



MINUTES

Annual Summer Conference at Utah State University Thursday & Friday, July 14 & 15, 2016

10:00 A.M. – Welcome, Introduction, Delegate Specifications (Sylvia)

Welcome by Sylvia

Each institution's delegates introduced themselves-

UHESA Board – President - Sylvia Bradshaw (Dixie)

Pres. Elect – Andrea Brown (Dixie)

Past President – Brett McKeachnie (UVU)

Treasurer – Vern Bales (USU-Eastern)

PR/Media Chair – Todd Hugie was unable to be present

Legislative Chair – Clint Moser was unable to be present

Dixie -

Robyn Whipple –CSA President

Michele Tisdale – CSA Pres. Elect

Katie Armstrong – ESA President

Jonathan Morrell – ESA Pres. Elect

Salt Lake Community College -

Julia Ellis

Gus Calder

Snow College –

Jim Kittelsrud

Merrill Worthington

Southern Utah University -

Barbara Rodriguez

Stuart Bunker

University of Utah –

Gabriella Blanchard

Jenny McConnell

Utah State University –

Trisha Hunsaker

Maren Stromberg

Amanda Davis

Wade Perkins

Tammy Firth

Christine Ballard

Utah Valley University –

Sherry Harward

Shalece Nuttall

Weber State University –

Jenni Unguren

Amanda Williams

Pamela Berg

Treasurer's Report (Vern Bales)

Vern said he had a report that was current as of the end of May. He will print it out and give it to everyone tomorrow.

\$35 per attendee now \$200 per institution

Appreciation (Sylvia Bradshaw)

Sylvia gave a big thank you to Todd Hugie and Trisha Hunsaker and USU for providing such a great venue and so much excellent work.

Gus Calder will be giving a report later on PR committee.

Clint has done a lot of work behind the scenes, but his boss has not allowed support for involvement so he has not been able to participate in UHESA as much as he would like. We would like to thank him again for organizing a great Higher Ed Day at the Capital back in January.

Legislative Report (Sylvia Bradshaw)

Sylvia gave an overview of the Department of Labor's FLSA ruling for the new people at the conference. Here are the links to find out more information.

Overtime Ruling Intro— Exempt vs. Non Exempt

Final rule:

<https://www.dol.gov/whd/overtime/final2016/>

Link to the Final Rule: Higher Education Fact Sheet:

<https://www.dol.gov/sites/default/files/overtime-highereducation.pdf>

More Guidance for Higher Education Institutions on Overtime under the FLSA:

<https://www.dol.gov/whd/overtime/final2016/highered-guidance.pdf>

There was a discussion of what the rules are and what they mean for the different classifications. We definitely need to let the legislature know this fall about this ruling and the repercussions. We can't wait until when the Legislature meets in February. That is too late. Email your legislators, but definitely follow up with personal visits with your legislator. This is going to affect each institution in so many ways.

PR/Media Report (Gus Calder)

Gus Calder gave a presentation about increasing our social media presence. He showed how to post pictures and comments onto Facebook. If you are going to be on vacation, don't post that you are gone until you return for security reasons. Gus went through different pages and operations in Facebook. Gus showed us about using Twitter. In Twitter you can post four pictures at a time. You can use hashtags and @'s. Gus encouraged everyone to post pictures often and tag people as that will make more people aware of UHESA and our institutions and more people will become followers.

Break for Lunch – “State of UHESA” (Sylvia Bradshaw – UHESA President 2015-2016)

Sylvia gave the State of UHESA presentation –“What is our relevance?”

Sylvia had a Power Point presentation. We have been able to check off most of the objectives that we had set for this past year. We have either accomplished those objectives or made a great start to achieve them.

Constitution and By-laws (Brett McKeachie)

Brett pulled up the definition of Meraki (from the Jan Lovett email). It is a word that modern Greeks often use to describe what happens when you leave a piece of yourself in your work. When you love doing something, anything, so much that you put something of yourself into it. Brett has definitely achieved Meraki with the Constitution and By-laws. We appreciate all the long hours and effort that he has put into these revisions.

