

UHESA Minutes
College of Eastern Utah (CEU)
August 3 & 4, 2000

In Attendance: Wes Brinkerhoff (SUU), Leila Neilson (USU), Teresa McKnight (USU), Karren Schick (WSU), Brooke Chase (WSU), Jim Cook (U of U), Luanne Holden (SLCC), Darlene Cowley (USU), Annalee Hall (USU), Cyndy Smith (Dixie), Merrill Oyler (UVSC), Bill Moody (SUU), Mike Thurman (SLCC), Wendy Johansen (SLCC), Barbara Mifflin (CEU), Kay Brown (WSU), Jeff Martinez (WSU), Ed Rogers (Dixie), Bill Johnson (U of U), Glenna Bullard (CEU), Aimee Lauritsen (CEU), Darlene Severied (CEU), Phil Clegg (UVSC), Jim Reese (USU), Lydia Peterson (CEU), Lisa Allen-Martinez (WSU) (26 Total)

Thursday, August 3, 2000

Luncheon at 12:00 noon along with check in and name tags received.

At 1:00pm Wes Brinkerhoff, UHESA President-Elect, welcomed all those in attendance. He thanked Jim Reese, Luanne Holden, Leila Neilson and Aimee Lauritsen for all their hard work in planning and hosting the UHESA conference. Wes asked for a motion to approve the minutes of the March 9-10, 2000 meeting. A request to change a word in the minutes was requested. The word legislature was changed to legislators. Motion to approve with changes was made and seconded. All members approved.

Dr. Charles (Chuck) Faust, Vice President of Academic Affairs welcomed UHESA to CEU. Wes and the attendees thanked him for hosting the UHESA Conference.

Wes excused Jim Reese, UHESA President from today's meetings. Individual introductions with identification of institution and roles in staff associations were made.

Wes turned over the time to Luanne Holden from SLCC. Luanne reviewed the UHESA Constitution and By-Laws (copies were provided to all participants). She stated that UHESA is a means through which staff employees may have a voice in making decisions that affect them, a way to improve the public image of staff employees within the various institutions of the Utah System of Higher Education (USHE), a means to provide association and inter-communication among the staff employees within UHSE and assist in strengthening staff associations in every institution of higher education in the State of Utah. Every institution through out the state can have as many UHESA members as they choose. Only two members from each institution are voting delegates. Dues as written in the by-laws is \$100.00 per year per institution and is voluntary. The dues shall only be used for operating costs such as general office supplies, printing and copying, correspondence costs and rental of meeting rooms if necessary. No institutions were invoiced last year and it is not anticipated that they will be invoiced for the upcoming year.

It was recommended to make amendments to the UHESA by-laws. Wendy Johansen will prepare a draft of suggested changes. She will present the draft at the next UHESA meeting. One suggestion of changes is as follows: "Staff Associations may be defined as any official organization recognized by their institution as representative of their staff".

Cyndy Smith reported the UHESA balance as \$748.09 as reported by Linda Rogers. \$29.57 was spent for copies since the March conference balance of \$777.66. A copy of the budget is attached.

Wes stated that he felt the rally held on Capitol Hill in February was received positively and aided our cause to keep salaries at the fore front and a number one priority.

Institutional Reports:

Mike Thurman, SLCC has a new president. Employees were given an average 5% raise (3% raise 2% based on performance). Their Blue Cross Blue Shield (BCBS) co-pays went up. Employees currently pay for dental coverage. A family pays \$3.50, couples \$2.00 and singles \$1.00. It was uncertain what they do in cases where both spouses work for SLCC (double coverage). SLCC has a committee that determines the fee structure. No fee is assessed to the employees to cover medical costs. No specific goals have been set for the upcoming year.

Kay Brown, Weber State is in the process of requesting an RFP for medical benefits. They currently pay \$15.00 co-pay to Primary Care Physicians and \$25.00 for secondary care. Prescription and emergency coverage changed a little. A child task force is currently researching child care issues. Employees do pay for dental care approximately \$4.00 bi-monthly per family.

Cyndy Smith, Dixie College, PEHP had a 15% increase in medical care costs. Current plan does not include oral surgery. Equity monies received by Dixie College was given to computer technicians to keep them at the school. No fee is assessed to the employees to cover medical costs. They pay approximately \$6.00 per month for a family and \$3.00 for a couple for dental coverage. They anticipate a prescription increase. Dixie College in cooperation with the community, faculty, staff and students made it possible to become a four-year institution.

