

UHESA Meeting #73
November 11, 2011
Dixie State College – Gardner Center
9:00 am – 3:00 pm

Welcome and Roll Call

Sheri Butler called this meeting to order and the following individuals attended.

<i>Dixie State College:</i>	<i>Sheila Cannon, Don Johnson, and James Miller</i>
<i>Salt Lake Community College:</i>	<i>No one in attendance</i>
<i>Snow College:</i>	<i>No one in attendance</i>
<i>Southern Utah University:</i>	<i>Sheri Butler, Travis Rosenberg, Bruce Barclay, and Ron Cardon</i>
<i>University of Utah:</i>	<i>Jennifer Reed</i>
<i>Utah State University:</i>	<i>Bill Jensen</i>
<i>Utah State University – College of Eastern Utah:</i>	<i>Juanita McEvoy</i>
<i>Utah Valley University:</i>	<i>Leslie Farnsworth</i>
<i>Weber State University:</i>	<i>Kristie Nielsen and Betty Gilchrist</i>

Minutes

The minutes from our telephone meeting on October 19, 2011 were reviewed. James Miller made the first motion to approve the minutes, with Travis Rosenberg second, and all in favor.

Agenda for Today

Sheri briefly reviewed the agenda for today.

Treasurer's Report

Jennifer Reed mentioned that we now have a UHESA account set up at the University of Utah (U of U) and everything looks fine. She explained that in years past, employees could write checks to pay expenses. However, that is no longer a policy and all invoices must now be submitted through their account payable department. If your association is hosting one of the face-to-face board meetings and doesn't have funds to pay, UHESA will reimburse you. Please send your original receipts or invoices to her through postal mail. Her address is 1901 South Campus Drive, #101, Salt Lake City, UT 84112. Please contact Jennifer if you have any questions; her telephone number is 801-581-4033.

She will send our account information to Sheri just in case of any type of emergency.

Institutional Reports

Dixie State College (DSC)

Sheila Cannon reported about their Classified Staff Association's Service Project for the Children's Justice Center. This organization helps abused children ages 2 to 18 and they don't receive any other type of charitable donations from the community. They will be accepting donations of gloves, hats/caps, scarfs, and slippers for Christmas. The Exempt Staff Association has volunteered to participate as well.

James Miller reported that the Exempt Staff Association will be initiating CPR training for all employees on campus. He mentioned the lightning strike that hit two boys at Snow Canyon High School last year. Apparently, CPR saved these boys lives because it was administered within three minutes. Therefore, we never know when we will be called to task in an emergency situation.

The two associations are working on a Benefits Fair for the entire campus next spring. We haven't had one for at least six years.

Southern Utah University (SUU)

Sheri mentioned that they are still reviewing their by-laws at SUU. Their by-laws are pretty clear but they discovered that they aren't doing what they should be; therefore, they are trying to make some improvements.

She mentioned that they don't have a staff representative for the community on campus. They are working on this.

They are working on communication with the staff members.

She mentioned that they have weekly training sessions, which has helped to increase their awareness on campus. It has been fairly successful with 15 to 30 people attending each time. They provide training on such issues as purchasing procedures, telephone issues, mail handling, accounting, computer programs (Excel, Power Point, Acrobat Pro), work study concerns, and marketing information. It provides personalized training for staff.

Jennifer asked how many other institutions have job specific training. How productive is it and does it help morale? The U of U offers a lot of training through their Human Resource Office, which is very valuable.

Kristie Nielsen mentioned that they do training at WSU. It mostly consists of writing for the web, community education and marketing.

Bill Jensen mentioned that they have Banner training for new hires at USU. Right now, they have some challenges with their Human Resource Office; therefore, some requests for training aren't being done.

Travis Rosenberg mentioned that their Human Resource Office at SUU only has three employees; therefore, they need help from the staff to do training and they work well together. They have an open door policy with the departments and they need people in the trenches to see what needs to be done.

Many of the delegates felt that this is how a Human Resource Office should function, but many don't.

