

UHESA Minutes
August 5-6, 1999

Present: Darlene Severeid (CEU), Hank Savage (CEU), Melissa Swenson (CEU), Susan Wilstead (CEU), Linda Rogers (Dixie), Luanne Holden (SLCC), Mark Hamilton (SLCC), Michael Thurman (SLCC), Katie Jean Larsen (Snow), Bill Moody (SUU), Wes Brinkerhoff (SUU), Jerry Jensen (U of U), Jim Cook (U of U), Jan Egert (USU), Jill Ballard (USU), Jim Reese (USU), Julie Williams (USU), Leila Neilson (USU), Paula Baker (USU), Sally Meikle (USU), Teresa McKnight (USU), Todd Milovich (USU), Gary Griffin (UVSC), Merrill Oyler (UVSC), Brooke Chase (Weber), JoAnn Reynolds (Weber), Kay Brown (Weber), and Tamara Aird (Weber)

Thursday, August 5, 1999

Luncheon at 12:00 noon along with check in and name tags received.

At 1:00 p.m. Luanne Holden, UHESA President, welcomed all those in attendance and asked for a motion to approve minutes of March 4-5 meeting. Motion to approve with minor corrections given to Linda was made by Brook Chase and second on motion was given by Kay Brown. All approved.

Luanne then had each member go around and introduce themselves.

Linda then asked to have the financial statement approved. Motion to approve was given by Leila Neilson and second was may by Hank Savage. All approved.

Luanne then passed out and reviewed the UHESA Constitution and By-Laws so new members could be aware of them. She also stated that we had spent quite a bit of time last year reviewing and updating them.

Role of UHESA: Luanne stated that UHESA is for Higher Education Staff employees and is a voice for staff associations to communicate with each other. Also used as a means of unanimous communication to Board of Regents for staff of Higher Ed. UHESA also recognizes the uniqueness of each institute and is to help each institution with issues that are important. UHESA is not a grievance board and has no paid positions.

Mark Hamilton asked if UHESA had a problem being recognized. Luanne state that no we are recognized by each of our Presidents and the Regents.

Staff Association Reports: Luanne then asked each school to report on how their staff associations communicate with their administration, how information is passed to staff employees, how staff association are funded, and if the institution has one or two associations.

Mark Hamilton (SLCC) stated they have good relationship with Administration and their President. They meet with President monthly. They communicate with staff by holding three semester meetings, using their executive board and committees also. They receive \$1,500 out of Education and General each year, but they exceed that by \$500 which Vice President helps fund. Costs generally run from \$1,500 to \$2,500. SLCC has one staff association and one pay scale.

Wes Brinkerhoff (SUU) said they have good relationship with Administration with a representative on President's Council, Board of Trustees, and many committees. A recent survey showed them that many of their staff were not aware of the association so they could improve their staff communication. They have monthly board meetings and want to develop web page. They are appropriated \$3,600 yearly and have not stipend. Have approximately 360 members that are full and part-time employees and are one association.

Linda Rogers (Dixie) stated they have good relationship with administration. Have monthly meetings with President, President of association sits on President's Council and Board of Trustees. Also one staff member is assigned to every committee that the President has. Communicate with staff by newsletters, through building representatives, e-mail, semester business luncheon meetings, and socials. New employees are taken on tour of campus and taken to lunch. Goal is to develop staff web page this year. Dixie is self funded and recent board vote showed that they prefer staying that way. Dues are \$3.00 per month. Dixie has one association.

Jim Reese and Leila Neilson (Utah State) reported that they meet monthly with Board of Trustees and President. They communicate with staff by welcome letters to new employees, web site, biannual newsletters, annual conference, and host three brown bag training sessions. Utah State has two associations and each are given \$2,000 budget each year.

Brooke Chase and Kay Brown (Weber) stated that they are welcome to attend President's council meetings and are invited to Board of Trustees. Staff representatives meet monthly and they have three open meetings a year. They use e-mail, flyers, newsletters and web page. Weber has two associations and each are funded with \$500. They have no dues.