We discussed the Constitution it will stand as it was passed at the UHESA Spring Conference. We moved on to make the necessary changes to the By-Laws. Andrea moved to approve the Goals as listed. It was seconded by Barbara and passed. Barbara motioned to approve the changes to the By-Laws along with any copy edits that may be necessary. Julia seconded and the motion passed. We made the revisions and updates and now Brett will compile all of that and Maren Stromberg volunteered to look over it and correct any grammatical type changes that may need to be done. The finished documents will be emailed to each delegate at the various institutions.

Minutes Approved

The minutes from the conference call on June 22, 2016 were passed and approved.

Nominations- (Andrea Brown)

There was a discussion on whether to have the Treasurer position be a three year term as it is now or do we want to change it and have it be only one year like the Legislative Chair and the Secretary positions. Barbara Rodriguez from SUU brought up an interesting point. She said "What If they suck and they don't know they suck". This was not a reflection on anyone presently serving, but only a statement for the future. After we all stopped laughing, we decided to have treasurer position remain as a three year term. We want to keep a good relationship with USHE where our funds are stored and too much change might not be to our advantage.

Nominations were opened. Sylvia nominated Julia Ellis as Pres. Elect. Andrea nominated Jenni Unguren as Pres-Elect. Barbara nominated Robyn Whipple as secretary. Julia nominated Shalece Nuttal as secretary. Gus Calder was nominated for PR/Media Chair with no one else running. Stuart Bunker was also nominated as Legislative Chair with no one else running against him. Others were nominated, but did not feel they would be able to serve. All of those that were nominated were asked to get approval from their supervisors to be sure it would be alright to serve in these positions.

If voting delegates were not going to be able to be in attendance at the voting tomorrow, they were asked to email Deb Millet to say who they were delegating their vote to.

The Thursday session of the UHESA Summer Conference was adjourned.



MINUTES

Annual Summer Conference at Utah State University Friday, July 15, 2016

Welcome and Future Meeting Schedule - (Andrea Brown 2016-2017 UHESA President)

New members present were: Jan Lovett and Nancy Hyde

Andrea discussed the future meeting schedule. Typically we have had a monthly conference phone call and then one fall conference and one spring conference and one summer annual conference. SUU in Cedar City wants to host the 2017 summer conference so we can all go to their Shakespearean Festival. The conference would probably need to be July 27th -28th. It was proposed that the University of Utah will be the site for the Fall UHESA conference. It will be October 28th with breakfast at 8:30 am and start at 9:00. Conference calls will be the third Wednesday of each month at 2:00 p.m. beginning August 17th.

Our UHESA Legislative Day should be late January. We need to have the new Legislative Chair coordinate which day would be the best and most productive at the Capitol. Jan felt that we should wait a little bit later to lobby for their votes. Brett said if we wait too long, we don't have any influence. It would be best to have someone attend the appropriations meeting to get to know who is who and what is important. Stuart said our most effect is made with our contact early in the fall. Andrea said we would let the Legislative committee decide when would be best.

The Board of Regents will be meeting at Dixie on March 31st. It was decided to hold the UHESA Spring Conference at Dixie on March 30-31 and meet with the BOR on the 31st with either a new initiative or more updates and successes with the BFF initiative. Pres. Williams has someone that he is working with as a BFF. Perhaps we could get him to tell his story. We should be done by noon on Friday if we can present at BOR.

Campus Reports -

Andrea asked that each institution report on what your staff association did last year that was successful.

Weber – Jenni reported great experiences. They had some good talks regarding per diem – based on where you travel to rather than a set amount. There were lots of talks, but they voted to leave it as it is. They have a proposal that piggy backed on UVU’s regarding sick leave and FMLA leave. This new proposal also helps with adoption situations. UVU said to include that having faculty being able implement this gets a better buy in. It was decided to have this as the topic for the next conference call in August.

