

*UHESA Minutes*  
*March 5-6, 1998*

**Present:** Jeanette Hall (UVSC), Rebecca Dowdell (UU), Lonny L. Jensen (USU), Wendy Littlejohn (USU), Jim Reese (USU), Dave Peterson (USU), Wayne Stauffer (WSU), Brooke Chase (WSU), Lois Bulloch (SUU), Luanne Holden (SLCC), Michael Thurman (SLCC), Vicki Kulow (CEU), Ronnie Oman (CEU), Stecky Marinoni (CEU), Michelle Bruno (CEU), Helen Henrie (CEU), Linda Rogers (Dixie), and Eric Tait (SUU)

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*Thursday, March 5, 1998*

Representatives attended from all schools except Snow College. Linda will work on getting better information on who to contact from Snow College.

Item #1 - Institutional Reports

SLCC has a combined staff association that works well together. They have a 16 member staff board and 6 committees that work on development, bylaws, benefits, legislative and merit. They also have subcommittees and ad hoc committees as needed. Their Staff Development committee is fun and they offer monthly brown bag development sessions.

CEU has two separate associations. They are currently building a new student center. CEU's staff help in the electric light parade, work with students to do a Christmas party for the students, and are working on trying to join staff associations together.

Dixie has one association which is self-funded. This year they offered quarterly technical support brown bag training sessions. They have several socials - one is combined with faculty. One problem on campus that association would like to improve is communication.

UVSC has one association. They do service recognition where they have a dinner for 10 years plus employees. Have a board of 14 plus members. They also do a Christmas social. The faculty and staff are currently working on salaries.

U of U (UUSAC) - one association. Have a 30 person committee appointed by President from list he receives. Have a set number of exempt and non-exempt members. They have an active committee and are funded by Human Resources. They have a Salary, Wage, and Benefits Committee (SWAB), an active legislative committee, produce 4 newsletters a year, do fund raising and community service, and they are included in policy process in that if it affects staff then has to come through their committee. Have a UUSAC web site and a women's clothing closet.

USU has two separate associations. Classified has seven committees which do public relations, scholarship (award 2- \$500 scholarships), employee relations, benefits, salary, performance evaluations, and plan Classified Employee Association (CEA) week. CEA week is planned to

bring employees together. They offer family and employee activities, educate employees by donated seminars from other departments, have golf tournament, banquet, fun run, and coffee breaks. Would like to do an intermural activity between colleges in the state with a traveling trophy. They are hoping to bring up attendance with CEA week.

Weber has two separate associations. They just approved a sick leave policy, are working on merit pay, better access to computers for all staff, newsletter on web. The Professional and Classified staff are meeting together to sponsor a "Humor in Workplace" seminar. The professional staff is more social. They just completed a job equity program where all jobs were evaluated. It was marginally successful.

SUU's main focus is to improve communication with administration. They do attend and report to Board of Trustees. Their association has only been visible the last few years, and attendance is improving. Will have a staff and family social in May. Working on increasing their scholarship fund so that they can have it endowed so they can give out a full tuition scholarship each year. They need to have \$30,000 and currently have \$26,000. Their scholarship goes to a student who works for a staff member.

#### Item #2 - Board of Regents Participation

Lois receives an agenda from Board of Regents and she has found few issues that deal with staff. Will let officers at each school know when an issue dealing with staff is coming up so that they can attend.

#### Are You Involved in Legislative Review Committees?

U of U is very involved. They invite legislative person to their meeting and find out what they are presenting and what their priority is. UUSAC supports institutional goals, but they want to know when President is going to support staff association. They are concerned that they never see staff salaries and #1 concern, and feel funding for current expense is critical.

SLCC has an appointed legislative person who keeps them up-to-date on issues, but they have to be careful that they don't interfere.

\* Others didn't know. Lois charged each of us to go back and find out who our legislative person is on campus. We should meet with them and discuss legislative issues.

