



Creating a Powerful Voice in the State
of Utah for Higher Education Staff

UHESA MEETING #92
Annual Conference
July 18, 2013

Meeting was called to order at 9:00a.m. by Bruce Barclay who then asked for introductions and roll call.

Roll call

UHESA Executive Board:	Bruce Barclay, Sheri Butler, Jennifer Reed
Dixie State University:	James Miller, Rick Palmer, Kathleen Briggs, Sylvia Bradford, Mace Jacobson, Ken Richmond, Chris Gifford, Arlene Sewell
Salt Lake Community College:	Jon Glenn, Mike Blain
Snow College:	Marlin Mason
Southern Utah University:	James Loveland, Ron Cardon, Julie Larmore
University of Utah:	Holly Bigelow, Kate Sturgeon
Utah State University:	Carl Ellsworth, Marci Smith
Utah State University-Eastern:	Vern Bales
Utah Valley University:	Brett McKeachnie
Weber State University:	Lynette Jensen, Brittney Haycock
Guests:	Donna Law, Dorian Page, Nina Barnes, Michael Bahr, John Westwood, Travis Rosenberg

Bruce opened the meeting with a discussion about some of the common denominators that we all experience on each of our campuses. Responses were: Low pay; communication; How can we help keep our staff happy; How can we communicate the things we learn at UHESA back to our staff; myth that staff associations are the party planners; engagement.

Mission and By-Laws Constitution of UHESA

- Bruce read the mission of UHESA and asked everyone to think about it and talk about ways that we can implement it better. Responses:
 - When we have staff events, use them as opportunities to train staff about the purpose of the staff association. Have cards available for staff to fill out with suggestions for things staff association boards should be advocating for. Education of new employees helps them understand what the staff association is about.
 - We need to help all staff understand they are all members of the staff association and they do have a voice. Suggestion was made that a link from HR pages to the Staff Association pages would be helpful. This is something that has helped at U of U.
 - We all need to be thinking about what the real benefit each of the campus association board can be for their staff. Use terms that staff understand. Using terminology that helps them understand our position as their board members. Do staff understand what it means when we say "We advocate...."
- By-Laws and constitution: Everyone was asked to read through the documents and we will discuss the further tomorrow.

Financial Report and Annual Dues

- Financial report will be given later. The annual UHESA dues are \$200 per year and Jenn will be sending invoices to each institution. The \$20 per person fee for the conference this year will be added to each institution's invoice.

Guest Speaker: Dorian Page, SUU Vice President for Finance and Administration

- Dorian gave a brief outline about what a legislative liaison at a university does. His advice to anyone who wants to send information to the legislature is to keep it simple and learn the process. Committee chairs have very little power. They are mostly there to give information and then it goes to the budget people. The day on the hill is important. They hear you, but they also hear from many other people. Coordinate your message with other organizations. Example if UHESA goes with a different message than the Student association all they hear is there is no unity. Also, be honest. When you have a message, anticipate the questions the legislators may have for you. Learn why you are asking for something, check out what other states are doing, etc. You can make a difference. Question was asked by one of the members about how we should coordinate with the Board of Regents on our day at the Capitol. We should be aware of what the initiatives are that the board of regents are requesting. Commissioners look at what is common to all institutions first, then other needs. Utah used to have one of the highest percentage by population of an educated work force, but Utah is now losing ground. Two reasons are contributing to this factor, educated people are leaving the state to get better jobs and the influx of lower educated people moving into the state is greater. As tuition increases, the percentage of the population that are able to stay in school decreases. This mainly affects the most disadvantaged sector of the population. Dorian's philosophy is that it is just too easy to go to the tuition well. We cannot keep going to the tuition well, as it is not sustainable. It was reiterated again that NOW is the time to go to our legislators and present our needs. Don't wait. Relate personal success stories or personal need stories. Appeal to their human side.

