



# AGENDA

Summer Conference  
Thursday, July 12, 2018  
10 AM – 4:00 PM

## Welcome, Introductions, and Roll Call – Julia Ellis and Shalece Nuttall

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Dixie State University – Andrea Brown, Sylvia Bradshaw, Ali Threet  
Salt Lake Community College – Julia Ellis  
Snow College – Heidi Stringham, Paul Tew, Teresa Flinders  
Southern Utah University – Jim Shakespear, Ben Johnson  
University of Utah – Jennifer McConnell, Jim Logue, Jason Stidd  
Utah State University – Steven Funk  
Utah State University Eastern –  
Utah Valley University – Nathan Gerber, Shalece Nuttall  
Weber State University – Amy Huntington, Jackie Shafer

## SNOW's President Carlston

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### Inspire and Ignite

UHESA peer exchanges and sharing ideas is great. Even with size and mission difference of 8 institutions in state, there are commonalities-supporting students and faculty, and providing services students need to be successful. Connection between public and higher education is important. Wants to leave UHESA with two words "Hope and Respect," and Opportunity reminding us to keep our eye on the students, allowing all who will take the opportunity to gain an education. He shared a "too many words" video to remind us of having direct communication. He also shared the video as well as the "Change the world" William H. McRaven ... "If you wanna change your world, start off by making your bed." Full video can be found here <https://youtu.be/yaQZFhrW0fU>. Education is the great equalizer. Passion we have for the work that we do.

## UHESA info

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UHESA what is it. UHESA members talk about issues that are facing each institution. We collaborate and talk about best practices for items that can then be taken back to the institutions. Currently looking at staff association stipends. We bring the conversation back to the table. Working with making UHESA more transparent so people know what we are and what we do. Staying informed in what is going on with the legislative system. Another purpose is to associate with each other, but also to learn and grow, train other and try to implement items at the other institution.

## Approval of Minutes – Julia Ellis and Shalece Nuttall

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Minutes for May and June minutes were included with the agenda. Jim Logue motioned to approve, and Jenny McConnell seconded. Minutes will stand approved. Shalece will send the minutes to Gus to post on the website.

## Constitution and Bylaws – Julia Ellis

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Discussion regarding terms of committees (secretary, legislative, web). Can be a conversation to see if it is worth having a two year term. Feel like the committee chair for Legislative needs to be for at least two years. Discussion regarding Need to have suggestions for where we go end of day with the constitution have a discussion of the constitution, and put on the agenda for August.

Remember to check Slack often for important conversations and information...Thank You!



UHESA Meetings will be the third Friday of the month from 2-3. They are phone calls so please make sure that there is at least person from the institution on the call. If there is a face-to-face meeting there will not be a conference call

Treasurers Report and Dues – Nathan Gerber

Budget. Each institution pays dues of \$350, nine institutions with total income of \$3,150. Dues include fees for 2 members at each meeting. See attached budget for 2018-19 year. Also, your dues must be paid in order to vote.

**Budget**

	<u>Annual mtg</u>	<u>1st site visit</u>	<u>Day at the capital</u>	<u>2nd site visit</u>	
Food (22 individuals x \$14 per day)	\$ 700.00	\$ 400.00		\$ 400.00	\$ 1,500.00
Officer travel	\$ 600.00	\$ 300.00	\$ 200.00	\$ 300.00	\$ 1,400.00
Other expenses:					
Recognition	\$ 200.00				\$ 200.00
Webhosting	\$ 50.00				\$ 50.00
<b>Total</b>	<b>\$ 1,550.00</b>	<b>\$ 700.00</b>	<b>\$ 200.00</b>	<b>\$ 700.00</b>	<b>\$ 3,150.00</b>

SLACK– Nathan Gerber

Nathan had sent an email to all board members (those that have been given), and had a discussions about SLACK. Jim Shakespear is now an admin so if you have any questions you can reach out to Nathan and Jim.

Legislative Committee Presentation and Recommendations – Jim Logue

Discussion about the executive order. Can be represented by the president and 2 designees. All other state employees may not communicate with Legislators. State employees may communicate with Legislators as private citizens but may not claim they represent the views of their state institution. Must use private resources (email). Also states we cannot contact any outside agency to lobby on our behalf. A survey will be coming to see how institutions are handling the executive order. Do state employees know about this?

