



MINUTES

Zoom Conference Call - Day One

Thursday, July 16, 2020

10:00 AM

10:00 AM - Welcome and Roll Call, Sheri Butler

Dixie State University: Riley McMullin, Diana Maughan, Megan Church, Jon Gibb

Salt Lake Community College: Gina Alfred, Sean Crossland

Snow College: Mike Daniels, Matt Green

Southern Utah University: Sheri Butler, Kenzie Lundberg, Dan Camp, Trisha Robertson

University of Utah: Bryce Williams, Jenny McConnell, Billi Tsuya

Utah State University: Julie Duersch, Tony Flores, Jessica Prettyman

Utah Valley University: Candida Johnson, Nathan Gerber, Beka Grulich

Weber State University: Luke Jenkins, Gail Niklason

10:15 AM – Treasurer Report & Reduction of 2020-21 Dues

Balance \$7051, Waiting on one institution to turn in dues.

- Proposed to reduce dues, less Spending for Covid19. Reduce fees by half.
- Jon Gibb motion to approve
- UVU Beka seconded
- Motion carried. to reduce fees by half.

Sean Crossland suggested to use fees to pay for other possibilities.

We have used funding for letters, postcards, day at the capital expenses, sometimes for officers of UHESA when not part of the association, room fees and meals.

Leave fees as \$350 for scholarships if we continue to have travel restrictions

PR Update

New board members will update once the decisions are made.

10:30 AM – Nomination for New Board Leadership

Nominations:

- President-Elect - Julie Duersch (USU), Paul Tew (Snow College)
- Secretary - Candida Johnson (UVU)



- Treasurer - Jessica PrettymanUSU-Eastern
- Legislative Chair - Jachel Larsen UVU,
- PR - Jenny McConnell

Nathan closed nominations, Jessica seconded it

11:00 AM – Spencer Jenkins speaking on new higher ed board, and the role of UHESA in the new organization

We are getting a stronger role and recognition with the institution.

Spencer Jenkins: Chief of Staff for USHE - Chief Student affairs officer/Government officers

July 1st only one higher education both technology and degree seeking institutions are now one.

New Committees:

- Academic Affairs
- Technical Affairs
- Finance Affairs
- Student Affairs

The system consists of:

- 16 Institutions
- 19 member-board
- 200,000 student

Utah System of Higher Education - Staff

- Regular Faculty 5365
- Adjunct Faculty 4062
- Teaching assistants 1455
- Executives 297
- Staff 20,472
- Wage Payroll 9974

More direct line to the office:

It has been proposed for UHESA to be on the new advisory board for Utah System of Higher Education

Still waiting for data from the Technical Schools. How are the staff in the

Technical schools being represented?

Should we bring the Technical schools to the UHSEA board?

COVID19 - All institutions have been asked to create plans to repopulate, active monitoring of health, plans to go back online if our health district or county returns to red or orange.



20,000,000 funding to get us going for fall semester

80% of the student allotted funds from the Cares Act Funding has been expended.

Originally testing was key, movement as move to tracing and how we prevent or prescreen, but there isn't much we can do.

Realization that even a small number of cases can explode. Do we honestly feel confident we can bring people back to campus?

How to connect with legislators.

- **Bring issues to the advisory board (Preferred)**
- Bring to issues to the institution to take to the legislature
- Use local legislators at any time as an individual
- Work through USHE office

Zoom Recording of Spencer Jenkins: https://youtu.be/6D1dTm_Q6zc

Discussion:

How can we as Staff Associations do to bring positive to our staff and campus while they are feeling so uncertain?

Good Dad Jokes

We can't change the disruption, we need to look at our mental health despite this disruption. We need to create the normal as much as possible.

We need communication - In needs to go back and forth, the administration needs to be listening as well.

Townhalls can be good, but at times staff bring up the wrong questions. Some staff find some communication too much, others not enough. We need to find the happy meeting.

Making employees feel valued is important. Directors need to be part of the process of making employees feel important.

Creating stuff on the website to help with the mental issues from Covid19

Help areas or departments, work individually to make their people feel comfortable. Bring departments together as a unit having positive experiences.

Unity is needed to keep the positivity up.

Supervisor training is key, The supervisor needs to be trained to communicate and help employees feel good.

We often are making up the rules as we go along. Testing positive for Covid19 will throw everything out of whack. So we need flexibility, while showing "exceptional care"

Flexible on one side, but not on the other side can be confusing to those that are on the inflexible side.

How do you show expectations that work needs to be done, despite the uncertain circumstances.

We need stronger supervisors to be able to manage people, institutions should be more involved in using the right tools to help supervisors.



As an association at our institutions, we need to be able to help the staff deal with the fear, with the inequities, with lack of responses.

12:00 PM – Working Lunch

As part of the UHESA Summer virtual meeting, you are invited to gather for lunch around our virtual table courtesy of your UHESA dues! Here's what you need to know:

1. Use Doordash or a delivery service of your choice to have delicious food from a favorite restaurant delivered to you in time for our lunches on Thursday, July 16 and Thursday, July 23
2. Save your receipts, scan and save them as a .pdf file using your lastname-firstname-university-receipts.pdf as a model (e.g. duersch-julie-usu-receipts.pdf)
3. Complete the W-9 form found here (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>), and save as lastname-firstname-university-w9.pdf (required to be reimbursed)
4. Upload your scanned receipts and W-9 to the secure Box folder here: <https://usu.app.box.com/f/2f64d3ea77554fbf810fb55c17e99291>

Please submit your receipts and W-9 no later than Monday, July 27. If you have any questions, please contact Julie Duersch (julie.duersch@usu.edu).