Merrill Oyler, UVSC is currently with Educators Mutual and expect a 23% increase in medical care costs. The currently pay \$15.00 co-pay for primary care and \$25.00 for a specialist. Equity monies went to computer services and trades personnel. Goal is to get on a strong medical plan. No fee is assessed for medical coverage. They pay approximately \$15.00 per month for a family to cover dental coverage.

Darlene Severied, CEU employees received a 4.5% raise. Salaries had been frozen for a five-year period. Classified employees salaries are calculated on a base, professional employees funded on a step and faculty by steps and lane. PEHP medical care coverage did not change. EMIA Dental coverage also stayed the same. They currently pay \$4.00 per family for dental care coverage. Goal is to look at self-funding and to change from current salary structure/schedule to ranges from steps and grades. Through the accreditation process they have established a mission statement and goals. A huge victory was achieved in professional staff development. Employees can apply to attend

conferences and classes to work towards a degree. CEU staff associations are funded by membership dues at \$1-\$2.00 per month per employee. The dues are used to produce newsletters, funeral gifts, new baby gifts, etc. Approximately 65% of classified and 95% of professional employees on campus pay the membership dues. No fees are assessed for medical care coverage. The pay approximately \$5.00 for a family for dental care coverage. In cooperation with Utah State University (USU), CEU employees now receive a 50% tuition reduction to attend classes from USU Extension.

Teresa McKnight, USU is in a transition state with President Emert retiring in December, a Provost and Vice-President for Research positions vacant. Employees received 4 – 4 1/2 % raise. Equity monies funded salary increases. USU experienced an approximate \$800,000 shortfall to medical benefits. A surcharge fee is currently being assessed to all employees at the rate of approximately \$16.50 per family. A task force has been formed to review the shortfall and to make recommendations to prevent future surcharges.

Bill Moody, SUU now provide tuition benefits for half time employees. They have established an outstanding employee awards program which includes anniversary awards and a fall evening dinner. His standing committee is working to improve employee involvement in the association. No fee is assessed for medical care coverage. Approximately \$6.00 is paid per family for dental care coverage. Employees were given 4.25% raise (2 1/2% cost of living, 1.75% merit, 0% equity).

Jim Cook, U of U experienced an approximately 4% increase in medical care costs. This increase was covered by the legislature. They introduced a new medical care plan, Plan H, (hospital plan) which provides less (limited) coverage and more money to the base salaries. It is a permanent plan and applies to new employees only. Two note worthy accomplishments of U of U 1) new position, VP for Human Resources which was filled by Loretta Harper 2) faculty senate is now working with staff associations. They are currently pushing the web site as the number one communication tool for employees. They are very proud that 500 employees confirmed that they had contacted their individual legislators to ask them to keep salaries as the number one priority for Higher Education. U of U is getting prepared for the 2002 Winter Olympics. Currently working on tuition reimbursement for staff development, retiree benefits, and a wellness program for faculty. The UHESA web page will be hosted by U of U. Information for the UHESA web page will be reviewed. No web address has been defined yet.

Sick Leave Policy review by institutions:

SLCC receives eight hours per month with unlimited accrual and pay out at retirement. Vacation/annual leave accrual a maximum of 320 hours (40 days).

Weber unlimited sick leave policy. Basically, take off when you need.

Dixie received eight hours per month, no pay out at retirement.

UVCS receives eight hours per month, no limit on accrual, no pay out at retirement. After 240 hours are accrued, two days (16 hours) can be converted to one-day (8 hours) vacation/annual leave. Within the UVSC pool, donation of hours can be made to others.

CEU receives eight hours per month, no limit on accrual. Sick leave can be converted to annual leave after the employee has accumulated eighteen (18) days of sick leave. Only thirty-two hours (4 days) of sick leave earned during the fiscal year can be converted.

SUU receives eight hours per month, no limit on accrual, no pay out at retirement and cannot donate to others. After 244 hours are accrued, thirty-two hours (4 days) can be converted to vacation/annual leave during the Christmas holidays.

U of U receives eight hours per month, maximum accrual of six months. Cannot donate to others, can convert up to thirty-two hours (4 days). No pay out at retirement.

USU receives eight hours per month, limited accrual of 130 days (1040 hours), no pay out at retirement. Can convert up to thirty-two hours (4 days) to vacation/annual leave. Professional and Classified employees are on the same policy. Faculty do not track sick leave. Cannot donate hours to others.