#### Item #3 - Budget Items - Dues and Collections

Linda reported that seven of the nine institutes have paid their dues. Luanne (SLCC) stated that a red flag went up for their President. He is for UHESA but concerned that dues can cause a problem, because of accounting issues. After much discussion it was decided that committee would state in bylaws what the dues are for. There was also a discussion concerning funding each conference.

Motion made by Rebecca Dowdell (UU) that we write into by-laws the condition that dues are based on needs of UHESA, they are voluntary, and are to cover hard costs such as office supplies, mailing costs, newsletter, and will not cover travel, food, salaries, speaker and training. The motion was seconded by Wendy Littlejohn of USU and all but one approved.

Lois then took a pole from each institution on what they felt about on funding each conference. SUU felt each conference should be self-funded.

Weber felt that we should continue to collect \$100 and pay for each conference costs and self fund travel and room.

USU felt that dues should cover operations costs of UHESA and charge actual costs for each conference.

U of U liked motion.

UVSC liked motion.

Dixie liked motion.

CEU support dues.

SLCC don't want dues. Like a voluntary dues program with bi-annual meetings covered by self-funded conference.

After further discussion, it was decided that Rebecca (UU) will formalize the above motion and bring it back tomorrow and present it to the committee for approval.

#### Item #4 - Review & Discussion of By-Laws

Lois passed out copies of by-laws to each attendee. She asked each of us to read constitution and by-laws and turn suggestions over to Luanne. Luanne will work them over and bring them to next meeting for further review. We also need to work on mission statement and review UHESA goals.

#### Item #5 - Issues of Concern from Other Institutions

Schools were asked about leave of absence for adoptive parents. Many schools felt that this was covered in the "Family Medical Leave" act, and they were allowed 6 weeks of leave.

Discussed sharing sick leave. UVSC can give a sick day to someone if they choose. No other schools had a shared sick leave policy in place.

Also had questions concerning whether schools had short-term disability policy.

#### Merit System

UVSC has a merit and bonus system in place which is funded by President's Discretionary fund.

SLCC has a merit/bonus system based on written evaluations from supervisor, .5 from staff and self. They are tied to yearly personnel evaluations.

WSU - President wants merit system. They currently have a task force. Will be funded out of state money.

U of U has an equity pool where ½ of 1% from legislature each year sits in pool and Vice Presidents choose who gets it.

SUU has a merit system which functions more as an equity based system. In the past they did merit by supervisor.

Dixie has not merit. They are just catching up on equity.

CEU has no merit system in place.

#### Which Associations are Involved in Staff Policy Making?

UU, SLCC, CEU, Dixie, USU, UVSC all are involved in staff policy decisions. At SUU the new President is involving staff association but it is not mandated. Weber's staff involve themselves, and have to prove their input is valuable.

#### Item #6 - How do Associations get Their Members Involved?

USU has found CEA to be quite effective.

UU recruits employees to sub-committees, newsletter, and word-of-mouth.

SUU helps when they see accomplishments of staff association and if they have active and functional meetings.

USU make sure committee is functioning and get representatives on each committee. Let them know they are valuable, give feedback, and committee's must have ownership.

SLCC has the multiple campus problem. They do communicate through e-mail.

SUU need socials and better information for members.

Dixie involves members on sub-committees and has effective socials.

#### Item #7 - Tuition and Fee Waivers

SUU - Faculty and staff receive a full-time tuition waiver approved on up to 3 hours a week and ½ tuition for dependents up to age 25.

Weber allow 5 hours of tuition waived and a dependant receives ½ tuition for credits taken up to age 32.

USU - after 1 year non-exempt staff receive 50% of tuition free. After 2 years of employment their dependant children and spouse receive a 50% tuition waiver. Professional staff receive 50% tuition waiver from the day they start working.

UU - after six months of work those employees .75FTE or greater receive 50% of eligible tuition and fees waived. This is approved whether they are resident or non-resident dependants, faculty

and staff. Must work at UU for one year before dependants are eligible. They also have a Tuition Reduction Procedure for eligible employees.

