

**MINUTES**  
**UHESA Meeting**  
**Dixie State College**  
**January 30-31, 2003**

**IN ATTENDANCE:**

Dixie State College - Dennis Cox  
Dixie State College - Janet Walker  
Salt Lake Community College - Annette Palmer  
Southern Utah University - Wes Brinkerhoff  
Southern Utah University - Marlo Jensen  
UHESA - Teresa McKnight, President  
University of Utah - Wendy Bailey  
University of Utah - Aaron White  
Utah State University - Jay Greene  
Utah State University - Milton Johnson  
Utah State University - Judy Nielson  
Utah Valley State College - Phil Clegg  
Utah Valley State College - Shad Sorenson  
Weber State University - Gloria Perez-Jensen  
Weber State University - Jeff Martinez  
Weber State University - Lisa Allen-Martinez  
Weber State University - Drew Weidman

**WELCOME - TERESA MCKNIGHT**

Teresa McKnight, UHESA President, welcomed everyone and expressed gratitude to Dixie State College for hosting the meetings. Teresa thanked Dennis Cox for making the arrangements for the food and facilities.

**REVIEW OF AUGUST 1-2, 2002 MINUTES**

- Correct page 8 - "ASSIGNMENT: Each delegate was asked to go back to his/her institution and make plans to distribute the finished document."
- Correct page 8 - change officers to President - "UVSC \$10,000 plus \$1,500 stipend to President for their term."
- Correct page 8 - add (per meeting) - "Approximate costs (per meeting) that are associated with UHESA participation."
- Correct page 9 - add be to last sentence in first bullet - "The result is that there would not be enough registration fees collected to pay the costs for the meetings."
- Correct page 9 - correct 5<sup>th</sup> bullet - "Wes Brinkerhoff will assume the position of Past President for the current year."
- Page 10 - first bullet under - Institutions' Status on Health Wellness - "Analyze the Sports Academy and Wellness Center."

- ❑ Page 11 - first bullet under U of U - "Submitted a proposal to begin a program, but was unsuccessful."

Shad Sorenson made a motion to approve corrected minutes. Wes Brinkerhoff seconded the motion. All voted in favor.

### **FINANCIAL REPORT**

Teresa McKnight referred to and reviewed a copy of the UHESA financial report in attendee's binder. She explained the finances of UHESA are handled and deposited with Dixie State College. Teresa also reviewed information with the group regarding UHESA's account be moved to Wells Fargo, as discussed and approved in the UHESA August meeting, but has ran into a few stumbling blocks. UHESA needs a federal I.D. number, and she still needs to resolve a few accounting concerns when moving the money from a higher education institution to a commercial banking institution. Drew Weidman made a motion to accept the financial report and Wendy Bailey seconded the motion. All voted in favor.

### **UHESA CONSTITUTION AND BYLAWS**

Teresa McKnight, previous to the meeting, sent an e-mail to everyone requesting a response to the UHESA Constitution and Bylaws by approving, disapproving and/or responding with suggested changes. She only received two responses. Teresa reiterated the importance of all institutional representatives responding to her e-mail requests which assists to process UHESA matters in an efficient way.

The following corrections were made to the Constitution and Bylaws:

- ❑ Article II. Dues  
Delete first paragraph.
- ❑ Article V. Section I. Terms of Office - last sentence.  
Terms begin at the conclusion of the semi-annual meeting.

The following points were discussed:

- ❑ The discussion of dues and the concern regarding the College of Eastern Utah and Snow College. UHESA representatives did not want to eliminate institutions from being represented because they cannot afford to pay dues.

Annette Palmer made the motion to approve the \$150.00 annual dues to each institution after both College of Eastern Utah and Snow College are contacted personally to find out their status of participating with UHESA. All voted in favor.

- ❑ The use of dues under, Bylaws: Article II. Dues, was discussed. Drew Weidman asked about reimbursing the UHESA president when he/she attends the Board of Regents meetings. Later, it was recommended that a UHESA Executive member nearest to the Board of Regents meeting, or a member of UHESA, should attend Board of Regents

meeting representing UHESA.

Teresa McKnight asked to delay the approval of the Constitution and Bylaws until Friday meeting. Wes Brinkerhoff made a motion to delay the approval of the Constitution and Bylaws. Shad Sorenson seconded the motion. All voted in favor.