Discussion:

- A discussion following Dorian's presentation ensued. It was reiterated that UHESA should collaborate with the student associations. We should all be working together with all the organizations within our schools. We need to be more involved in getting the legislative messages early and being united at the Capitol. We need to educate ourselves prior to meeting with them. The real key to the process is to get involved, know the issues, go to your town meetings, and find out how to be a delegate. Invite your administration to your board meeting and find out what they are advocating for. The more we can communicate and be in sync at our individual institutions, then we can become a resource to our legislators. Discuss how what we do benefits all of Utah, not just how your institution or you can benefit. We are preparing your workforce. By the time we get to the Day at the Capitol it should be the third time that you have made contact with your representatives. Meet with them immediately and make sure you bring a business card and tell them that you are their contact for staff at your organization. Your second meeting should be about August where you talk about the real needs of your institution. Ask how they want you to communicate with them. Understand them. Your representative can influence other committee members. Use them to communicate your message to the committees. The Higher Ed Appropriations committee can only appropriate funds that are allocated by the Executive Appropriations committee. Don't forget that the governor has a lot of power. Since we can all vote for him, it is not a bad idea to try to contact him as well. See the attached information regarding Legislative Subcommittees.

Campus reports:

- **University of Utah:** Kate gave a report stating that the past association president was very active in promoting the staff association profile on campus. They are now an active participant on the Board of Trustees council. Employee awards and recognitions are continuing. There are now two divisions of the U: the health sciences and the rest of the campus. There is a challenge with the Health Sciences part of the staff association in that it is difficult to have a representative from that area attend and participate in their meetings since they are clinical and cannot leave to meet with the council. There are 35 members on their staff association council and they represent 20,000+ employees. Kate asked if she could get information from each of the other staff associations about web sites. She would like to look at our websites to see what each are doing. Staff appreciation is sponsored by the staff council and HR. There are two HR staff that work with the council. The upcoming appreciation day is September 26th from 10-2 at Rice Eccles Stadium. Kate did invite all of us to the day to observe. She asked that if we want to come to please let her know.
- **Weber State:** Lynette gave an update on changes and new facilities on their campus. The campus is also getting a facility to help minorities and under-represented students. Inaugural week in October to celebrate the new president. The new president was surprised that there are two staff organizations on campus, they have renamed the organization exempt and non-exempt, and they are conducting a survey to all staff to gather feelings about joining the two organizations. Currently the staff associations are classified as advisory committees but they are advocating for a stronger voice and want to become a Staff Council that will be recognized on campus with more power and authority who represent all staff. Lynette gathered information from each of the institutions regarding the classification of staff and the differences between exempt and non-exempt. She put this information into a spreadsheet and members of the committee asked to have that spreadsheet which she will send to James so it can be posted on the UHESA website.
- **Utah Valley:** The transition of the new board through elections just occurred. They have always assumed that part-time people were not allowed to vote through the campus program and changes to the system were made to allow them access to vote. The campus is divided into different areas of the campus and members of the board are selected from each area. The president of the university made some changes just a couple of days prior to the vote which changed how the areas on campus were districted. Because of this process, there were a couple of senators that had to be appointed. The new executive board met after the election and determined that apathy is probably one of the most common problems on campus. They determined that there are three main focuses Communication; make it personal; and finally, they are going to be working on their purpose beyond just the party planners. They have worked with the president to get scholarships for staff to work on master's programs at UVU. They are also working to allow staff members to have flexible work schedules to allow staff to take classes. They will be working on opening communication lines with the administration, rewarding employees and an initiative for employees whose children (married or single) are still eligible for healthcare until age 26 to have tuition benefits until that age as well. Working with faculty senate and PACE to trade in lost vacation time for scholarship or other benefits to staff. This will be a challenging venture. Recently they added a short handout about what PACE does to help the staff understand better.

Review of Goals:

Bruce reviewed the goals that were set at last year's conference.

- Bring Snow College back on board – Completed.
- Implement Legislative goals – In progress and working well with Holly's assistance.
- Have agenda sent out two day prior to meetings – due to the change in Kim Rabold's position at USU Eastern this continued to be a challenge. We will try to do better.