Break from 2:30pm - 2:45pm

Identification of voting delegates from each institution is as follows:

CEU - Aimee Lauritsen & Glenna Bullard

USU - Teresa McKnight & AnnaLee Hall

Weber - Jeff Martinez & Lisa Allen-Martinez

SLCC - Wendy Johansen & Mike Thurman

UVSC - Phil Clegg & Merrill Oyler

U of U - Jim Cook & Bill Johnson

SUU - Wes Brinkerhoff & Bill Moody

Dixie - Cyndy Smith & Ed Rogers

Snow - (no representative present)

UHESA - Jim Reese, Luanne Holden & Leila Neilson

Standing Committee reports: **“Legislative Analysis Committee”**

Committee members: Bill Moody, Jim Cook and Merrill Oyler

Committee Purpose

The committee's purpose is to provide legislative information by compiling legislative voting data that focuses on issues relating to higher education and making that information available through the Utah Higher Education Staff Association (UHESA) to all staff organizations in the Utah Higher Education System. Thereby, providing every staff employee with pertinent legislative information in an effort to educate, motivate and activate higher education members in regards to legislative activity.

A copy of a memorandum to the State Board of Regents from Cecelia H, Foxley, Commissioner of Higher Education, subject: Follow-up to 2000 Legislative Session was distributed (see attached). Also a copy of Legislative activity on Senate Bills was distributed (see attached).

The following is a draft of a potential letter to be sent to Legislators:

Dear Representative or Senator (insert name)

The Utah Higher Education Staff Association (UHESA) was established several years ago to serve all staff employees in higher education. UHESA provides a means of association and communication between the staff organizations of each institution's staff organizations elected officers. UHESA meets at least twice yearly with special meeting when necessary.

UHESA supports the Utah State Board of Regents and its higher education initiatives. UHESA's Legislative Committee's purpose is to provide legislative information by compiling legislative voting data that focuses on issues relating to higher education and making that information available through the Utah Higher Education Staff Association (UHESA) to all staff organizations in the Utah Higher Education System. Thereby, providing every staff employee with pertinent legislative information in an effort to educate, motivate and activate higher education members in regards to legislative activity.

UHESA welcomes any suggestions or recommendations you might provide about the Legislative process affecting Higher Education. Please feel free to contact me at brinkerhof_w@suu.edu if I can be any assistance.

The letter would be signed by Wes Brinkerhoff, President UHESA, with all institutions listed.

The following handout was distributed:

Becoming a Delegate. It's only a four step process!

1. Identify your voting district and meeting place.
2. Get ten friends or neighbors to go with you and nominate (and second) you. They have to live in your district and be registered voters.
3. Have them nominate other people that come for the non-delegate positions as a process of elimination.
4. Then have them all vote for you and most likely you will be in.

Standing Committee: "Educating Legislators"

Committee members: Cyndy Smith (special thanks to Linda Rogers for all her help)

Cyndy distributed an Educating Legislators Worksheet Draft. It included the following:

1. Get yourself prepared! Make sure you know about your institution by collecting accurate data.
 - Have a current market salary survey data.
(Discussion-best way to obtain this information. How can we approach Personnel Directors who have not yet gathered this information?)
 - Record of hiring issues such as why employees leave (low pay?), where they go for other employment), etc.
(Discussion – most accurate way to gather this information? Should a questionnaire be sent to past employees? What is the best professional way to obtain needed data?)

- Longevity of employees
(Work with Personnel Director to gather this data)
 - Turnover issues
(Do positions have to be re-advertised over and over again because of unqualified applicant pool? Do the position qualifications have to be lowered to match the dollars available?)
 - Cost to institution for recruitment and training of new employees.
 - Identify specific morale problems.
(Discussion – most professional way to gather data?)
 - Make sure legislative representatives understand the benefits problems, (present and future problems anticipated).
 - What did Higher Education get from the state over the last 10 years for salary and benefits? How was that distributed in each institution?
(Discussion – Give assignments to UHESA Board member(s) to gather this data.)
2. Invite as many representatives and senators to Staff Association Board Meetings (perhaps a luncheon), and hold an informative discussion relative to your institution's concerns. Do this before Legislative Session begins.
- Discussion: Have a set of prepared discussion items as they relate to #1 "Getting Yourself Prepared". Make sure legislators realize that there is a funding difference between Public Education and Higher Education.
 - Make sure the meeting maintains a positive atmosphere. Do not let this turn into a "gripe" session for Staff Association Board Members.
 - Have information relative to the voting records of legislators in regard to Higher Education. Be prepared to question them relative to this funding
 - Thank Legislators for past support.
3. Educate community members and get their support.
- Get rid of myths relative to higher education staff employees as they relate to public education staff employees.
(Discussion – What are some ways that the Staff Association can educate community members?)

Cyndy stated that this is a rough draft. Please email you input/suggestions/changes to Cyndy Smith at smith_c@dixie.edu.

A copy of the UHESA Newsletter from January 2000 was distributed (see attached). The next UHESA Newsletter will be produced and distributed by the UHESA Secretary.

