



MINUTES

Conference Call Meeting

Wednesday, August 17, 2016, 2 – 3 p.m.

- i. Welcome
- ii. Roll call of Delegates and Executive Board members (determination of a quorum being present)

Dixie State University – Andrea Brown, Robyn Whipple, Sylvia Bradshaw, Katie Armstrong, Michelle Tisdale
Salt Lake Community College – Gus Calder, Julia Ellis
Snow College - None
Southern Utah University – Stuart Bunker, Barbara Rodriguez
University of Utah – Jan Lovell, Jenny McConnell
Utah State University – Amanda
Utah State University – Eastern -
Utah Valley University – Sherry
Weber State University – Lonnie Lujan

Quorum Present
- iii. **Approval of Minutes** - No changes, approved as distributed. Modern rules of order do not require an official vote, only consensus. Minutes sent to Gus for posting on the website.
- iv. **Reports of Standing Committees**
 1. **Legislative** – Things are up in the air for Higher Ed Appropriations chair. Howard Stephensen is making a bid. *Each school needs to send a name to be added to the Legislative Committee.*
 2. **PR/Media** – Working on updating the website. He now has access and is working through the updates. Keeping FB up to date. If anyone would like to add to the media accounts or the website, please send to Gus. Use #UHESA or @UHESA when using FB, Twitter, etc. Will add new picture to the website from our USU meeting. *Each school needs to send a name to be added to the PR/Media Committee.*
 3. **BFF**
- v. Unfinished business

vi. New business

1. 2016-17 Initiatives

2. BFF Initiative – Hasn't realized its full potential. Would like to create an ad hoc committee.
 - a. UVU is continuing as a long standing initiative but partnering with other campus initiatives.
 - b. UofU – not getting support from those they thought they would. No one knows the scholarships that are available. Sending Ruth Watkins an email saying they can't promote without Ruth's help. Hopefully this spur some more interest.
 - c. USU – They have an in house program through recruitment that is already promoting these efforts.
3. Chair of Ad Hoc Committee – Sylvia is willing if she has help from a "co-chair". Please solicit a co-chair among staff employees. Will also need to populate committees.
4. Best Practices Documents – Andrea would really like to polish those documents
5. October and July Meetings – The schedule will stay as previously scheduled. Oct 28 – Univ. of Utah, and July 27-28 at SUU.
6. Topics Discussion – All those who are most interested in a certain topic to drive the survey and creating a summary of findings to distribute. Topics can be previously discussed topics or new topics.

Barbara – Discussion of roll over vacation, comp time, sick time, calendar year, etc.

Sherry – Continue discussions about the FSLA overtime regulations. Barbara will create questions, administer survey, and organize summaries for next month's topic.

vii. Staff Recognition Reports

UofU – District awards. 6 Individuals were awarded a \$5000 check. Anyone can be nominated but do need to meet eligibility.

USU – Quarterly. Now Employee of the month. \$100 award. Employee of the Year \$1000

Weber – Select 3 Exempt and 3 Non Exempt every fall and spring semester. \$50 plus gift bag.

UVU – PACE Distinguished Employee Awards – 4 Full time \$1000 each, 4 part time \$500 each, awarded at banquet

Dixie – Mini Trailblazer Award – Dixie Awards – Exempt and Classified Award. Certificate plus mini bison. After so many mini awards they become eligible for a major award.

SUU – Staff are Everywhere – Help in getting students graduated and off to everywhere.

Digital signage will start net week. 3 people each month. Employee of month - \$50 gift card to bookstore plus a reserved parking space. End of year Distinguished service award - \$1500 cash award, recognized at commencement and banquet. Outstanding male and female staff are also awarded in the same way.

SLCC – Employee recognition event every April. Both part time and full time staff are nominated. Top 10 full time and 5-6 part time, then moves to presidents cabinet where 6 full time and 3 part time are awarded - \$500 for FT and \$250 for PT. Monthly staff star award where people are nominated and every month there is a letter listing the nominations and winner. 5 Winners receive a beach towel and put in a letter that goes out to all staff on campus to be recognized. Names go into a pool to select 15 people to have lunch with the president.

Adjournment – 3:09 PM

Action Items

1. Each school needs to send a name to be added to the Legislative Committee.
StuartBunker@suu.edu
2. Each school needs to send a name to be added to the PR/Media Committee.
Gus.Calder@slcc.edu
3. Each school needs to send a name to be added to the BFF Committee.
bradshaw@dixie.edu
4. Stuart will reach out to Evan Vickers on guidance on appropriate interaction with the Higher Ed appropriations committee and to schedule a meeting with him in the interim.