- Reciprocal tuition benefits – This was a discussion that we had last year about helping all staff from each university take classes at other institutions. SLCC is still investigating this possibility.
- Create a web presence – We now have a LinkedIn page and a Facebook page.
- Make sure you talk about issues at your schools as many of the other schools may either be having the same issues or have already experienced them and can offer insight.

Everyone was encouraged to think of goals and objectives for next year and be ready for the discussion tomorrow.

Guest speaker: Nina Barnes, Board of Regents, Cedar City Council, former Board of Trustee for SUU.

- Nina gave a brief history of how she came to be involved in local politics by volunteering to help fund the building of a park for children to play in. She has been on the city council for 8 years and about 3 years ago she was asked to be on the board of trustees and this year has been asked to serve on the Board of Regents. She gave a presentation on Higher Ed in Utah and where we are as a state. A question was asked: How should we as a UHESA council be involved with the Board of Regents? Nina indicated that the UHESA leadership should make that connection and see what that role could be. She asked us if we each had a Board of Trustee representative for our organization. Nina explained the role of the Regents and how they try to work together with the institutions and the State.

Legislative report:

- Holly gave a brief report since we have already had much discussion on the legislative process. She also re-emphasized to everyone not to get overwhelmed by the request to contact your legislators and reminded them now is the time to make the first contact. Holly will also try to get media coverage this coming year for our day at the Capitol.
- Legislative assignments:
 1. Contact your legislators and introduce yourself.
 2. Contact your college/university legislative liaison and introduce yourself.
 3. Email Holly with your college/University staff legislative representative (holly.bigelow@utah.edu)
- Groups to contact
 1. Board of Regents
 2. College/University legislative liaison
 3. State legislature: le.utah.gov
- Let UHESA know what your institution is advocating so we can also discuss how we can help.

Media/PR report:

- James reported that we have a website, a LinkedIn group and then mentioned that two staff associations with broken links are USU Eastern and Snow. Snow does not have a website yet. James encouraged everyone to join the LinkedIn Group. We can make subcategories for legislation, etc. We also have a Facebook page. The question was asked if each institution should invite all their staff to join the Facebook page. A comment had been made from previous board members were that they were no longer on the board and didn't think they should be bothered. Kathleen commented that she would hope that anyone who has served on their staff association boards and on the UHESA council should always retain an interest in UHESA. UHESA represents all higher ed staff statewide. James would also like to see each of us post our activities to the Facebook page so that everyone in the state can see what is happening at each institution. We will use LinkedIn to report UHESA council information to each other.

All institutions should check the list on the UHESA website and make sure it is updated. Please send updates for new officers including mailing address, email and telephone numbers to James Miller ASAP.

Nominations for UHESA Executive Officers:

- Legislative Committee: Holly Bigelow, nomination closed.
- Media/PR: James Miller, Carl Ellsworth: nomination closed.
- Secretary: Sheri Butler, nomination closed.
- President-Elect: Brett McKeachnie, Carl Ellsworth, Lynette Jensen, Kate Sturgeon, Ken Richmond: nomination closed. After checking with supervisors Lynette and Ken declined the nomination.

Campus Reports - continued

• **Dixie State University:**

- Non-Exempt Staff Association: Kathleen reported New Holland building which also houses the library. The old library is being renovated to a new science building. She gave a report that the fall enroll is down about 2.6% They are very mindful of part time staff and are being encouraged to continue their education. They have procured funds to give a small scholarship to one staff member. They have learned that there is great interest in this and they are looking for more funding for scholarships. Kathleen is working on increasing their communication efforts.
- Ken reported on the Exempt Staff: They have made a big push for fund raising and received a \$.25 for emergency AED access throughout all buildings. This funding is ongoing. Also working on step compensation for higher level of education. They are in the process of writing a policy for this and affect all staff on their campus. Have really pushed to increase their membership and have doubled their membership during the last year. The exempt and non-exempt associations are trying to work more closely together this year.