Sheri briefly mentioned the meeting that SUU had with Senator Urquhart. It was very interesting. Information about this topic will be discussed in our Legislative Committee Report below.

University of Utah (U of U)

Jennifer mentioned that the new Museum of Natural History at their University opens to the public this week. They held a staff day prior to the grand opening and all of the tickets were sold out. They also had a food drive in conjunction with this event. It was a really neat event and the museum is wonderful.

This week the U of U received anonymous donations of \$9000.00 and \$4500.00, which allows their endowment to be fully endowed. This fund will now start earning interest for staff scholarships. This is very exciting.

She mentioned that they will be collecting coats for kids for two weeks this month. Last year they collected 600 coats for the Salt Lake City school districts.

On the legislative side, they are trying to get money for staff and infrastructures.

Jennifer mentioned that they are currently drafting a sick leave policy to allow staff to take sick leave for their parents. They currently don't have this type of policy. They took it to faculty senate and had some problems with some of the verbiage; therefore, they are rewriting it now and it should go forward from there.

Utah State University (USU)

Bill mentioned that they recently met with their Classified Staff Association President and they discussed some of their concerns. Topics included not being able to fill committee assignments or having enough people to serve on their boards with the split in the associations. They would like to see the two come together.

He took this to their Professional Staff Association and they still have concerns about having limited voices and votes on campus. The only committee that both associations are involved in is benefits. They don't have any other votes on campus and there is no backing for the staff from the President.

Their associations are functioning well being separate; however, he felt that staff members aren't unified and it creates a division between people.

He mentioned that their morale is better at USU than it is on the eastern campus.

Jennifer mentioned that they have a better voice with administration being combined as one association.

James and Sheila, from DSC, mentioned that they have a good working relationship between the two associations. Their voice is heard on campus with two votes on college council. They work well with administration and their President. When there are issues to be brought to his attention, he wants them to come to him with the problem and also some solutions, and then they work on things as needed. Their Human Resource Office is their biggest challenge, however.

Sheri reported that they are starting to be recognized more at SUU.

Utah State University – College of Eastern Utah (USU-CEU)

Juanita McEvoy mentioned that they had a Halloween Spectacular in October. This was a family community event with different booths and a cake walk that was sponsored by their staff association. It was very successful. They raised money for various groups on campus as well as for the staff association.

In November, they will have bread and soup on Monday nights. The soups are donated and people pay to come and eat. All of the proceeds go to the food bank, which is really needed with their economy.

Juanita mentioned that staff morale is terrible on their campus. Student Services has been restructured and all of the employees were terminated. If they want their job back, they must reapply. This has caused a lot of concern because the other departments are wondering if they are next.

Jennifer mentioned that the U of U Business School did the same thing to their staff. It caused a negative effect that they haven't recovered from.

The delegates discussed morale. People are tired of hearing that we need to be thankful that we have a job. With the economy starting to rebound, many people are starting to move on to other jobs.

Salary and equity at the different institutions was discussed. There are morale issues everywhere. We will discuss this topic again in the near future.

Utah Valley University (UVU)

Leslie Farnsworth mentioned that they have a new director in their Human Resource Office, which is an advocate for staff.

They have monthly staff training at UVU, which is mostly regarding management issues.

She mentioned that they are encouraging completion of updates to job descriptions.

Leslie mentioned that they receive a budget from the college; however, they are asking for a larger amount because they need it.

With the continued growth at the University, morale is down because most of the staff has more responsibility with less support. They have to be creative with less. They have had equity issues as well; however, their Human Resource Office is more approachable now. She isn't sure if they will get any equity this next year.

She mentioned that they do have a voice with policies and they are lucky to have that.

Sheri asked the delegates about how they can get their voice to be heard in administration. Jennifer mentioned that they had to force the issue and they weren't quiet about it until they received the support.

Sheri mentioned that they don't have good communication with their President. He delegates a lot of responsibility to his vice presidents' and because of that she doesn't know how far to push their issues.

Weber State University (WSU)

Kristie mentioned their "Did You Know" video link that was sent to us in September. This was created by two people on their Professional Staff Advisory Committee. She has received a lot of feedback from individuals who want to do it.

