

UHESA Meeting #8

Snow College

August 4, 2005

10:30 am – 5:00 pm

Meet and Mingle Discussion

A suggestion was made that we ask the president of the institution where our conferences are held to be in attendance to greet UHESA attendees and open our meetings.

Attendees were asked to review Delegate information from each institution and give corrections to the secretary/treasurer, Barbara Rodriguez.

WELCOME and BUSINESS ITEMS.....Shad Sorenson

Meeting called to order at 10:30 am. Introductions were made.

College of Eastern Utah:	Geniva Brooks and Hank Savage
Dixie State College:	Laurie Sullivan and Sheila Cannon
Salt Lake Community College:	Keenan Adcock and Butch Steffen
Snow College:	Mike Jorgensen and Carol Jacobsen (registered and paid, but did not attend on Thursday)
Southern Utah University:	Barbara Rodriguez and Annette Murray (Thursday only for both)
University of Utah:	no one in attendance
Utah State University:	Marsha Howell (PEA), Jill Ballard (CEA)
Utah Valley State College:	Shad Sorenson and Louise Bridge
Weber State University:	Jennifer Evans (PSAC)

- Approval of Minutes
Marsha made a motion to accept minutes as written. Laurie seconded. Vote was unanimous.
- Review and Approval of Financial Report
This was tabled until later in the conference.

UHESA Legislative Committee.....Butch Steffen

Butch introduced our guest speakers:

Boyd Garriott – Office of the Legislative Fiscal Analyst- Assistant, Deputy Director- Higher Education
“Discussion on the Legislative Process”

Richard W. Wheeler – UT House of Representative- District 68
“Legislators Perspective”

Boyd distributed copies of the 2005-2006 Appropriations Report and discussed the funding breakdown as shown on pages 6 and 7. State funding is given to institutions to cover instruction and the infrastructure of campuses. Areas like bookstores, cafeterias and housing are all self-support programs.

Some concerns the legislators have are:

- How to fund growth
State monies are diminishing but many legislators want to hold education harmless. Public Education is protected more than higher education. Tuition increases have increased extremely over the past few years. There are 10,000 students on our campuses that are not funded in the *infrastructure* aspects of being on our campuses—they are only funded to hire staff and some money (~\$600/student) for overhead; IF they're funded at all. Most likely they are not funded at all.
- We are currently experiencing a decline in enrollments
There used to be a piece of enrollment growth money that was an identified line-item of funding. That stopped five or six years ago. Now it is funded under an “Urgent Student Support” model.

- Funding varies by institution. Ancillary costs are considered: Advisers- what is the quality of the adviser, Utah Mentor- is there one available.

Q. (Hank) Does each institution take care of their own health benefits (i.e. part-time is eligible for health care vs. fulltime)?

A. (Boyd) The Legislature is looking at possibilities of state-wide health-care; Boyd and Richard feel it is best to leave it up to each institution. Dave Clark has a draft written up with about 12 names already on it so far to help reword Title 49, which will allow Dixie, Snow and CEU be allowed into the PEHP pool for insurance coverage (and any other institutions, if the so desire).

Q. (Hank) What about the possibility of having benefits common to all higher education institutions. For instance, if you worked at Snow for ten years and then moved to Orem and started working at UVSC you would be able to transfer your benefits (retirement, vacation, sick leave, years on the job, etc.)

A. (Boyd) We won't even go there.

Comment (Rick): Benefits are the biggest target this year. We need a venue to address this. Our legislature is very conservative. Many of them are businessmen who don't offer benefits to their employees (farmers, ranchers, etc.) and they think the state and higher education employees have the biggest "lunch program" there is.

Comment (Shad): Well, then as benefit packages are dwindled, we need to have salaries compensated.

Comment (Rick): Start at the campus level! Faculty members have a lot of power. Faculty can get a president fired. A Vice-president can't

Q. (Butch) The Governor eluded to the entire state employee's group being treated equally. The UEA has a built in COLA. What are the possibilities of having a 2% COLA built in to higher education.

A. (Boyd) He thought there was something like that already going on.

Q. (Butch) Will transportation be the "big beast" again?

A. (Richard) Yes, the Salt Lake City area has the main attention of focus for the legislature and unfortunately roads is always a big concern up there. However, Higher Education infrastructure has a really good chance for approvals this year. Beginning this year O&M will be approved with each new building that is approved for construction.

Comment: (Boyd): On September 22 the opening meeting for Higher Education will be held. There has been an interim agenda published. This may be the place to address compensation issues. Bring this up to your legislative representatives now. Greg Bell and Kory Holdaway chair this committee. An interim Agenda was handed out (Handout 1)

Q. (Butch) We have often wondered how it is best to represent ourselves [UHESA]. Should we come on strong, like UEA, or more subtle.