- **Salt Lake Community College:** Mike gave a report and handed out a brochure of facts about SLCC. Last year the staff association was able to establish a staff association day for service. Gave an update about changes on the campus. Has a "Staff Star" monthly award. Cosmetology is no longer offered. Has instituted a wellness program. Jon reported about the accomplishments of the last year. They tried working on reciprocal tuition, but it never went anywhere. They discussed other options for tuition reimbursement. Previously there was a limit of \$600 a year reimbursement, but it has been increased to \$2,000. Staff have to apply for it and meet the requirements. They have proposed community engagement leave for staff to use to volunteer at charities. This will be up to 24 hours leave per year.

Guest Speaker: John Westwood, House Representative for District 72.

- John just got back from legislative meetings and mentioned that there are some issues that will affect each of us.
 - Health care. Many new laws coming that affect how businesses hire employees and Medicaid will also continue to grow. These issues will plague the State as implementation of the healthcare reform act progresses.
 - Budget: The budget is balanced halfway through the legislative session. Last year the state was able to put money back into the rainy day fund. We have been able to retain our AAA rating. Many items were eliminated at the last minute such as the ATC building.
 - Communication: John enjoys hearing directly from his constituents and encourages them to send short emails. He will not take time to read long emails unless he can see that the person has taken time to research and make concise comments about the item. There will be many bills that affect us directly. When you contact your legislator, you must use the bill number so they will know what you are talking about. House bills are HBXXX and Senate bills are SBXXX and

track joint resolutions as well. Do not send form emails. Send your own personal emails. Start as soon as you know what the issues and bills are.

- Legislature: Commented that Speaker Becky Lockhart is an excellent administrator and does not put up with any time wasting. Passed 526 of 766 bills and over 1100 were introduced. It is difficult work and the legislators have to rely upon the committees. It is impossible to read every line of every bill. Know when bills are going to committee and track it. Go to the committee when the bill is being reviewed in committee and you can testify for or against a bill. You cannot wait until it goes to a vote to try to do anything about it. Issues can be tracked on the website.

Discussion from Human Resources Representative: Employers are now responsible to track part-time hourly employees' hours to determine if they should be eligible for health care benefits. Travis Rosenberg from the SUU HR department explained that each institution can choose their own method for tracking part time hourly payroll hours. SUU has chosen to track them annually, but must monitor the time monthly. At SUU, once an employee reaches the maximum number of hours they are terminated until the next employment period begins. This means that the institution is then liable to pay for unemployment benefits. If at the time a person is terminated under these circumstances, the department then becomes financially responsible to pay for benefits and other costs. (SUU policy 5.32). Adjuncts are paid on instructional credit hours. They can only teach 21 instructional credit hours per year.

Guest speaker: Michael Bahr, Education Director, Utah Shakespeare Festival.

- Michael came to speak to the group about the shows that the festival is doing this year. He works with high school students throughout the state and he explained how the Festival promotes education about Shakespeare and the Festival beyond the SUU borders. Each year a high school Shakespeare weekend is sponsored in October. Last year 110 high schools from Utah, Nevada, California, Idaho, Colorado sent students (about 3,000) to SUU for the weekend. The Festival also has a traveling play that goes from school to school throughout the state helping to expose students to Shakespeare. Michael encouraged all who were at our conference to attend one of the plays at half price while they were here and then gave a brief summary of each play.

Adjournment: Meeting adjourned at 5:00 and will continue tomorrow at 8:30am.

Day 2, July 19, 2013

Bruce called the meeting to order at 8:30am.

Minutes of June 19, 2013: Minutes were reviewed and one correction was noted in the committee reports, change November to February. Motion by Brett to accept the minutes, seconded by Kate and approved unanimously.

Elections for Executive Board members: The election was held and following are the results:

- President-Elect: Bret McKeachnie
- Secretary: Sheri Butler
- PR/Media: James Miller and Carl Ellsworth and Kate Sturgeon volunteered to assist
- Legislative Chair: Holly Bigelow

Annual meeting schedule:

- Monthly meetings: It was suggested that we hold conduct the monthly meetings via the UEN network. We will try to get this set up for the meeting in August. Meetings will be held on the third

Wednesday of each month at 3:00pm. Bruce will strive to have the agenda out two days prior to each meeting.