Snow - Jim K asked if we could have someone from our group in the next HR state meeting. Sylvia will reach out to the group.

U of U – They opted to go with Family Leave as it is more inclusive to help cover aging parents as well as children (going for 12 weeks) so you don’t have to use all your sick or vacation leave. A lot of supervisors and faculty didn’t realize that staff don’t have these leave hours. Ella said there have been conversations about being able to donate sick and leave hours for others to be able to use. Jan hopes that the Parental Bill will be back on the Hill next year.

Barbara said they can roll over their vacation days to a later date (theirs end on June 30th). Jim K. said they have the same problem, but they went to Dec. 31st rollover date and it really helps.

Supervisors need to help their people be aware of vacation leave time so they don’t lost their vacation time over 240 hours at Dec. 31st.

Shalece said to look at UVU’s meal per diems for different hotspot cities that have different rates.

UVU – Sherry Harward wants to work to get her board more involved. She is trying to work on glitches on voting in elections. She will be working to represent part time employees. They have developed their own Professional Development Forum. They had lunch and mingle events that have gone well. The Staff Scholarship Fund provides two scholarships. One is the PACE Wolverine Club. This has a great relationship with UVU alumni and is partnering with athletics. They can now fund some athlete scholarships. They have struggled with being involved with BFF. They wanted to provide some resources and wanted to let employees know how to use those resources. They will market with some of the non-traditional events already occurring on campus. Their biggest needs are to revamp their Association Constitution and Bylaws. They are

planning on hitting the new employee orientation to be better and more in-depth. Julia said to look at SLCC because they have new things on their website to look at. Sherry wants to increase awareness of their PACE presence on campus.

University of Utah – Ella asked what others were doing to reach out to part time staff. Sherry said it is really hard. At UVU they had some part time employees on an ad hoc committee and no one showed up because they wouldn't be paid for their attendance. Institutions are working on the problem with supervisors not supporting part time staff to be involved because they are paid to be at their desk. Jan L said it is in the U of U policy that supervisors cannot deny them the opportunity to serve on the staff board. Jenny Mc Connell said a supervisor had stated "We shouldn't hold that opportunity back from staff. Just don't let the department fall apart."

USU – Eastern - Vern told about letting people on the staff association know to either "Do something or get out" so a staff president got out. USU – Eastern has been working with the BFF program and told a great story about a granddaughter that challenged her grandfather who is over 80 years old to go back to school, so she could qualify for a scholarship. Sylvia will pass on the story to UEN. They are looking for great success stories for publicity. USU-Eastern has had some FLSA discussions. They have a Wellness committee that did a successful "Fling into Spring" event that was a 5 week program where participants incorporated several healthy life styles like cutting out sugar, drinking more water, morning squats & calisthenics. It was more for bragging rights than rewards.

Utah State Univ. – Amanda spoke about their year-long effort to combine staff associations into one association, now known as the SEA. They officially approved the bylaws last Tuesday. They reached out to their campus staff to see if there are any big objections and only a few had concerns and they dealt with those. They have tried to keep the process very transparent. USU combined both associations and kept both boards for now to provide strong leadership.

Jonathan M. asked about the staff leadership. He said that at Dixie in the past when they were one organization they had an exempt person as President one year and the next year a classified person was President to provide leadership addressing both types of staff members. USU said they looked at that, but didn't feel they needed it.

Barbara asked how the campus executive or administrative staff fit in. USU found that they weren't receiving information, so they are correcting that. Barbara told about an executive winning a big prize at an event and that made the lower paid staff feel bad. USU has had really good involvement, but they are working to be sure they are notified. U of U said they had some policies about awards. Dixie said in their policy, it excludes executive administrators from running for positions. Deans can run though.