Katie Jean Larsen (Snow) said that representative sits on College Council and President is open to meet with them. They have very good staff development. They meet with all the staff four times a year and on special issues. Snow has two associations but have close cooperation and meet together. Each group is funded \$1,000 by administration.

Gary Griffin (UVSC) said they are invited to President's Council and Board of Trustees. There is an open door policy with the President. Faculty Senate also invites them to their meeting. UVSC has an executive board that meets monthly. They are one association and are funded \$7,000 a year which pays for retirement social, years of service, and employee recognition.

Melissa Swenson (CEU) stated that they sit on College Senate and are invited to Board of Trustees. They were more successful in getting their President's ear last year than they have

been in the past. They work together well with the faculty. They have meetings as needed and can be more than once a month. They communicate with employees through e-mail, meetings, memos and web page. Have option to pay dues, but if want to vote then they must pay dues. Dues are used to send flowers to employees. They get around \$50 to \$100 per pay period.

Jim Cook (U of U) said they have struggled a little with recognition as faculty rule on their campus. Are invited to Board of Trustee meetings, but not President Cabinet or Council. Becoming more recognized with newsletter which credit union publishes for all employees. No elections so don't have great responsibility towards association. Board is made up of 24 employees with 8 rotating off each year. Last year had more participation with committee and had a very successful legislative effort. Funded \$5,000 from Human Resources budget and have one association.

Break from 3:05 to 3:20 p.m.

Luanne then mentioned that we are trying to get the web page up and running again. Linda will follow through with Jonathon Morrell and let members know if web site has changed. Luanne reminded everyone that UHESA is here to help provide each staff organization with information they need and that we should remember to thank administration for their support. Also, be sure and use the method of communication that administration wants you to use.

Luanne asked about the support to attend conference. Did employees use college time or own time. All the schools reported that they used college time and Staff Association budget to pay or expenses. Luanne stated that this was a positive change from previous meetings.

Nominations: Luanne then stated that each institution can have two voting delegates. She asked Linda to make note of the voting delegates and passed out papers for members to nominate someone to run for President-Elect and Secretary. Luanne will check with nominees and prepare ballots for Friday.

Voting Delegates are:

CEU	Darlene Severeid and Susan Wilstead
Dixie	Linda Rogers
SLCC	Mike Thurman and Mark Hamilton
Snow	Katie Jean Larsen
SUU	Wes Brinkerhoff and Bill Moody
U of U	Jim Cook and Jerry Jensen
USU	Leila Neilson and Jim Reese
Weber	Brook Chase and Kay Brown

Health Insurance and Compensation Discussion: Luanne said that letter was ready for each school representative to sign. Asked for final vote of approval to send letter out. All approved. Please sign sometime before you leave today, so she can make copies and get them out to everyone. She then asked for each school to report on their benefits.

SLCC is with Blue Cross Blue Shield. Their co-pay was raised. No premium. They received a 1% pay increase. Pay \$7 or \$14 for prescriptions. \$10 Doctor visit co-pay. Instacare is \$25 and Emergency room is \$50.

SUU is also with Blue Cross Blue Shield. They have \$10 or \$15 for prescription. Received 2.3% pay increase. They have \$10 or \$15 for prescription. \$15 Doctor visit co-pay. Emergency room is \$25. \$25 hospital cost for outpatient and \$75 for inpatient.

USU is with Blue Cross Blue Shield. Received 2.5% pay increase. Prescriptions are 20%. \$15 Doctor co-pay. Emergency room is \$50. Dental stayed the same.

Weber is with Educators Mutual. Professionals received 1% pay increase and Classified received 2% pay increase. Prescriptions are 20%. Co-pays are 15%. Instacare is \$30. Have a deductible of \$400 per person with maximum of \$1,200 per family.

Snow is with Educators Mutual. They received 1.7% pay increase. Prescriptions are \$4 and \$8. \$10 for Doctor visits.

U of U has four plans. Three with Blue Cross Blue Shield and one with PEHP. Also have Talbot Medical Center Health Plan. Received a 2.5% pay increase. Nothing changed on their insurance. Co-pays are \$10 or \$15. If using Medical Center Health Plan employee pays \$0 to \$25.