- Quarterly meetings
 - November 15th at Dixie
 - UHESA Day at Capitol: Tentative dates 4th, 6th or 11th. Holly will confirm.
 - May 16th at Snow College
 - July date TBA at UVU

Review of goals for 2013-14:

Bruce asked the delegates for suggestions for goals for the upcoming year. Following are suggestions given:

- Stronger collaboration on legislative priorities with regents, students and universities.
- Work on methods to change the apathy on each of the campuses.
- More collaboration regarding issues on each campus.
- Use Facebook link on campus communications. Come up with new motto for UHESA to help communicate to staff statewide about the purpose of the organization.
- More education for UHESA council to help us accomplish the mission of the organization.
- Update documents on the web page.
- Meet UHESA on your campus: Host a day on each campus to help introduce this organization to campus staff.
- Create Ad Hoc committees to help investigate and research areas that we would like to compare on each campus.
- Involve more of the people on each of the individual campus boards at the monthly meetings.
- Post comparisons on the webpage so that they are available to all.
- Quarterly Newsletter. The idea was well received and it was suggested we use a social media as another means of communicating. Encourage staff to sign up for feeds on changes added to the UHESA website.
- Prepare better for UHESA day at the Capitol. Make sure we are researching the information using comparisons with other states.

Discussion ensued regarding some of the issues on each of our campuses and how to communicate the needs of the staff to the legislature in a way that will make it appealing. Holly pointed out that as we approach the legislature, we need to find places to suggest where cuts can come from in other areas of the state. One suggestion was given that UHESA should join together and approach their own individual presidents and propose a method of helping those with the lowest salaries. This would help retain good staff members. Bruce wrapped this up by saying that we need to remind our administration of the value of the staff, especially those who have been at the institution for a long time. We need to show our value to the universities. Sheri suggested that each group bring to the August meeting the message that they think needs to be conveyed to the legislature.

Campus Reports - Continued

- **USU-Eastern:** The name change is official. This fall they will celebrate the 75th anniversary of the institution. U-Star money was awarded to them. Employee recognition quarterly. Had an ice cream social recently which went well.
- **Snow College:** Even though the college is smaller than most, Marlin has noticed that they have many of the same issues. They are going to be offering their first bachelor degree in Commercial Music. The staff development has been turned over to the HR office and that is going well. It seems to make a larger impression on the staff coming from HR than from the staff association. Part-time

staff have been invited to be members of the association. For quite some time they have compensated staff who continue to earn degrees with a base pay increases. This also applies to new hires that have a higher degree than what is required.

- **Utah State:** Legacy campaign was a goal of reaching an endowment of \$200 million dollars which they met within the first year so they decided to double it. It was completed in 2012 and the donations have continued to come in. Celebrating 125th anniversary. COLA at Utah State was 1.5 million dollars. Utah State was also able to fund the premium increase for health insurance. Beginning to feel the impact of Obama Care as are all the rest of the campuses. Missionary age change has also effected them at a cost of about \$19.5 million dollars. Many areas of growth are being funded. Gave \$8000 in scholarships to staff this last year.
- **Southern Utah:** The interim president will be Rich Kendall, a former member of the Board of Regents. Have had community meetings for the presidential search. First review for the position will begin after August 1. Staff closing social was held where the staff plant the flower beds at the Staff Parterre Gardens at the Eccles Coliseum. Gave \$10,000 in scholarships to 8 students. The funds are received through donations from the staff campus-wide. Professional Development Fund is available for staff to apply for to help fund travel to conferences that are job related. This fund is in its third year and this is the first time that we have awarded all of the money. Change in the tuition benefit affected the staff this year. Staff now have to pay student fees, new staff are not eligible to take courses until after successful completion of the probation period, and spouses of staff hired after July 1, 2013 only receive half tuition and must also pay fees. The campus tickets benefit was also reduced.

Guest speaker: Jared Wilcken, Director of Orientation at Southern Utah University.

- Jared gave a presentation on time management tips and tricks.

Adjournment: Meeting adjourned at noon and lunch was served.