



MINUTES

Conference Call
January 9, 2020
9:00 AM

9:00 AM - Welcome: Sheri Butler

Roll Call:

- Dixie State University: Diana Maughan, Tiffany Draper
- Salt Lake Community College:
- Snow College: Matt Green, Paul Tew
- Southern Utah University: Sheri Butler, Trisha Robertson
- University of Utah: Mark Russell, Billi Tsuya
- Utah State University: Dennis Kohler, Julie Duersch
- Utah State University Eastern:
- Utah Valley University: Candida Johnson, Nathan Gerber
- Weber: Luke Jenkins, Amy Huntington,

UHESA Business

Approve minutes December 12, 2020 – Julie Duersch Motioned to approve – Tiffany Draper Seconded – Minutes approved

Treasurer's Report

- Budget Update
 - Spent to-date: \$931.29 (summer conference and fall site visit)
 - Received to-date: \$2100 (from DSU, Snow, SUU, USU, UVU, WSU; As of last report missing SLCC, UofU, USU-E)
 - Current balance (as of October, latest amount available): \$6801.32

Institutional reports: – 2 min each

- Weber- Presidential Inauguration- Staff Association President (Amy Huntington) was invited to speak – Staff were highlighted and the whole program was inclusive of how staff support student success.
- UVU- In the process of interviewing for a new Information Officer VP– Holiday Social went great
- USU - is in the process of moving to a new performance management process meant to encourage on-going mentoring and check-ins with staff and a more robust training system to help supervisors understand their role in employee development. Attached is our draft check-in form for your reference.



- U of U – Chief Sustainability officer hired, from WGU – Looking to get a vote on the Board of Regents for Faculty and Staff as they look at restructuring of the Higher Education Governance
- SUU - Working to establishing a winter or spring social – Staff association donates to scholarship funds and will awarded in March
- Snow – Professional Develop have training scheduled out to March- January’s Topic “Managing your Student Workers” – Paul had lunch with president to discuss staff association – Paul and Matt have seat on Strategic Planning committees - now have 6 fully functioning staff committees
- DSU – Part of the strategic planning committees – HR coming to the next meeting to talk about our policy and procedures for exempt employees – Alumni working staff association and faculty senate to include staff and faculty in homecoming events

Discussion Topic: Performance review

- USU - Julie – Changing the way they do performance reviews – moving to quarterly check-ins – To improve on professional development - Technical skills, emotional impact, strategic development – Including training for supervisors. – starting with a pilot program
- Snow – Paul – Working with HR to set up a new process for 360 performance review – based on scheduled –Will now include part time employees in performance reviews.
- Weber- Amy – The process is very laborious and goes back and forth several times between supervisor and employees – It is based on a 5 point scale of rating and they are trying to change to 3 point scale – It is supposed to be annual, but it is not done very well with little training. Using performance reviews on to determine merit pay is a concern.
- SUU – Trisha - there is a conversation, but currently not really using the P.R. for merit pay. They don’t trust P.R. since there is such little training of those that conduct the review. Feels strongly that training is essential – So many managers are not trained on dealing with people.
- SUU - Sheri – supervisors are often hesitant to approach the negative side of employees behavior- causing a disconnect to being able to use P.R. to improve or remove employees
- Snow - working on training managers.
- DSU - Tiffany – Implanting some changes to our performance reviews – Training Scheduled for directors in January - Annual review – Self-evaluation – then supervisors evaluates
- UVU – Administration has identified that when it comes to supervisors and managers most don’t know how to handle this part of the job – Had training for these individuals to help them to be good supervisors and managers, but didn’t address P.R. Most trainings do not include faculty department heads, which is a concern –

Future meeting schedule

Zoom: February 13, 9:00am: Staff Diversity and Keeping Them

Next Face-to-Face meeting March 27th @ Dixie State

- Topics:
 - Legislative allocations and cost of living raises among institute
 - Revisit organization, constitution & bylaws, how we are similar and different. How can we help for those that would like to make changes?