### **SALT LAKE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT TRACKS**

Annette Palmer, Salt Lake Community College, (SLCC) presented the career track program sponsored by Human Resources at Salt Lake Community College. This program allows the staff to participate in training programs that promote professional development and improve job skills. The unique thing about this training program is the majority of it can be completed on-line at the SkillSoft eLearning Web Site. The program is called "eLearning" and can be completed when it is hard to get away from the office. Staff are allowed 48 hours per fiscal year of release time which is to be used to complete this training. The SLCC Human Resource Office has a staff development manager who administers the program. There are five professional development certification tracks:

- Red Track - Core Requirement Track
- Blue Track - Communication Track
- Green Track - Accounting/Financial Track
- Purple Track - Office Support Track
- Gold Track - Supervision/Management Track.

SLCCC recently developed a Legislative Track to train and provide information to employees in the legislative process. Annette handed out a packet of information for all UHESA members, with the facts of each track.

After completing a track the participant receives a certificate of completion. In addition to the employees own personal satisfaction from completing the tracks, it reflects on the employees performance appraisal as having completed their training tracks and achieving their training goals.

The Skillsoft courses are fully accredited and may be transferred for college credit through the University of Phoenix. There is a charge of \$25 per credit hour which is an employee expense. However, this may qualify through the educational reimbursement program at SLCC. After 3 years of full-time service eligible employees can receive up to \$500 tuition reimbursement per fiscal year for course work beyond what Salt Lake Community College offers.

Annette stated that the career tracks program can help to enhance the investment in our employees as well as boost morale.

Teresa McKnight encouraged representatives to promote programs within their institutions that would help boost morale, especially during the budget crunch years.

## **UHESA: DO WE MATTER?**

Teresa McKnight posed several questions:

Does UHESA really matter?

What has actually happened within UHESA?

Will it make a difference to your institution by being involved in UHESA?

Wes Brinkerhoff stated that throughout the past few years UHESA has mattered. He has seen a lot happen and yet too often new ideas start and then stop. Because UHESA members share ideas from their institutions, it stimulates other UHESA members to implement some or all of the ideas into their respective staff associations. For example, the legislative information shared at previous meetings educated the UHESA members who then became involved in the Caucus meetings in their neighborhoods.

All present agreed that more networking needs to go on between UHESA members, whereby making UHESA stronger and staff representatives more efficient.

Teresa McKnight stressed that UHESA representatives and each association should be committed to working together for a common cause. She handed out the following statement:

*“A real team is a group of very different individuals who share a commitment to working together to achieve common goals. Most likely, they’re not all equal in experience, talent, or education, but they are equal in one vitally important way, their commitment to the good of the organization.”*

## **UHESA - STRUCTURE**

Shad Sorenson, UHESA President Elect, gave a very informative presentation on the structure of UEA (Utah Education Association), a model that UHESA could possibly follow (see fact sheet attached regarding UEA).

After some discussion, it was determined that we need to consider what UHESA is now, what it potentially could be with staff support, and what kind of impact UHESA could have as an organized group. It was decided that UHESA would need legal advise but not until we established a goal, purpose, and direction for UHESA’s future.

Aaron White, University of Utah, reported that the University of Utah Staff Association is bound to the U of U goals and \$15,000 is budgeted and placed in the UUSAC account. The question was asked, if UHESA could get every staff employee in the State to donate \$1.00, then we would have the funds to have representatives defend us, much like the structure of UEA.

Teresa McKnight asked the question, “How can we unite. . . because our people are our success?”. Dennis Cox stated that we do need to be heard, but we need to adhere to each institutions mission statement. That makes for a fine line because this would benefit the staff only and exclude faculty and administration.

The question was asked if UHESA could get permission to make a presentation to the Legislature, similar to what the students have done for the last couple of years. Drew Weidman asked if the Board of Regents get their way, and receive the money from the legislature to distribute, then we may have a whole new set of problems.

UHESA needs to create an alliance with other groups, such as the Council of Presidents, Commissioner Cecelia Foxley, Administrative Vice Presidents and Legislative Committee. They need to know what we are about and our voice needs to be heard by others besides the legislators. UHESA members could implement the PAC concept and the need to be viable.

Teresa McKnight would like everyone in attendance to report to the President of his/her institution regarding UHESA goals. They need to make sure each President is comfortable with the direction UHESA would like to go and to reiterate the importance of focusing on each institutions goals while joining together as a large body of staff members. It was determined that we need to have the mission statement of UHESA and a direction in place before the staff association representative meets with his/her President.

Before adjourning, Teresa McKnight gave everyone an assignment. Teresa asked everyone to come back tomorrow morning with answers to the following questions:

What is the PURPOSE of UHESA?

What are the ISSUES facing UHESA?

RECOMMENDATIONS to the issues facing UHESA?