Univ. of Utah – Jan L spoke about family leave. They are trying to get more recognition for their Staff Association. They are using professional teams to help with this. They are also having panels sponsored by their council for awareness. She recommended looking at Policy 5-003 of the

U of U Staff Council. Some of their policies contradict their bylaws so they need to fix this. Andrea recommended that you want the Constitution in Policy, but keep the Bylaws out of policy so as changes happen it isn't such a lengthy process to change them. Dixie now gets policies through within six months, due to their new policy steering committee and system. Most universities take much longer.

The U of U gives scholarships only to staff members, not students, unless the student is also staff. UVU has a part-time tuition for part time employees, but there are qualifications. The scholarships are available for family members on day one.

Deb and Sylvia sent emails to everyone about the past topical surveys we have covered for the past several years.

Southern Utah Univ. –Barbara said they were going through their Constitution and Bylaws. They will look to see if they need to create policy for staff associations. Recognition helps elevate morale. They are giving out awards to one employee per month. The employee gets a reserved parking spot for the month and a gift certificate from the bookstore. SUU is working with their Marketing Dept. for assistance with the Staff Awareness campaign of knowing who staff are. They will narrow it down to three tag lines and then will let the Marketing Dept. decide. Some of their choices so far are “SUU works because we do”, “Staff is everywhere” and one other – it will start in August. Scholarships are funded by staff. They can do payroll deductions. The Staff Association gave out 6 awards last year, the amount differs. The Staff Association committee decides who receives the scholarships. USU said scholarships at their institution are for dependents or staff. The SUU scholarships goes to students attending SUU. SUU gives out more scholarships than their faculty senate. U of U only give out scholarships to staff.

Snow – Jim K. wants their association to be more visible on campus and be more involved with things that HR has been doing like Benefits/Compensation fairs. Finally, on every committee they have representation on it. If not, administration knows there should be a staff representative on it. They are working on a salary compensation policy. The Administration wanted HR to have it completed in 6 months. They are working on it, but it is going to take a longer time. They will be sorting job descriptions and defining and ranking them and then those that are least paid will be compensated. They also are looking about adjuncts being at hourly payroll so they get the exact amount of hours they work and are paid accordingly. Jim talked to HR about benefits to part- time employees, but HR is not willing to go that direction because they will want more benefits in the future, so they are willing to look at this idea. Brett said the word benefit has to be used carefully because it relates to retirement, so at UVU they called things like parking passes PERKS. It gives people added incentives, but doesn't open HR up for having to pay retirement and other financial obligations.

Salt Lake Community College – Julia discussed their Constitution and Bylaws. They evaluated their mission and vision statements and then took that information and incorporated it to their Constitution, Bylaws, mission and vision statements all concurred. SLCC did a survey about whether to do two year terms for President and one year as Pres. Elect. They have now adopted this new format and feel they have gained more exposure on campus. Gus Calder has helped give them more social medial presence. This is the Year of Engagement and Accountability. Julia

created a spreadsheet and was able to address and accomplish everything that has been presented to her with help from their university president. Julia said SLCC has a great board that is very active. They have a forum for “Talent Management”. This will be a regular yearly activity. Look at the resources on the SLCC website under “Your Voice Matters”. They meet with all new hires personally and orient them. They have the “Staff Stars”. They give new staff T-shirts with their new logo. There is good collaboration with student activities and events. Every Friday night they participate in activities and talk about pressing matters. Julia has tried to create a very good relationship between herself, the Staff Association and other entities on campus. Each branch campus will have their own association boards and will bring items to the executive board. They want to have scholarships be revived that will be for staff only. We want these implemented back as part of their association. They want one to be for part-time and student scholarships to help students return back to school. They hope to implement some scholarship tuition waivers and a Higher Education scholarship that would be able to be used no matter where they plan to attend.