Meeting adjourned at 5:00pm. Dinner and a visit to the Dinosaur Museum was held from 6:00pm-9:00pm.

Friday, August 4, 2000

Jim started the meeting at 9:00am. Nomination ballots with the following information were distributed to the voting delegates of each institution.

UHESA Nomination Ballet: vote for one person in each position
(Each position is a one-year term).

President:

Jim Cook (U of U)
Merrill Oyler (UVSC)
Bill Moody (SUU)

Secretary:

Aimee Lauritsen (CEU)
Kay Brown (Weber)
Darlene Severied (CEU)
AnnaLee Hall (USU)

Jim held a leadership training session. He conducted a simulation activity to demonstrate trust, buy-in and cooperation. He stated that success is "buy-in". Little things make big differences. Surround yourself with good people and you will be successful. If you are moving up, you're moving backwards.

Wes shared a training cassette entitled: "God has a Sense of Humor". It talked about trying to do the job alone. Wes stated it takes all of us working as a team to be successful. Leadership is not about money. It's about service.

Wes and Luanne thanked Jim Reese and Leila Neilson for their hard work and dedication to UHESA over the last year as they have served as President and Secretary. They were given a thank you gift. Wes stated that plaques were being made for both Jim and Leila. Wes thanked all the candidates for having their names on the ballot and their willingness to serve. He announced the election results: President Elect, Jim Cook (U of U) and Secretary, Aimee Lauritsen (CEU).

Upcoming UHESA meetings:

November 17, 2000 – All day at Salt Lake Community College in Salt Lake City
March 8 & 9, 2001 – Dixie College in St. George
August 2 & 3, 2001 – University of Utah in Salt Lake City

Action items for November 17, 2000 meeting:

- Email addresses for all UHESA members to Aimee
- Input to Cyndy regarding "Educating Legislators"

Jim Reese excused Sally Meikle from USU from the meetings. Sally has been actively involved with UHESA for a number of years and was disappointed she was unable to be with us. She is 37 years old and was recently diagnosed with cancer.

Wes reminded everyone to keep the Secretary, Aimee Lauritsen updated on new delegates.

The UHESA attendee list was sent around and updated. (see attached)

Wes distributed a UHESA survey to all attendees. The survey results are as follows:

1. **First time attendee.** YES 8 No 9
2. **Overall impression:**
 - very beneficial 16 1/2
 - somewhat beneficial 1/2
 - beats a day at the office
 - rather be at the dentist
3. **What part of the conference was most helpful? (Please be specific)**
 - ▶ To talk to other people from the various schools and find out about the differences in schools.
 - ▶ Information sharing and finding out what processes are in place at different institutions.
 - ▶ I really enjoy Jim's object lessons and legislative communication.
 - ▶ Discussions from other schools on how they manage their associations, discussions on employee packages, etc..
 - As a first time member review of the constitution was also very beneficial as well as the by-laws.
 - ▶ Discussion on legislation.
 - ▶ Getting together, sharing notes, getting ideas, getting united.
 - ▶ Loved the leadership training!!
 - ▶ All of it. Also appreciate the time to bond. Leadership training was good.
 - ▶ Feedback from other institutions. Jim's object lessons...very well presented and good concept.
 - ▶ Hearing what other schools are doing. Very informative!!
 - ▶ Education on other institutions (salaries, benefits, problems, concerns).
 - ▶ Hashing our problems to see where we all stood and our needs to help each other.
 - ▶ Open conversation and getting input from all other institutions (i.e. sick leave, staff associations).
 - ▶ Learn more about why UHESA exists and learn how to excel in leadership.
 - ▶ Getting input from other institutions relative to policies and procedure.
 - ▶ Buzz sessions on problems /how others handle them. Jim's object lesson was great. Wess' tape was very interesting.
 - ▶ Understanding benefit problems at other schools so this can assist us to avoid them.
 - ▶ Legislative issues discussion.
4. **What changes would you like to see at future conferences?**
 - ▶ Greater focus on UHESA making a united legislative impact.
 - ▶ I think these meetings are handled well and we have great things to take back to our organization.
 - ▶ Just keep everything going - it is great and will grow better every year!
 - ▶ Haven't been to enough to know.
 - ▶ Next time let the ones running for office take a minute or two.
 - ▶ Legislative education and procedures/ processes.
 - ▶ More notice/info on agenda so people can come better prepared with information from their school.
 - ▶ I'd enjoy a little more leadership training.
 - ▶ More semi - formal professional training.
 - ▶ Maybe 1/2 day conference
 - ▶ Spend more money from the budget, less "farting" (just kidding, I enjoyed it!!)
 - ▶ Continue to inject a little fun.
 - ▶ None