A. (Boyd) The best way to present things is always showing how your request ties to the mission of your institution. Look at accreditation requirements, mission statements, etc. and tie your request into them.

Comment (Richard): He has been on all sides; faculty, staff and legislator. His feeling, after seeing a lot of groups at work and he still thinks the best way to approach the legislature is through the institution presidents. Legislators will still look to entities involved to see what their feelings are on the issues. If the president is asking for a tuition increase, we will look to the student to see if he is shaking his head "yes" or "no" and then vote accordingly. Utah has a very open legislative calendar. You can go on the website for agendas. All meetings are open and Webcast films live sessions. Contact your legislator and let them know what staff associations feelings are. Comment to Butch by Boyd on the side: They [legislators] don't care about salary....that is going to be a sideline.

The budget cycle has begun. By the September 22 meeting the legislators will probably have already decided how they will vote. You need to identify things the presidents can back us up on. Get a letter drafted and start talking to representatives.

BREAK FOR LUNCH

During lunch we had drawings for prizes supplied by various institutions.

Reconvened at 1:30.....Legislative guests left after lunch break.

Butch concluded the UHESA Legislative Committee report and handed out an overview of committee involvement for 2004-2005 (handout 2)

The Budget cycle has begun. At the September 22 meeting, legislators will probably already have decided how they are going to vote. We need to identify things the presidents can back us up on, get a letter drafted and start talking to our representatives.

We need to attend all the Board of Regents meetings. He would probably be able to attend many of the meetings held up in the Salt Lake area, but he needs help. We need representatives from UHESA to attend the meetings held in their local areas.

Butch also expressed concern on what they two legislative representatives were stressing—watch your benefits. What does that mean? We don't know. After discussion it was determined that we would look at supporting the following items of emphasis:

- Benefits – maintain them at the institutional level
- Compensation – 2% COLA build into salary compensation annually
- O&M for buildings not currently receiving O&M funding
- Adequate staffing
 - currently serving more students with the same number of staff
 - all positions are not filled on all campuses
 - academic support (student services) not increased as new programs increase, i.e. new advisers, registration personnel, tutors, custodial staff etc.
 - work force needs calculated on incoming freshmen vs graduating high school seniors, many institutions have non-traditional students and number of staff positions needed may not be fully reflected

Deadlines for Points of Emphasis:

August 18 – each institutional staff association president will meet with their President's Council and discuss these points of emphasis. Make sure all parties are going to be able to support these issues so we will be moving in the same direction.

August 26 – email Laurie Sullivan with your final draft of points of emphasis

September 8 – Laurie will send a draft letter to each institution for review

September 19 – A final letter will be emailed to each institutional president prior to the Higher Education Appropriations Committee Meeting on September 22.

Butch had to leave conference at 2:30 on Thursday.

FINANCIAL REPORT.....Barbara Rodriguez

Records are scattered and incomplete. All the current secretary/treasurer had to go on was a report left by the last secretary/treasurer, Wendy Bailey. This report showed some institutions owing fees prior to 2003-2004. It also showed some institutions past due for last year. (Handout 3, including invoices)

A motion was made by Hank to write-off the delinquent dues 2003-2004. Discussion pursued and an amended motion was made by Shad that we research what the amount owed was for and after exhaustive research of all records, if we cannot establish what it is for, then we will write it off. Laurie seconded. Vote was unanimous.

CONSTITUTION REFORM.....Shad Sorenson

See attached amendments to the Constitution and Bylaws. For clarification it was determined to define a Quorum as indicated in the Constitution and Bylaws.

All changes were motioned, seconded. Vote to accept was unanimous.

Mike Jorgensen had to leave. We asked him if he would be willing to serve in an Executive Board Officer position if he was nominated. He agreed he would.

ELECTIONS.....Barbara Rodriguez and Laurie Sullivan

Nominees for President-Elect: Geniva Brooks and Michael Jorgensen

Nominees for Secretary: Jennifer Evans. No further nominations were made.

Nominees for Treasurer: Barbara Rodriguez. No further nominations were made.

Motion to close nominations was made by Hank, seconded by Marsha. Vote was unanimous.

Each nominee was asked if they would be willing to serve.

Ballots were distributed. Barbara and Laurie counted ballots. Results are:

- President-Elect: Michael Jorgensen, Snow
- Secretary: Jennifer Evans, Weber
- Treasurer: Barbara Rodriguez, SUU

Barbara and Laurie will take home all the information from previous executive board officers and put together a historical binder for President, Secretary and Treasurer. Barbara will then send new binder to Jennifer.

