bylaws to elect a representative as legislative liaison on the committee and what the length of service should be.
- Representatives were asked to review the bylaws as to the allocation of UHESA funds
- Discussion focused on page 2 of the bylaws regarding the invoice of dues. It was noted that UHESA had followed this at the beginning but has not done this in the last few years. No decision was reached.

### **ASSIGNMENTS:**

- Review legislative handout and UHESA bylaws
- Go back to institutions and followup on assignments you have been given in regard to the legislative process. The session is over and, therefore, we need to refocus on what we can do. First and foremost attend your neighborhood caucus. This is critical to the legislative process.

### **JIM COOK - LEGISLATIVE WEBSITE and ALUMNI ASSOCIATION DATA BASE**

- Jim informed UHESA participants about the legislative website, <http://www.le.state.ut.us/>. It is a good aid in summarizing the bills and a good resource for current legislative activities.
- This legislative website should be used with discretion.
- A copy of the Utah Legislative Manual 2001-2002 was given to each of the institutions. It is an excellent resource manual. The representatives were encouraged to share this with their staff association members.
- Jim is working with the U of U Alumni Association to create a data base for their district. It will include name, zip code, telephone numbers, representatives and senator districts

### **UHESA WEBSITE**

- Ed Rogers requested that Dixie College be added to the UHESA Web Page. Ed will give Jim the appropriate information to be added

- Any updates from the institutions to be added to the UHESA Website should be sent to Jim Cook

## **UHESA MINUTES FOR MARCH 8, 2002**

- Jim Cook welcomed the participants to the second day of meetings. The agenda for the day will be to use the Presidents' Legislative Training Manual as a guide in creating a legislative training manual for individual staff members.

### **STAFF WORKBOOK WORKSHOP**

- Sections of the legislative training manual were assigned to groups of two people. They were to discuss and make suggestions to be included in the staff training document. Suggestions were as follows:
  - **Suggestions for Alumni Association Section**
    - Use the same information found in the staff association's presidents' document except delete the last paragraph.
    - Contact Alumni Association and volunteer to participate in a calling campaign. The Alumni Association can organize a calling campaign, e.g., an individual would call 10 alumni and ask them to call their legislator and then call 10 more alumni to take part in the same process.
    - As a staff member, identify alumni members that you know personally. Contact them about the university's issues and encourage them to use their influence in getting the word out.
    - The alumni association should be working with the staff association, the university president and liaison to coordinate efforts and insure that the same message is being delivered. They can help direct your efforts.
    - An example was given as to how the SUU alumni association used many resources for a specific need, for specific legislators, and for a specific purpose. They developed a letter campaign with representation from:
      - Alumni who were parents of current students and who lived in a particular district
      - Parents of current students who may be affected by decisions and who live in a particular district
      - Students that would be particularly impacted
      - Staff association who coordinated the staff's efforts in writing letters to the appropriation committee
      - Faculty senate identified faculty and community members who would write letters of support
      - Board of Trustees who had influence with legislators
      - Volunteer organization such all the various alumni boards and advisory boards.
  - **Ideas on Staff Involvement**
    - Target legislators that are friendly or unfriendly.
    - How to target: Decide on your issue; write a letter to the editor; be a delegate and vote appropriately.
    - Identify in this section, "what is a delegate." Information should include: 10-15 hours are required throughout the year; commitment is only for a

couple of days. There are no speeches required from the delegate at the county convention. A delegate would have voting power. A county delegate's vote is extremely important. If a candidate gets 60% of the votes, there is no primary. Because of this, candidates are very anxious to talk to each delegate.

- A delegate must be a registered voter.
- It is important to go to the neighborhood caucus. Learn issues and know where you stand. Don't worry about knowing the "ins and outs." Just go and learn the process so you can participate more effectively the next year.
- The location of the neighborhood caucus is listed in the paper.
- Candidates must file by March 11. One can find out who has filed by calling the county clerk's office.
  
- **Suggestions for Legislative Liaison Section**
  - Refer to Page 5 in Presidents' Training Manual and add a new paragraph between 3<sup>rd</sup> and 4<sup>th</sup> paragraphs to read, "It is critical that the institution's president encourages support and participation of the staff members."
  - Page 6 is very descriptive. Add to the last sentence, "with support of the president."
  
- **Introduction in the Manual**
  - Keep it the same but personalize it to refer to the staff.
  