- Future conversation- get vote for staff and faculty as they revamp USHE Governance of
- Higher Education-currently in status quo- Continue conversation on Performance Reviews and Training for people who manage.

Chat Board from Zoom

From Mark Russell - Utah to Everyone: 08:58 AM

can someone speak, so I can test my audio please?thanksthat was perfect. thank you

From Nathan Gerber to Everyone: 09:01 AM

Sorry, having challenges with my mic

From julieduersch to Everyone: 09:07 AM

Jessica Prettyman from USUE won't be able to join us today. They've got some critical deadlines they're working through today.Welcome Matt!

From Dennis Kohler to Everyone: 09:07 AM

Welcome Matt

From Nathan Gerber to Everyone: 09:09 AM

I'm here, just no mic, sorry

From Trisha Robertson (SUU) to Everyone: 09:10 AM

You could call in with your phone. I don't have a computer mic and using the phone works well

From Mark Russell - Utah to Everyone: 09:20 AM

trisha, I think ive asked before....but the scholarships are paid by the staff, but don't necessarily go to staff. is that correct?

From butler to Everyone: 09:21 AM

Yes. Staff donate to this scholarship fund and all funds are awarded to students for scholarships.Staff at SUU can take up to 9 credits per semester and tuition is waived.

From Billi tsuya to Me: (Privately) 09:28 AM

I emailed the document from my academic senate that includes some of the details on the USHE restructure at the board of revenants. Will you please post it the correct way to the board where everyone can look at it?



From Trisha Robertson (SUU) to Everyone: 09:29 AM

Yep - Sheri's got it. Staff donates to the fund and the scholarships are offered exclusively to students. We receive tuition waivers for up to 9 credits at SUU and can apply for professional development funds for conferences. But staff are not offered other scholarships

From Billi tsuya to Me: (Privately) 09:29 AM

regents not revenants

From Mark Russell - Utah to Everyone: 09:31 AM

does anyone have mandatory reporting to HR from each department, regarding management updates with staff?I can upload screenshots from what our online system looks like

From Luke Jenkins to Everyone: 09:32 AM

People Admin is our branding of People SoftWhich I think USU said they were using.

From butler to Everyone: 09:32 AM

That would be great Mark.

From Trisha Robertson (SUU) to Everyone: 09:32 AM

I think by policy that's required at SUU on an annual basis. But in recent years less supervisors and departments are following through on that and HR doesn't hassle people about it

From julieduersch to Everyone: 09:36 AM

USU is separating the performance management process from the merit process, allowing for flexibility in how pay increases are handled (e.g. across the board COLA-type increases, job- comparison, gender-equity, and merit, etc.)

From Mark Russell - Utah to Everyone: 09:39 AM

ive worked on both hospital and academic side. the clinic side, 3 goals are set by staff for ALL staff to meet. They are required to be measurable goals. To get the max pay raise, you have to achieve all 3 goals.(all staff for that section)which reduces the potential for management bias

From julieduersch to Everyone: 09:49 AM

Our faculty evaluation process (e.g. P&T) is separate from the staff process. However, they are looking at how they might add a piece of the staff process to the faculty side (especially in the case of a supervisory or admin role).

From Dennis Kohler to Everyone: 09:49 AM



I am interested in systematic evaluation across levels. Many evaluation systems do not allow for anonymous critical evaluation of culture and system. There is a problem with up to down evaluation only. Quick web search gives this: <https://emplify.com/blog/how-to-evaluate-your-managers-performance/>

From Billi tsuya to Everyone: 09:50 AM

so... can we address this as UHESSA?

From Nathan Gerber to Everyone: 09:50 AM

I have to run to a CIO/VP interview, sorry I have to leave a bit early. I love this conversation and look forward to seeing how we can all use this information in the next few months!

From Dennis Kohler to Everyone: 09:50 AM

Thanks Nathan

From julieduersch to Everyone: 09:52 AM

Do we have more details on the March meeting yet?