Their association will meet with new staff members and take a gift bag to them. They are focusing on awareness of their association.

She mentioned that they are attending the Faculty Senate Meetings.

Betty Gilchrist mentioned that the Non-Exempt Staff Association revised their bylaws this year.

On October 14, they had a make a difference day where they installed a sprinkling system at a house that the College built.

Their association is currently actively involved in some sub-committees and they are making a difference there. The sub-committees involve parking, legislative issues, public relations, and elections.

Betty mentioned that they have CSAC Awards, which are given out once a month. Nominations come from the individual departments.

They are also going out and meeting new staff members and they have a newsletter that goes out as well.

PR/Media Committee Report

Travis mentioned that our web site is up-to-date, and his goal is to keep it informational. Please look at your contact information to see if everything is correct and make sure your links work.

He asked if we should continue our Facebook page. Most of the delegates felt that a list serve Email was better.

Break

Guest Speaker

Thomas Leavitt, the Student Representative for the Board of Regents from DSC, came and spoke to us. He will be serving a two year term, which began in June.

He provided an explanation about how he was chosen to serve on this board. All of the student body presidents' who desired to serve as student regents completed an application. The finalists were interviewed by the Board of Regents and Governor. Two student representatives were chosen by the Governor.

There are 19 members on the Board of Regents. The goal of the Board of Regents is to improve higher education in Utah. The board members come from throughout the state of Utah and are assigned to the various institutions. They attend Board of Trustee Meetings to answer questions and insure that the institutions are following their mission statements. The board members approve programs and degrees. They go to the institutions to look for new buildings and capital improvement projects and then they prioritize them. Those priorities are sent to the legislature to encourage funding. They try to make this fair throughout the state.

By 2020, the state projects that 66% of the population of Utah will need a certificate or degree in order to make a living and sustain the economy. Therefore, this is their goal. The Board of Regents uses information from the 2020 Plan to increase access for education throughout the state. They look at completion rates at state institutions.

Travis mentioned that we have a link on the UHESA web page for the 2020 Plan. The information states what must be done by 2020 in the work force and education.

Thomas mentioned that the Board of Regents is a positive influence in the state. They are a filter with our legislators. They pull universities together to make sure they are progressing.

Last year, there was a push to eliminate the Board of Regents. This was mostly coming from state legislators because of funding cuts. It didn't pass, however. Thomas said that the board members are a big help to the governor.

He mentioned pay increases that were discussed for the Presidents of each institution. This came from the Board of Regents. The legislators didn't think they were looking at reality with the status of the economy. With budget cuts at all of the schools, they felt that it was strange they would want to have this passed now. They wondered where the money would come from to pay them. Thomas said that this did cross the minds of the board members; however, they were looking at what would be best for the institutions now and in the future. The state needs qualified presidential candidates to apply for positions when presidents leave or retire from an institution. They want the applicant pool to be attractive to them. This proposal didn't pass the legislature.

The delegates mentioned that higher education needs to be a priority with our legislators when they look at all aspects of funding, including staff employees. Hiring qualified people is important and it doesn't just need to be at the top of an organization. This is a big concern. We need to be competitive with industry.

Thomas mentioned that the Commissioner's Office has an influence with the Board of Regents and they have a good working relationship.

The delegates mentioned the proposal for mission base funding and quantity verses quality. Are the Board of Regents looking at this or at growth? Thomas said that this is still open for discussion. The legislature holds the purse strings; therefore, the board does what they are told to do. The legislature will only do one plan.

Regarding the building board list, the U of U has the highest priority. Most institutions have plans for expansion or replacement of buildings. If buildings don't get funded, they stay on the list.

It was suggested that as we meet with our legislators, we need to be a voice for staff because they are more concerned with faculty and infrastructures than they are for us.

The delegates thanked Thomas for attending this meeting. It was very informative.

Lunch

Legislative Committee Report – Bill Jensen

Last year, in our legislative letter, it was mentioned that we had 10,000 staff members throughout the state. This number needs to be updated. Please check with your Human Resource Offices and send this information to him. The delegates felt that we need to show the number of staff who are diligently working without any funding coming to them.