Where do we want to go?

## UHESA MINUTES FOR JANUARY 31, 2003

### WELCOME - TERESA MCKNIGHT

Teresa McKnight, President of UHESA, welcomed everyone for the second day of meetings.

### PRESENTATION - UNIVERSITY of UTAH LEGISLATIVE TACTICS

Wendy Bailey, President of UUSAC, presented the University of Utah's 2003 Legislative Strategies. A packet was given to all who were in attendance. The packet contained information on the legislative process, ideas for encouraging staff to register and vote, and information about the legislature.

Wendy encouraged everyone in attendance to focus on disseminating the same information to staff, faculty and students, so everyone is on the same page and knows how to properly contact their legislators regarding staff and other related issues.

Teresa McKnight commended Wendy Bailey, University of Utah, on the valuable guidelines shared with everyone attending.

### UHESA STAFF LEGISLATIVE WORKBOOK

Teresa McKnight reviewed the UHESA staff legislative workbook with UHESA representatives. The following corrections were made:

- All possessive apostrophes to be eliminated and capitals for various associations, titles will be eliminated.
- Page 4 - add contact information for each senator, representative, etc.
- Page 4 - eliminate quotes around district and add # and line after District.
- Page 8 - add after last paragraph - Legislative Liaison\_\_\_\_\_.
- Page 9 - add after last paragraph - Director of Alumni Association\_\_\_\_\_.
- Page 12 - correct last sentence of 2<sup>nd</sup> paragraph to - "Don't forget to consult and coordinate with your legislative liaison regularly."
- Page 15 - Other: eliminate " ." after last paragraph.
- Pages 20-23, add to Glossary of Terms the following: Liaison, Advocate, Vote, Constituents, and Others.

Drew Weidman motioned to accept the workbook as amended and after corrections have been made and the workbook will be reviewed by Janet Walker and Gloria Perez-Jensen, technical writers. Teresa McKnight will then send it out via e-mail and ask UHESA members for any other corrections and final approval. Once the booklet is finalized, Teresa McKnight will have it placed on UHESA's website and she will inform all UHESA members via e-mail, at which time, UHESA representatives are to inform respective staff of the valuable information.

## UHESA SUBCOMMITTEES

Teresa McKnight proposed establishing two sub-committees to assist with the performance of UHESA in accomplishing UHESA's goals and mission. She proposed the following sub-committees:

- ❑ **Legislative Sub-Committee:** Nominations were opened for chair of the legislative sub-committee. Drew Weidman nominated Aaron White and Milt Johnson seconded the nomination. All voted in favor. Aaron White accepted his nomination. UHESA representatives unanimously voted Wendy Bailey co-chair with Milt Johnson, Wes Brinkerhoff and Phil Clegg serving as committee members.
- ❑ **Public Relations Sub-Committee:** Shad Sorenson nominated Janet Walker to serve as chair of the Public Relations Sub-Committee with Gloria Perez-Jensen serving as co-chair respectively. Dennis Cox seconded the motion and all voted in favor. Janet Walker and Gloria Perez-Jensen will review all UHESA documents prior to distributing to members and/or placing on the UHESA web site. This will also include the UHESA newsletter after the UHESA Executive Board outlines the information to be published and layout.

## UHESA'S PURPOSE, ISSUES, and RECOMMENDATION

PURPOSE	ISSUES	RECOMMENDATIONS	P	DATES
- Unify staff associations toward common goals.	- Compensation	- Educate and cultivate relationships with institutional presidents (COP)	1	3-31-03
- Train staff association leaders on how to help their associations.	- Benefits	Board of Trustees, Board of Regents, legislators, and institution liaisons.		
- To create powerful voice to influence legislators and the Board of Regents.	- Voice			
- Resource to Utah Higher Education staff members.	- Administrative support	- Alternative solutions (extra holidays)/additional time off.	3	TBD
- Instill in staff a sense of pride for what we (they) do.	- Training/ Professional Development	- Better use of 2 <sup>nd</sup> tier tuition.	3	TBD
- To educate the people of Utah regarding the worth of Higher Education and the welfare of it's employees.	- Advancement opportunities	- Discussion points for institution presidents.	1	2-28-03
	- Morale/ Employee satisfaction	- More frequent UHESA meetings.	1	4-01-03 (Ed-Net)
	- Recognition	- Research other state staff associations.	1	2-28-03
	- Staffing (or	- Better effort of staff associations to communicate with UHESA president	1	1-31-03

lack of) increased responsibilities.