1:00 PM – Elections

Electronic voting will be going out electronically. Voting completed by Friday 5:00 p.m.

1:30 PM - Adjourn



MINUTES

Zoom Conference Call - Day Two

Thursday, July 23, 2020

10:00 AM - Welcome and Roll Call, Nathan

Dixie State University: Diana Maughan, Jon Gibb, Megan Church

Salt Lake Community College: Gina Alfred

Snow College: Matt Green, Mike Daniels

Southern Utah University: Sheri Butler, Trisha Robertson, Kenzie Lundberg

University of Utah: Bryce Williams, Billi Tsuya, Jenny McConnell

Utah State University: Julie Duersch, Tony Florez

Utah Valley University: Nathan Gerber, Candida Johnson, Jakell Larson, Beka Gurlich

Weber State University: Kimberly Love, Gail Niklason

New Board Members:

President-Elect: Julie Duersch

Secretary: Candida Johnson

Treasurer: Jessica Prettyman

Legislative chair: Jakell Larson

PR/Communication: Jenny McConnell

10:15 AM – Discussion: Moving UHESA into the future, Nathan

<https://youtu.be/rOWyzseI09Y>

Jared Haines: Senior advisor for Technical Education to Commissioner with USHE,

Zoom recording: I will attach this when it is ready.

Jared came from Utah Technical colleges, His role is to create a smooth transition from technical colleges to USHE. There are 16 technical institutions.

Utah Board of Higher Education is now the governing board for higher education.

Goal of the advisory board is to advocate to institutions for the industry. Will be mostly employers, then K-12, degree-granting faculty, technical faculty. Faculty will assist members to advise on how instruction works.



Advisory board role is to inform the board for technical education, academic education and state board of education.

Julie asked: What would the role of a staff representative be to the advisory board. If the staff association is part of the board? It would need to be about representing students to the workforce.

Representation of staff interest may be a better place for UHESA.

Student Affairs Committee may be a better place to be represented. Spencer is who to address regarding this.

Jared is willing to be a liaison to the board if we would like to be heard.

If Jared were to work with UHESA it would be mostly to update as the new organization is built.

The Chief Diversity officer is going to be part of all 4 committees to represent diversity. Using one liaison to each of these different committees to address particular interests related to diversity.

Technical schools have a representative through their HR department that meet as a state group to promote the needs of their staff.

UHESA would like to bring the technical schools into their association.

Sheri recommended having 1 or 2 people from their current organization as being part of UHESA and they could take information back to disseminate.

Follow-up thoughts: The Advisory board may not be the best fit, but each of four committees may be a place to be. However, the role of these committees isn't always about how it affects staff.

Implementation of directives need to involve staff, we need to have our voices heard.

Roll and Responsibilities of UHESA:

How do we move forward in such challenging times?

"UHESA collaborates with the Utah System of Higher Education. UHESA joins with and supports the staff associations from each of the USHE institutions."

"The mission of the 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."

We are going through major changes in the Utah Higher Education system.

In addition, we have the Covid-19 along with dealing with changes within our institutions.

Change and stress can make us feel like we are in a down and out slump. It is easy to get discouraged. We need to look for ways to win.

How can we help our staff weather this difficult time? Be in it together.

You sell tickets on experience - We need to base our experiences this year off of positive experiences and sell those.



How do we show appreciation to those that are on the front lines and still working on campus. Specific messages to these departments that have workers that have not been able to work from home.

Remind people that not having people come to the office can help with the social distancing.

Create training and moments of connections that meet the social distancing needs.

Provide resources to help in stabilizing the mental health of our employees.

Supervisors need to be watching for the signs of those that are struggling. Letting them be the first line of defense. Creating tools for the supervisors so they are watching for the signs of someone struggling.

Find opportunities to focus on the positive. With measurable productivity. Which is how to make the biggest difference to both ourselves as well as others.

2020-2021 topics and schedule

- Covid-19
- Supervisors Training
- Mental Health Resources for employees
- Support groups

Action Item: Diana will work with Candida to create a Pool.

12:00 PM – Working lunch

Have your own lunch delivered and get reimbursed from UHESA. As part of the UHESA Summer virtual meeting, you are invited to gather for lunch around our virtual table courtesy of your UHESA dues! Here's what you need to know:

1. Use Doordash or a delivery service of your choice to have delicious food from a favorite restaurant delivered to you in time for our lunches on Thursday, July 16 and Thursday, July 23
2. Save your receipts, scan and save them as a .pdf file using your lastname-firstname-university-receipts.pdf as a model (e.g. duersch-julie-usu-receipts.pdf)
3. Complete the W-9 form found here (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>), and save as lastname-firstname-university-w9.pdf (required to be reimbursed)
4. Upload your scanned receipts and W-9 to the secure Box folder here: <https://usu.app.box.com/f/2f64d3ea77554fbf810fb55c17e99291>

Please submit your receipts and W-9 no later than Monday, July 27. If you have any questions, please contact Julie Duersch (julie.duersch@usu.edu).

1:00 PM – Adjourn

Next Months Topic:



Use topic of supervisor training for our August meetings. What are they doing to train their supervisors to help their employees?