Dixie State University – Katie and Robyn told about their main effort was the initial Professional Development program on campus. They had monthly development training days that were very successful and covered subjects like Risk Management, Google Docs, and Hiring Work Study students. Each presentation was done twice so that more staff could attend and then a ¾ day Professional Development Day. The staff loved it. Dixie had great support from President Williams, including financial support. These events really brought staff together. They did a follow up survey to find what the strengths were and where they could improve for next time. This will be an annual ongoing event now. Dixie was able to work on their Compensation plan. The HR department did a great job looking at CUPA data and showing where every employee on campus sat in regards to their percentage of median salary. They were able to establish who was being paid the least on campus. The plan was to provide most compensation to those that were the furthest from median salary. After the Legislature met and budgets were being figured out for the next year, it didn’t sound like they were going to be able to fulfill those aspirations. The two staff association presidents went jointly to several different administrators and advocated and encouraged them to give compensation to staff to fulfill some of the strategic plan objectives and also to support campus morale. They discussed several ways that this might be accomplished, but the outlook was not very encouraging. The administration listened and reevaluated what they could do and the staff were able to have some of the compensation objectives met. Dixie discussed how we realigned our CUPA information so we were comparing our institution with the right similar institutions.

Jan asked what was taught at the development days. Dixie will send the survey result out to everyone. Dixie recorded the development sessions so that anyone who couldn’t be there could take advantage of the trainings.

Jan said U of U’s policy is they can’t send emails out to everyone campus wide.

Sherry from UVU said that what she is sending out has been very successful.

Jan suggested that we have breakout sessions of different topics at our meetings so we can further discuss these topics of interest.

Dixie going forward will be implementing a monthly staff recognition, looking for staff members that are doing a great job. It doesn't have to be huge things, they want staff recognized for the great, small things that staff does. They will get a certificate and a small bison and if they get five in a year they will get a larger reward. Dixie would like information from other institutions about parking policies and procedures. Dixie also did a lot of Health and Wellness events monthly, like lunchtime walking, yoga, reading, and mindfulness. Dixie will be working to unite the separate staff associations into one.

Barbara asked in reference to the BFF program, when they go on the UHESA website and someone makes a referral, could it go directly to a landing page that automatically directs it to the institutions page. It would be helpful if we could eliminate the middle work. Andrea said she will work on that.

Barbara also had a great one-liner for all of us. "I Have an "eye" (or I) appointment. "I" don't want to be here".

Break for Lunch -

Nancy Hyde from USU – International Student/Staff Engagement Presentation

Nancy gave a wonderful presentation about how difficult it can be for international students to come to our campuses. Staff can definitely be a strong presence in being aware of those difficulties and reaching out and helping these students become assimilated into their new surroundings. The presentation is attached to these minutes. Nancy deleted a couple of the pages since she didn't have permission from the students to share with all of our institutions.

Elections –

Plaques were given out to Executive Board members that have served UHESA. Brett was given a plaque for his service to the board as a board member, President-Elect, President, and Past President. Sylvia received a plaque for her service this past year as UHESA President. Other plaques were given to Todd Hugie as Pr/Media Chair, Clint Moser as Legislative Chair, and Debbie Millet as Secretary since these were one year appointments. A plaque was also give to James Miller for his many years helping with PR and the UHESA website.

UHESA Elections for 2016-2017 were held and the results are as follows:

The President-Elect is Julia Ellis (SLCC)

The Secretary is Shalece Nuttall (UVU)

The PR/Media Chair is Gus Calder (SLCC)

The Legislative Chair is Stuart Bunker (SUU)

Sylvia Bradshaw will move to be Past President of UHESA

Andrea Brown will be President of UHESA for 2016-2017

Vern Bales will remain as Treasurer as is will be his last year of a three year term.

SWAG Swap –

All of the different institutions brought Swag items from their campuses and we drew names and were able to choose from the various Swag bundles.

Thank you to everyone that attended this UHESA Summer Conference and especially to our wonderful hosts at Utah State University.

The UHESA meeting was adjourned.