PUBLIC RELATIONS SUBCOMMITTEE.....Shad Sorensen

Shad would like to get this committee running again. He asked that each institution submit a name to serve on this committee, similar to how the Legislative committee is set up. Everyone agreed to have an institutional representative name submitted. Geniva nominated the name of Teresa McKnight to serve as chair of the committee. Shad excused himself and called to see if she would be willing to serve. She accepted. Barbara seconded the name. Vote was unanimous to have her serve in this capacity. (handout 4)

Since some of the delegates would not be attending the second day, Marsha and Jill asked what each institution does in regards to tuition waivers.

Meeting adjourned at 5:00 pm and will reconvene on August 5 at 8:30 am.

UHESA Meeting #8 (continued – Day 2)

Snow College

August 5, 2005

8:30 a.m. – 1:00 p.m.

BREAKFAST and BUSINESS ITEMS.....Laurie Sullivan

Meeting called to order at 8:30 am.

- **Institutional Reports**
Laurie mentioned all institutions need to update their reports by October 31, 2005. Updated information needs to be sent to our website representative, Teresa McKnight mcknight@cc.usu.edu at Utah State University. Please send a copy to Laurie as well. Information contained in the institutional reports online includes:
 1. How are your associations represented at your institution?
 2. What Board and Committee's do you serve on at your institution as representatives of staff?
 3. How many staff are employed at your Institution (please include percentage of work force – total full-time and part-time benefited staff?)
 4. Does your Association have a mission statement? If so, what is it?
 5. Contact for your association?
 6. Do you have a staff association website?
 7. Do you have an e-mail list so you can quickly send information out to all staff? If so, how often and what do you send out?
 8. Do you receive a stipend to serve as Staff Association President?

- Website recommendations should be made to Teresa McKnight at above email address.

UHESA'S FUTURE.....Laurie Sullivan

Election results were announced on the previous day of meetings. Laurie led the group in developing a meeting schedule for the 2005-06 school year. Shad will send an email with conference call instructions.

- 2005-2006 Meeting Schedule was developed as follows:
 - Monthly conference call meetings on the second Wednesday of each month from 1:00 – 2:00 p.m. (Excluding December, February and July)
 - September 14th 1:00 – 2:00 pm
 - October 12th 1:00 – 2:00 pm
 - November 9th 1:00 – 2:00 pm
 - January 11th 1:00 – 2:00 pm
 - March 8th 1:00 – 2:00 pm
 - April 12th 1:00 – 2:00 pm
 - May 10th 1:00 – 2:00 pm
 - June 14th 1:00 – 2:00 pm
 - One additional in-person meeting will be held on December 2, 2005 at the College of Eastern Utah. Geneva Brooks will help facilitate this meeting at CEU and all UHESA members will be invited to the CEU classified staff association's holiday craft fair for scholarships. Meeting will be one-day only, on December 2nd.
 - The February meeting will be at the capital for the Day at the Legislature. Date TBA.
 - There will be no meeting in July.
 - The next annual UHESA Conference and meetings will be held on August 3-4, 2006 at Weber State University.

- Laurie shared her vision for the year. "Let's help on our campuses all throughout the year and work to make everyone feel important! I envision a great year!"

HOT ISSUES.....Laurie Sullivan

Institutions shared 'hot issues' affecting staff in an idea share. Issues mentioned and discussed include:

- Tuition benefits transfers between all institutions in the State. Example: Someone wanting to pursue a doctorate degree when one is not offered at the employees' institution, can obtain the degree at another institution using their staff benefits. Institution benefits were shared:
 - SUU – Full tuition for 9 credits for self and spouse. Children get ½ tuition. Does not include continuing education or online courses.
 - Dixie – Full tuition with no credit limit for self, spouse and dependents.
 - UVSC – Full tuition with no credit limit for self, spouse and dependents. Part-time employees received full tuition up to 6 credits. Employees also receive tuition reimbursement up to \$1,200 a year when earning a 'B' or better at another institution.
 - CEU – Full tuition with no credit limit for self and spouse. Full tuition for dependents up to 19 credit hours.
 - SLCC Full tuition with no credit limits for self, spouse and dependents. Tuition reimbursement up to \$500 at another institution.
 - WSU – Full tuition up to 6 credit hours for self and spouse. Children get ½ tuition with no credit hour limits.