- **Suggestions for Communication Section**
  - Educate yourself
  - Go to staff meetings.
  - Build relationship with your legislator
  
- **Budget Process**
  - Committee members should learn and review page 99 of the Utah Legislative Manual 2002-2002. It is very helpful in understanding the budget process.
  - Each institution was given a copy of this manual

Jim Cook asked each group to continue work on the Staff Training Manual and forward to him by e-mail their suggestions, including what was discussed today. He will then compile the information and suggestions into a Staff Legislative Training Manual.

#### **BOARD OF REGENTS INFORMATION**

- Jim showed the website for the Board of Regents: <http://www.utahsbr.edu>. There is a link to the home page on the UHESA Website. Be familiar with this Website.
- Much can be learned if you attend the Board of Regents' meetings each month.
- A suggestion was made to look at Page 99 in the Utah Legislative Manual 2001-2002 to learn how the Utah budget process works.

#### **SCHOOL REPORTS - How the budget cut is affecting the institutions**

Institutional representatives from Dixie, Salt Lake Community College, Southern Utah University, University of Utah, Utah State University and Weber State University handed out

grade/salary ranges and benefit information that related to their respective schools. In addition to that information, the institution's reported the following information:

- **Dixie** - There has been progress in getting a building underway. In regards to salary and benefits; Co-pay will increase from \$15 to \$20; 5 positions have been cut; 2-3 faculty positions will be cut with a potential of more programs being cut in the future.
- **U of U** - E-mail is the most effective way to communicate to the staff. Nancy Lyons has been helpful in providing frequent legislative updates. There has been no recent communication with the staff. The institution is self insured and serious problems are arising in regards to health benefits. To get complete data on benefits, one can go the U of U website and click on the HR page
- **UVSC** - There has been communication with the staff encouraging them to contact their legislators and informing them of the website address. UVSC sent out a document to every employee listing their benefits and salary. There will be no salary increases and there will be a 1.7% increase in health costs because of the amount of usage. The employees were given a list of things they could do to keep the costs down so that, in turn, the premium would not increase. They are forecasting that there will be positions cut from the faculty and staff and an early retirement option will be made available.
- **Utah State University** - It has been difficult for the staff to get involved in the legislative process. Faculty and students have the president's ear but not the staff. Employee health and benefits are in trouble and expect that there will be changes coming in the health benefits. USU is self-insured. Better education needs to take place in the usage of generic brands. Premium for a family is looking in the range of \$140. College of Eastern Utah's budget is in the hole, therefore, some of all the other institution's money went to bail them out. There has also been a combined effort of both staff associations to hold a forum on a quarterly basis. There has been a good turnout.
- **Weber State University** - The professional staff association hosted a town meeting for all staff to learn more about the legislative process. The attendance was very good and many questions were asked and answered. Many expressed a desire to get more involved in the process. There have been monthly contacts with each professional staff member to give them updates regarding the legislature and reminding them of becoming part of their neighborhood caucus meetings. There will be no change in health benefit coverage or the premium. There will be no salary increases. There has been no word yet on any position cuts.
- **SUU** - Have been working more closely with the institution's legislative liaison - The staff association was responsibility for coordinating the efforts on campus to inform the legislators about the importance of a building for Education at the University. This included: staff association writing letters to the building committee; working with the Alumni Association in contacting alumni who currently live in the district; working with the faculty senate in becoming involved; involving the Dean of Education and also current students who are majoring in Education. In regards to health benefits, there will be no change in the co-pay of \$15 and office visit of \$20. There is no word yet about the benefits coverage.
- **SLCC** - The president has been very good in regards to communicating with employees about the potential budget cuts. He met with the employees in January about the potential

impact on salaries. There will be program cuts, one time incentive early retirement (229 employees are eligible). A one-page document was distributed to employees regarding the 2002-2003 budget adjustment including a projected 14.9% increase in health costs. Their provider is Blue Cross/Blue Shield. The college has already outsourced the IT area and has set up a 5-year plan to see if it saves money. They are looking at possibly outsourcing the bookstore in the future. No faculty will lose their jobs.

#### **UHESA CONSTITUTION**

- **ASSIGNMENT:** The representatives were asked to study the UHESA Constitution for the next meeting. It was suggested that a discussion take place in the August meeting regarding updating the constitution.

#### **UHESA AUGUST MEETING**

- Weber State University will host the next UHESA meeting which will be held on August 1-2, 2000. There is a possibility that the Ice Sheet would be available to participate in a curling activity.

Jim Cook moved to adjourn. Wendy Johanson seconded the motion.

*2002*