Dixie changed to Public Employees Health Plan (PEHP). Received a 1.8% pay increase. Prescriptions are 20%. \$10 for Doctor visits. \$25 Instacare. \$50 emergency room. No deductibles.

UVSC is with Educators Mutual. Received 1% pay increase. Prescriptions co-pays are \$7 and \$14. \$15 for Doctor. \$75 for emergency room.

CEU changed to Public Employees Health Plan. No pay raises received. Prescriptions are 20%. \$10 for Doctor visits. \$50 emergency room. No deductible. Also have coordination of benefits.

Meeting was then adjourned.

Friday, August 6, 1999

Luanne started meeting at 9:00 a.m. by passing out ballots for election. Nominees are:

President Elect is a three year term: Wes Brinkerhoff (SUU), Jim Cook (U of U), and Melissa Swenson (CEU)

Secretary (one year term): Kay Brown (Weber), Katie Jean Larson (Snow), Sally Meikle (USU) and Leila Neilson (USU)

Finished up agenda items not gotten to on Thursday.

Merit Pay for staff employees receiving advanced degrees. Snow is only institution that has formal process giving merit pay. Associates degree receives \$1,000, Bachelors degree receives \$2,000 and Masters degree \$60 max. Possibility of \$3,000 which all goes on base pay. This is a great morale booster. Weber has some Vice Presidents that give one-time \$500 for completion of bachelor degree. UVSC is currently looking at this issue seriously but their concern is how to fund it.

Merit Pay or Pay for Performance: Brooke Chase asked if any institution gives merit pay or pay for performance. At this time no school is giving pay for performance. UVSC is working on trying to set up.

Early Retirement: USU asked the question if soft money employee is eligible for early retirement. There was some discussion on this matter as they had an employee that did not receive it because administrator did not plan for it. Most agreed that their school would not allow it unless budget was set in place. Many not sure about policy on this, but some knew of soft money employees that did and did not receive early retirement.

Maternity Leave: Falls under the Family Medical Leave act. Most schools get from six weeks to 12 weeks.

Break

Luanne announced election results. President Elect will be Wes Brinkerhoff (SUU) and secretary will be Leila Neilson (USU).

Jim Reese (USU) then gave his slide presentation on "Year round contact with Legislators." He emphasized that we should do it on our own time, with our own resources. It is important that you know the facts, communicate issues clearly, be positive and polite, stay focused, be brief, and stick to one or two topics. It is important that each person represents themselves when speaking to legislators.

After presentation, Katie Jean Larsen (Snow) stated that she would like to see us focus on one to three action items. Discussed included having an annual event for staff employees. Perhaps we should all go back to institutions and develop two or three priorities or needs to forward on to UHESA. Hank suggested looking at funding tuition reimbursement or tuition reduction for employees attending other institutions. Melissa suggested that we focus on Senate Bill 80 and get finances behind it as a starting point. Many felt that benefits is an issue that we can currently work on. There was some question concerning the budgeting process. It was decided that we would set up a committee to gather information concerning benefits issues. Volunteers were asked for. Committee will be as follows:

Jim Cook (U of U) Chair
Hank Savage (CEU)

Merrill Oyler (UVSC)
Wes Brinkerhoff (SUU)

Merrill Oyler (UVSC) made motion that we let committee do research on benefits pool and benefit budgeting issues for UHESA. Bill Moody (SUU) gave second on motion. Committee will use e-mail and have draft complete by September 15, 1999, and have October 1, 1999, as deadline for response from each institution. No vote on this motion.

After further discussion Mark Hamilton (SLCC) made motion that UHESA send letter to Presidents, Board of Regents and Legislators to ask that they separate funding for compensation into two segments: 1) salary compensation and 2) benefit compensation with benefits being at least the same as what PEHP receives from Legislature. Second was made by Hank Savage (CEU). All approved. Draft will be submitted to each institution by e-mail by September 15, 1999. With finished product completed by October 1, 1999. All approved this motion.

Next meeting will be held at Dixie on March 9 and 10, 2000. August meeting will be held at CEU on August 3 and 4, 2000. Meeting was then adjourned.