



MINUTES

Conference Call Meeting

Thursday, March 31- April 1, 2016

Spring UHESA Conference at Dixie State University

Thursday, March 31, 2016

Welcome and Roll Call –

UHESA Executive Board

- Sylvia Bradshaw, President –
- Andrea Brown, President-Elect
- Debbie Millet, Secretary
- Brett McKeachnie, Past President
- Vern Bales, Treasurer
- Todd Hugie – PR/Media Chair

Delegates

- Dixie State University – Andrea Brown, Debbie Millet, Katie Armstrong, Robyn Whipple
- Salt Lake Community College – Julia Ellis, David Brower
- Snow College – Jim Kittelsrud, Jeff Serrine
- Southern Utah University – Jared Wilcken, Barbara Rodriguez
- University of Utah – Jan Lovett, Karren Nichols
- Utah State University – Todd Hugie, Wade Perkins
- USU – Eastern – Vern Bales
- Utah Valley University – Brett McKeachnie
- Weber State University – Jenni Unguren

UHESA Meeting Schedule –

UHESA 2015-2016 Meeting Schedule

- **March 31st & April 1st @ Dixie** (Presentation of Bring A Friend at BOR) March 31-Apr 1 –two day conference
- May 18th *Conference Call 1:00-2:00 PM*
- June 15th *Conference Call 1:00-2:00 PM*
- **July 14-15 – Annual Conference @ Utah State** (SUU backup)

We are planning on a 5-7 minute presentation at the Board of Regents meeting on April 1st.

Welcome by UHESA President –Sylvia Bradshaw–

Sylvia welcomed everyone to the UHESA Spring Conference. She complimented everyone for doing so much in their jobs. She thanked everyone for all of their efforts.

Minutes & Approval –

The minutes were approved and passed.
Have James put the minutes on the UHESA website.

Constitution and By-Laws –Brett McKeachnie –

We discussed and updated changes to the UHESA Constitution, then voted to approve the finalized version of the UHESA Constitution. The following is the constitution that was voted on and approved.

Constitution of the Utah Higher Education Staff Association (UHESA)

Article I – Name of the Organization

1. The organization is named the “Utah Higher Education Staff Association” and is also known as “UHESA”.

Article II – Affiliations

1. UHESA collaborates with the Utah System of Higher Education (USHE). UHESA joins with and supports the staff associations from each of the USHE institutions, namely, but not limited to:
 - Dixie State University
 - Salt Lake Community College
 - Snow College
 - Southern Utah University

- University of Utah
- Utah State University
- Utah State University - Eastern
- Utah Valley University
- Weber State University

Article III – Mission

1. The mission of UHESA is to unify, train, educate, and cultivate higher education staff and their associations; to create a powerful voice for higher education staff within the state of Utah; to instill a sense of pride in higher education staff; and to promote the worth of higher education in Utah.

Article IV – Membership

1. General Membership

- a. UHESA membership consists of all staff members represented by staff associations from each of the USHE institutions. Membership is determined by each staff association.

2. Representation

- a. The UHESA Board (see Article V – Officers) represents the interests of the General Membership. Delegates from each institution represent their constituents by means of participation in general meetings and other communications and events.

Article V – Officers

1. Composition of the UHESA Board

- a. Officers of UHESA include delegates from each institution and members of the UHESA Executive Board. Together, these two groups comprise the UHESA Board.

2. Delegates

a. Composition

- i. Each institution shall have two delegates and two alternate delegates to the UHESA Board.

b. Term of Office

- i. Delegates and alternate delegates from each institution will serve for a time to be determined by the staff associations they represent.

c. Selection

- i. The institutions' staff associations shall select the delegates and alternates.

3. Executive Board

a. Composition

- i. The UHESA Executive Board shall consist of President, President-Elect, immediate Past President, Secretary, Treasurer, and all standing Committee Chairpersons.

b. Term of Office

- i. All members of the Executive Board serve for one year.

c. Selection

- i. Executive Board members may be elected from among the delegates or from the general membership of UHESA. Elections are held in the annual UHESA Conference each year. Executive Board members may hold only one seat on the Executive Board.

Article VI – Meetings

1. Frequency

- a. UHESA shall have a minimum of one general meeting annually.

2. Open Meetings

- a. All general meetings will be open meetings; however, the Executive Board may designate a meeting or a portion of a general meeting as an executive session and may limit attendees to the delegates.

3. Special Meetings

- a. Special meetings may be called by the UHESA President or by a majority of the Executive Board.

Article VII – Quorum

- 1. For purposes of voting and conducting official UHESA business, a quorum shall be defined as one half of all eligible voting officers, plus one.