5. **Do you think the registration fees are reasonable?**
 - ▶ Yes - 13
 - ▶ Yes but could be supplemented
 - ▶ Yes I do. I feel the conference was accommodating to one's needs.
 - ▶ Yes - we meet very comfortably

6. **Do you feel there was enough time for discussion?**
 - ▶ Yes - 14
 - ▶ Yes - everyone was interested in the situations that were discussed.
 - ▶ I feel that all institutions were allotted enough time to discuss their needs.
 - ▶ Maybe 1 ½ days

7. **Did you receive the pre-conference information in a timely manner?**
 - ▶ Yes - 10
 - ▶ No - 1
 - ▶ Yes except I didn't receive an agenda. It would be good to have an agenda prior to in order to be able to provide adequate input on certain subjects.
 - ▶ Yes. She did good considering the situation
 - ▶ Yes. Ask each institution what info they are wanting/needing before the meeting so we can bring policy info and any research to help them out.
 - ▶ Yes, but no info on building and room location
 - ▶ No, but I think it was because of WSU not UHESA.
 - ▶ Yes and no. After some confusion with my own institution was cleared, everything else fell into place.

8. **What topics would you like to discuss at the next conference? (Please be specific)**
 - ▶ Job description status - professional vs. classified.
 - ▶ Have each institution bring a benefit summary. More focus on united legislative effort.
 - ▶ Don't know - maybe ask closer to the next meeting there may be a hot topic come up before then.
 - ▶ the budget process and who - what - where - when.
 - ▶ Legislative focus
 - ▶ How to get all staff interested in staff association.
 - ▶ Legislative allocations
 - ▶ Team building exercises to take back to staffs on each campus.
 - ▶ Campus-wide education and achieving higher levels of institutional (internal) buy-in on our issues.
Explanation: Our greatest strengths are internal commitment and buy-in and vision to the issues we raise here at our UHESA meetings. If we can achieve that same level of internal commitment and vision with all of our employees on each of our respective campuses, we can accomplish anything.
 - ▶ Legislative issues
 - ▶ Ways to actually become a delegate. Just continue to encourage the sharing of information and situations.
Maybe assign specific associations to do object lessons or training.

9. **Do you want to continue with the drawings (raffle) exchange?**
 - ▶ Yes -16
 - ▶ Only if Vanna (I mean Luanne) does it!

10. **Do you feel that UHESA is beneficial to your association?**
 - ▶ Yes - 14
 - ▶ Yes, but we really need to take a more pro active role and not be so laid back about it.
 - ▶ Yes, because it gives you an idea of what is going on in al the schools around the state.
 - ▶ Very much so, glad to be here.
 - ▶ Yes but it could be better with a more united effort on legislative focus could be made. We are competing with the UEA for money but don't have as united effort as what is done by UEA.

11. **Do you feel that problems/concerns you bring to the meetings are discussed adequately to help you in taking back resolutions/suggestions to your association?**
- ▶ Yes - 9
 - ▶ More legislative focus
 - ▶ Very helpful
 - ▶ We did not have any problems or concerns but did receive some very good suggestions to benefit our association.
 - ▶ Yes I believe so. I'll have to attend more meeting to know and make an assessment
 - ▶ I appreciated all of the input. The relief is to know that there are people across the state I can e-mail assistance and ideas.
 - ▶ Sometimes. Feel more discussion/education on the Legislative process would be helpful
 - ▶ Yes for the most part
 - ▶ I personally didn't bring any, but I think many great suggestions were offered to those who did have concerns.
12. **Could UHESA do more for your association? If yes, what would those be?**
- ▶ Our association needs to get more involved in UHESA. Then we could utilize your assistance more.
 - ▶ Don't know yet
 - ▶ From my first meeting, it looks like UHESA is doing a great job!!
 - ▶ Yes, more united legislative effort and focus.
 - ▶ Just keep up the good work and keep us all apprised of legislation's voting records.
 - ▶ Maybe - I'm thinking, will let you know.
 - ▶ No
 - ▶ I don't know enough to really offer an opinion.
 - ▶ No. They already assist as needed.
 - ▶ Keep up the good work!!
 - ▶ Our legislative attack strategy looks promising. Unionization potential/options.
 - ▶ No

The meeting adjourned at 1:00pm.

THANKS TO CEU FOR HOSTING THE CONFERENCE!!

Thoughts for the day:

Why do they call it "chili" if it's hot?

If swimming is good for your shape, then why do the whales look the way they do?

If you jog backwards, will you gain weight?