-Support from faculty or supervisors.	- UHESA needs to be a separate body, not linked to an institution.	1	8-01-03
- Performance evaluations.	- Educate staff regarding the role of their associations and UHESA.	1	3-01-03
- Job security.	- UHESA develop a staff satisfaction survey to identify critical concerns.	2	5-01-03
	- Commitment from institutional representatives on their dedication and support for UHESA efforts.	1	1-31-03
	- More communication efforts from UHESA (e-mail distribution lists/on-line resources).	2	7-01-03
	- Continue data collection efforts.	2	7-01-03

Priorities were discussed and dates for completion were set (as outlined above).

### **REPORTS ON SALARIES AND BENEFITS FOR STAFF ACROSS INSTITUTIONS**

Teresa McKnight sent out an e-mail prior to the meeting, outlining several items for discussion, to bring to the meeting. Teresa McKnight and Shad Sorenson will compile the information into a report for distribution. Several institutions provided the information. The institutions who forgot to bring the information will send the information to Teresa by e-mail (mcknight@cc.usu.edu) or fax (435-797-9605).

### **UHESA WEBSITE**

Teresa McKnight reported that Wendy Johanson of Salt Lake Community College, has agreed to be the UHESA webmaster. Teresa publicly thanked Wendy (not in attendance) for the great job she is doing to reorganize and update the UHESA website. Discussion regarding the current website included:

- Redesign the UHESA logo. Lisa Allen-Martinez made a motion to redesign the UHESA logo. Judy Nielson seconded the motion. All voted in favor.
- Marlo Jensen will have a student from the Graphics Arts Department at Southern Utah University submit several new logos and UHESA representatives will approve the logo.
- On the UHESA website - Homepage photo - enable user to click on each person and a text box will appear identifying each person.



- ❑ Teresa McKnight reviewed each institutions web-site and suggested that each site have a link to UHESA's website.

### **UHESA MISSION STATEMENT**

Teresa McKnight asked UHESA representatives to take ten minutes and write a mission statement for UHESA. After discussion, and several suggestive outlines, Teresa McKnight asked Shad Sorenson to take the suggestions and format a mission statement for approval. Shad will write a new mission statement and send out to UHESA representatives for approval by e-mail.

Teresa McKnight also asked the presidents of each institution staff associations to review their own respective mission statements and update where necessary.

### **STATEWIDE HEALTH CARE PLAN**

The Utah Board of Regents formed a committee to review all Utah Higher Education institutions health care plans. The Board of Regents also hired an outside consultant to propose a "Best Care Practice Program" and the possibility of combining all higher ed institutions with Public Employees Health Program (PEHP). After completion of the review, the Board of Regents will decide whether a proposal will go forward for a joint health care program across all higher education institutions. Teresa McKnight asked members to contact the representative on the Board of Regents committee and get an update on what is happening at his/her institution. If the Board of Regents go forward to combine a common health care plan institution wide, this will have a dramatic affect on University of Utah, Utah State University and Weber, not only in choice of plan but also cost.

### **MISCELLANEOUS ITEMS**

Teresa McKnight -

- ❑ Asked association presidents to send an e-mail to Judy Nielson, UHESA Secretary, to provide names, e-mails, etc. of the new president and when they assume their role.
- ❑ Asked the presidents to forward information, i.e. e-mails, to their boards when necessary.
- ❑ Stressed the importance of bringing professional and classified staff together. She reviewed the positive situation of USU professional and classified staff presenting staff issues to the USU Board of Trustees. She will make a copy of the video and powerpoint and circulate it among institutions.
- ❑ The Public Relations Committee will write-up a press release and after it is approved by the UHESA Executive Board, it will be sent to local newspapers. This will give UHESA the public recognition that the association is trying to achieve.
- ❑ The next UHESA meeting will be held on August 7<sup>th</sup> & 8<sup>th</sup> at Utah State University, Logan, Utah.

### **OTHER**

- ❑ Jay Greene will check the University Inn for discounted prices for UHESA.
- ❑ Jay Greene proposed extending the current UHESA presidents term to two years, continuing with the current agenda. That way the momentum of Teresa McKnight, current UHESA President, isn't dropped and the issues lost. All UHESA members unanimously voted in favor. Teresa McKnight will consider the motion and get back with UHESA representatives.
- ❑ Marlo Jensen motioned to approve the Constitution and Bylaws as amended with the exception of the Mission/Purpose Statement, which will be e-mailed to everyone for members approval. Annette Palmer seconded the motion and all voted in favor.

### **ADJOURN**

Lisa Allen-Martinez made a motion to adjourn the meeting. Wendy Bailey seconded the motion. All voted in favor.