From what Bill understands, around December 15, the governor comes out with his budget. The legislature can take it into consideration or not. Because this is an election year, he feels that the legislature might be generous to us. It could be a break even budget year, without cuts or deficits. From the Board of Regents, salaries are a high priority for higher education.

Bill explained the reason why the legislature votes within two weeks of the session. If they use the beginning budget, the governor can't hold anything over the legislators head. Then they use this as a bantering point for final budgets.

He provided a magazine article entitled "Use It or Lose It – How to Effectively Impact the Utah Legislature".

Regarding UHESA Day at the Capital, Senator Hillyard is scheduled to visit with us, but isn't confirmed. Therefore, we probably need a backup for him.

Kristie brought a few items of interest to our attention regarding Senator Urquhart's visit to WSU. She mentioned that it is his goal to improve higher education. Four of his issues are:

- College readiness
- Access
 - ✓ Higher standards
 - ✓ Looking at high schools to prepare students to obtain some kind of apprenticeship or certificate when they graduate, which would enable them to move towards a college degree
 - ✓ Better partnerships with colleges and high schools
- Cost
 - ✓ More online general education classes
 - ✓ Technology programs
 - ✓ Revising concurrent enrollment to save money
 - ✓ Money for infrastructures
- Flexibility
- Retention

She stated that Senator Urquhart wants to set precedence with higher education. High school students need to know our standards, which raises them to the bar. Students should be rewarded for doing well. However, nobody can force students to take the initiative to do the work.

Regarding governance and mission based funding. He feels that the Board of Regents should stay out of college/university decisions. Let the schools choose their own programs and degrees.

All of the schools will suffer if Pell Grants go away.

Some legislators say that they are tired of subsidizing higher education. If that is their attitude, how do we argue that? Jennifer believes that the U of U won't support the Senator's ideas. Not funding higher education is not the answer as the economy rebounds.

The Senator feels that there is a need to create an educational process for students on our campuses. The system is working but it can do better. Public education needs to improve their system as well.

The delegates felt that faculty and staff need to be unified on their issues. We should come together for common goals on our campuses. We shouldn't base everything on one legislator's ideas.

The delegates felt that we should send out our legislative letter in December, and not when they are in session. Then we should follow up with face-to-face conversation at UHESA Day. Some of the points that we want to address are:

- Show our value and the return of our investment to higher education. Higher education does factor into the economy. This should be our focus with our legislators. Each institution should be able to find out this information. If you do, please send this information to Bill.

- There is a misconception that because we work for a state agency, we are making a lot of money. Some people are at poverty level, living on government subsistence. This needs to be brought to their attention.

Bill will draft a letter and send it to us for review.

Travis mentioned that a salary of \$33,525 is considered to be poverty level statewide. And 40% of the work force is at poverty level. As an example, SUU's medium salary rate for staff is \$35,000, which doesn't include the President. He said that most schools won't be that much different. Again, this goes back to our return on investment, because how many staff can you pay \$35,000 and get the type of work that we provide for our institutions.

Bill mentioned that the legislative delegate process starts over again in mid-March. We should get involved and vote for or become a delegate. Delegates have a lot of power. Also, we should attend our caucus meetings. This is how Utah politics work.

Activity

The delegates participated in a team building, working relationship activity.

Break/Drawings

Wrap it Up

- We will not have a telephone meeting in December. Our next telephone meeting will be held on Wednesday, January 18 from 2–3 pm.
- As one of our future UHESA goals, we will be discussing morale issues with staff. This will be a topic of discussion at our next meeting, so please be thinking of some ideas that you can share with us.
- Our legislative priorities have been discussed and will be implemented during our UHESA Day at the Capital on Thursday, February 16 from 10 am to 12 pm. It was mentioned that this is a good opportunity to see what is happening in the state. Our representatives want to hear from us.
- Sheri thanked everyone for coming. This was a good discussion meeting.

Adjourn

The meeting was adjourned at 3:00 pm.