- Four-day work week was discussed. Dixie, CEU and SLCC all have a variation of the 4-day work week during Summer only. Some at SLCC have a 4-day work week all year long. It was mentioned there is some savings of energy but the overall benefit is that it helps morale. Snow College has 'summer flexible hours' where employees can vary their schedule or work 4 10-hour days up-to the July 24th holiday. SUU is thinking of going to 4 10's during the Summer. WSU considered the options and determined it was not beneficial to the campus.

- Professional Staff organizational structure and budgets were discussed. Each institution shared the culture of their professional staff organization(s).
 - Dixie – Just split into 2 associations this year. Each association asks for dues from classified/professional staff of \$3.00 per month or \$1.50 per paycheck. The president of each association gets \$3,000.00 stipend for the year. The Faculty/senate chair gets 3 hours release time from duties so the \$3,000 equates to this. Dues make their only budget. They have about \$3,500 currently and get about \$300 a month.

 - USU has two institutions, the PEA and the CEA. Each gets a \$2,000 budget for the year. They do not collect dues. No part-time employees are included in the associations. Each have a membership of about 1,000 employees. Their budget money rolls-over each year. They sponsor a bunch of activities each year:
 - 1 conference or banquet
 - Spot awards in PEA \$50 gift card, plaque and plant
 - Brown bag lunches/forums 4x a year
 - 5 \$800 scholarships from PEA given to the university each year
 - CEA Week includes luncheon with 400+ attending, forums, employee b-ball tourney, coffee break...money earned goes to school for scholarships.
 - Prize give-a-ways have included laptop computers and lazyboy couches they have had donated.

 - SLCC has one organization for both professional and classified. They serve about 1,000 staff members. They have a \$3,000 budget. They are working on a new policy to include part-time workers. They are focusing on TLC this year...Teamwork, Learning and Communication.
 - BBQ at end of year to announce new officers
 - Pancake breakfast beginning of the year and give out donated prizes.

 - UVSC has one organization for all staff. The budget comes from the president and they aren't sure what it is. They mentioned it was so much they didn't want to say and have everyone mad at them. They have stipends...\$1,500 for the President and \$500 for the Secretary. They serve about 750 employees...just full-time.
 - Summer University....like our Spring Break Training...separate budget
 - Several socials throughout the year
 - 3 distinguished employees of each semester

 - CEU has 2 organization for classified and professional. They do not have a budget. They collect dues of \$2/month. Currently have about 50 classified and 50 professional.

Yet they only receive about \$30 in dues each month. They are going to look at UVSC's program to see about combining into one organization.

- Serves on the President's Cabinet, College Senate and Budget Committee
- Did a great fundraiser this past year. Had a craft fair at Christmas Time and the money raised was given to the school for a scholarship.
- Snow had 3 organizations, classified, professional and faculty. Last year they combined into one organization. Didn't work. This year they split back out (sort of). Their staff executive board serves 3 year terms. Each year the president rotates between the three areas and the other 2 represent the other 2 areas. They do not collect dues. They represent about 240 employees between both campuses. They are trying to get a budget.
- Weber State University has two separate organizations which function more for administrative purposes. PSAC for Professional Staff Advisory Committee and CSAC for Classified Staff Advisory Committee. Both committees function more as advisory groups for president's council and staff issues. There are other groups on campus who facilitate most other functions for staff members. The Faculty/staff association plans the socials for dues paying members. Faculty and staff at all levels can contribute \$3.00 a month in dues. Monthly activities include Murder Mystery Dinners, Chili cook-off and ice skating night, Cherry Hill swimming and BBQ day, Mexican Fiesta day, etc. Awards for outstanding employees come from the President's office each year and include a \$1,000 gift, plaque and reserved parking spot. The Staff Development program gives money for employee development. Applications are due 4 times a year and the committee meets to approve funding of employee applications for training, conferences, etc. Spring Break Training happens each year during Spring Break Week. The Office of Workplace Learning (on campus) oversees this program and offers about 45 classes during the week in computer skills, professional development, personal development and wellness. About 425 employees attend courses during the week. Both committees have a \$1,600 budget which does not roll over from year to year. However, the president's office pays for travel to UHESA events out of their budget so it does not affect the \$1,600 budget. There are no stipends for officers of PSAC or CSAC.

LEAVING A LEGACY.....Lynn Schiffman

Lynn Schiffman, Director of Student Activities at Snow College, gave an excellent presentation on Leaving a Legacy. Institution representatives were challenged to figure out what their contribution will be and remember that things are not important on campus, but people are important.

BREAK FOR LUNCH

During lunch the annual meetings were officially adjourned.

Institution representatives left after lunch at 1:00 p.m.