Article VIII – Amendments

1. Proposal

- a. Amendments to this Constitution may be proposed by any UHESA officer.

2. Approval

- a. Proposed amendments to this Constitution must be approved by a two-thirds majority vote of the entire UHESA Board.

3. Effective Date

- a. Approved amendments will become effective immediately.

Article IX – Ratification

1. This Constitution must be ratified by a two-thirds majority vote of all UHESA Board members.

Historical Information

- Ratified 1994
- Amended 1995, 1999, 2003, 2015, 2016

Treasurer’s Report –

There are no outstanding dues owed from any of the institutions.

UHESA

Budget	Year to Date	Committed	Budget balance
Membership	\$ 1,800.00	\$ 1,925.00	\$ 1,925.00
July Conference Attendance	\$ 420.00	\$ 420.00	\$ 420.00
Total Revenue	\$ 2,220.00	\$ 2,345.00	\$ 2,345.00
July 2015 Annual Meeting	\$ 2,558.07	-\$	\$ (2,558.07)
USUE site meeting October	\$ 431.55	-\$	\$ (431.55)
Day at the Capitol	\$ 380.19		\$ (380.19)
Dixie site meeting March 2016	\$ 643.22		\$ (643.22)
BFF - materials	\$ 1,678.94	-\$	\$ (1,678.94)
Total Expenses	-\$ 4,668.56	\$ 1,023.41	\$ (5,691.97)
FY16 Beginning Balance		\$ 7,455.26	
FY16 Projected Net Position		\$(3,346.97)	
FY16 Projected reserve Balance		\$ 4,108.29	
Current Reserve Balance		\$ 5,131.70	

Social Media presentation – Colton Campbell, PR Intern at Dixie State University –

Colton told us about the various methods that we needed to be on to promote UHESA. We need to be actively using Facebook, Twitter, Instagram, and other social media sites. We need to have exposure for our organization. Get personal, informative, and keep it short and succinct. Connect through interpersonal interconnections. We need to build a networking of people we follow and those that follow us.

Lunch at the DSU Alumni House –

We had lunch with food provided from Durango's Mexican Grill.

Board of Regents Presentation Prep –

We watched the video and chose who would talk about each slide. Andrea Brown narrated the first few slides, Julia Ellis spoke about the slides relating to their event at SLCC, and Deb Millet talked about the remaining slides and introduced the clip about Mikey Nelson's story. The link to the BFF video is <https://drive.google.com/file/d/0B41E14kKa9FEMURvcmVxeHY0S1E/view?usp=sharing>.

Presentation – Dr. Jordon Sharp, Chief Marketing and Communications Officer –

Jordon spoke about prioritizing in our life and making sure that we were focusing on the important things and not letting ourselves get too inundated by things. He also spoke about really talking to people and asking questions to find out about another person. The relationships we establish are so important.

Friday, April 1, 2016

Light Breakfast in HCC 430 -

Recap from each institution of how their organizations were doing-

- UVU – No one was here
- U of U - Discussed the Family Leave policy before the Legislature. Legislature has tabled this issue at the moment. They also mentioned what they are implementing with mentoring.
- SLCC - Julia said they have really emphasized working well with students and faculty groups.
- USU - Todd spoke about the awards USU gives to their staff members. The Employee of the Quarter receives a plaque. The Employee of the Year receives \$1,500.00 for each CSA and ESA association member. Previously, they didn't know this was possible. The Vice President or President funds this reward. It does not come out of neither the CSA nor ESA budgets. Todd also said it had been very beneficial to use the information from the institutions in regards to benefits as he spoke with administration. USU is working on combining the CSA and the ESA organizations. They will meet together. They have a lot of work to do on their constitution.

- Snow - Jeff said their president is big on compensation and job titles and descriptions. They are using data to come up with equity information. Sometimes it is hard to find comparisons that are close with comparing job to job.
- SLCC - Julia just went through a five (5) year equity process. She said to talk to SLCC Human Resources for lessons that they learned. The faculty learned much from the lessons that the staff learned through this process. Go to the talent management link on the SLCC website.

Presentation at the Board of Regents Meeting -

Everyone from UHESA went to the Board of Regents Student Affairs session. We were the last item on the agenda and we explained about our BFF (Bring a Friend to Finish) initiative. We did our presentation with the video. The Board of Regents and dignitaries in attendance seemed to be very impressed with what we were doing. It was a great way to end their meeting. We gave each of the Board of Regents members a BFF T-shirt.

The UHESA Spring Conference was adjourned.

Our next conference call meeting will be May 18th at 1:00 p.m.