UVSC - if employees are .75 and above FTE then they receive a full tuition waiver. Same applies to dependants not married and under age 26, and to retirees. Hourly employees employed for six months receive 3 credits of tuition free each semester, and adjunct faculty receive free tuition up to credit hours they teach.

Dixie has full tuition waiver for employees .75 or above. This also includes single dependents under age 26, step-children and retired employees. Hourly receive a 3 credit tuition waiver as do adjunct faculty.

CEU offers 100% tuition waiver for full-time employees. If 1/4 time employee then they receive 25% tuition waiver, if 1/2 time employee they receive 50% tuition waiver. Same is true for dependents, and an employee can audit class without paying tuition or fees. Employee may take classes anytime with supervisor approval.

SLCC - if .75 or greater employee then can receive up to 10 credits of tuition and required fees. Can take classes during work hours with supervisor approval. Spouses and dependants get tuition free, but must pay fees. No benefits for part-time employees.

### *Friday, March 6, 1998*

Lois started out the day by giving assignments out to members. Luanne (SLCC) will work on constitution for review in August meeting. All members should give her input in this project. Linda (Dixie) will ask Dixie College if they are willing to track account for UHESA.

Wendy (USU) will work on newsletter.

Linda will try and get letterhead and envelopes ordered. She will also send out an e-mail to remind each school to send in list of new officers. When she gets minutes done, she will mail each attendee a hard copy of minutes and mailing list with e-mail addresses.

August meeting will be at SLCC on Thursday, August 6, and Friday, August 7, 1998. At that meeting plan on reviewing the constitution. Will try and have it so we can view home pages and web sites of each school.

### Item #8 - Home Page, Internet Discussion

We have a UHESA home page and Jonathon Morrell (Dixie College) would be glad to put links to each association's home pages if they let him know they want it done. Lois asked which schools had home pages. SLCC, UVSC, UU and Weber all have one. Weber is trying to get all their classified staff access to computer. Dixie and USU are currently working one. SUU has one that hasn't been updated. CEU doesn't have a home page.

It was mentioned that once each association gets a home page up and running it would be wise to advertise it to staff members. Might want to include links to Board of Regents and UHESA from each associations home page. It is critical that someone at each school be designated to maintain home pages to keep them updated. May want to consider putting a counter on your home pages to track the hits made to it.

Item #9 - Administrator/Supervisor Reviews - Who has one?

Weber - Vice Presidents having administrative reviews.

UVSC - for merit they have reviews.

SUU - Professionals do not have evaluations.

Weber - have employee satisfaction reviews in each divisions.

SLCC - no formal evaluation of supervisors, but 2/3 Vice Presidents do their own where general feelings from supervisors goes up to Vice Presidents.

CEU - a few years ago they had a page included in their employee evaluations where they rate their supervisors, but didn't change anything.

Dixie - doesn't have one. Currently have committee looking at it.

UVSC - yearly evaluations, merit bonuses, have subordinate/peer reviews.

UU - strongly suggests administrator/supervisor reviews, but not always done. Do have a formal one for Vice Presidents and major directors every 5 years. Rebecca mentioned that Stephen R. Covey provides way to do some evaluations (Covey Training) which is a good reality check for administrators and supervisors.

USU - peer reviews, do have performance appraisals between employee and supervisor where they use a standard for their supervisors.

Weber - should be done frequently. Have performance reviews by supervisors, supervisors evaluated by Vice Presidents, and an anonymous employee performance survey for administrators and supervisors. Their manual says that it should be done once a year.

Executives and Vice Presidents are done by hand-picked committee of five members.

Other Business

Rebecca Dowdell (UU) read a motion to cover dues. Second on motion made by Lonny Jensen and all approved. This motion will be included in constitution and was given to Luanne to include in constitution update for next meeting.

Minutes of August 7-8, 1997 meeting were read and approved with spelling and grammar corrections made.

March 1999 meeting will be held at Dixie and August 1999 meeting will be held at USU.

Meeting was then adjourned.

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