Goals for 2018-19

1. Communication-Publicizing the Executive order (survey how to handle it, and how to publicize it)
2. Committee Continuity-Turnover and reinventing the wheel each year.
  - a. What to document
  - b. Where to store it
  - c. How to keep it current
3. Legislative Advocacy-Staff training opportunities, meet your Legislator/town halls, podcasts. Should they be statewide or institution-based, or both?
4. Communication, communication, communication!!!
  - a. Best way to communication with constituents? Communication channel
    - i. Direct email
    - ii. Institutional email
    - iii. Social media
    - iv. Website
    - v. Blog: <https://uhesaleg.blogspot.com/>

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If you have a legislative rep on your board, make sure that their contact information is shared with Legislative chair to be the rep on the UHESA committee.

Jim Shakespear from SUU will host a team drive for all to update documents. This will be the storage for UHESA which will also include minutes.

### BFF Committee Presentation and Recommendations –Julia Ellis for Kevin Springer

Sylvia Bradshaw provided a little background history about BFF, How to bring returning adult students back to the institution to finish their education. There has been some change at institutions to focus on the adult learner.

Needs of our non-traditional student needs the help to get students through. Some students are going through for-profit schools where they get it, instead of a USHE school. Discussion on UHESA website to have a link that goes directly to the institutions BFF website.

Discussion about how we can refocus what we are doing at the institution as well as the state level (awareness, scholarships, etc.). Maybe we need to look at working with USHE on this initiative rather than the legislative.

Ensure that your institution is connecting with the right people on campus to encourage those to come back and complete their degree. Each institution needs to have a representative on the BFF committee.

Full report is attached with minutes.

**Summary:** The Weber State site seemed to have the strongest *Bring a Friend to Finish* component and the Dixie State site had the best Wow factor for promoting the institution visually in an engaging format with a message/storyline about potential success.

**Observations for the Year:** Early on, the concept of expanding the BFF effort through a statewide program of tuition waivers to returning students for their first class proved complicated and unrealistic efforts to accomplish in a single year. Although, the concept may ultimately be worthwhile, the effort and cost of developing such an effort is at least somewhat prohibitive.

As noted above, there have been degrees of success at creating Bring a Friend to Finish resources and initiatives at some schools. Others have not yet implemented any real BFF efforts institutionally.

**Recommendations:** Unlike a school's institution-wide marketing efforts which are almost always (hopefully) readily apparent, and can at times be quite dramatic (Dixie State obviously and to a lesser degree, Southern Utah State and then UVU), The underlying concept BFF is that it's grass roots and at the individual level. With that in mind, it's almost guaranteed that individual BFF activities are taking place at every institution. The following suggestions can support, promote, and assess BFF efforts at that level:

- **Ask About and Assess Current BFF Efforts:** Survey generally or by departments to learn what BFF efforts are already taking place and what resources would support future efforts.
- **Regular Emphasis:** Regularly emphasize, promote and highlight BFF efforts through Staff Association, BFF Specific, or institution-wide newsletters; department or division meeting agendas, and presidents' regular all personnel communications.
- **Reward Effort:** Recognize BFF efforts throughout the year and at year-end employee recognition events.

How can we get staff more involved in talking with others and getting them to come back to school? We need to provide them with information on how to refer, Talk about the possibility of organizing a college advocacy training (something that

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BFF creates) and then go to each institution to share the information. There was an initiative at Weber in Teaching, in which the entire state has been involved. Need feel good stories of those that have come back to school.

### PR/Media Discussion – Open

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Looked at the website, which is now being hosted through UVU. If you are on the executive board, ensure that you have an image on the website. Labeling on the website on individual colleges need changed from “BFF” the institutions initiative (Return to U”)

### 3:30 PM | Open Discussions

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#### Staff Association Stipends and Performance Evaluations (Slack)

Stipends have been completed, but will keep it open. If you have had any changes, please update it. SLCC is looking at creating a proposal to get or increase stipends. If you are interested in doing this, work with Julia Ellis.

SUU, Dixie and UVU has stipends. These vary from institutional. SUU and Dixie have stipends for Executive board. Key is to looking at the policies at your institutions and see if staff associations can be added in. Work with your IRI department to get data on your staff (numbers, what they do, activities, involvement, etc) to help.

\*Staff Association Consistencies\* (what they should be involved in, activity, stipends,)

It was suggested that executive board members start tracking the hours spent on staff association-especially during work hours, but also what are you doing at home. This way you are collecting the data.

Suggested to invite Travis Rosenberg from Dixie to share with UHESA how the calculation is based. Could ask him to bring up with the HR directors meeting.

#### Future discussion items

- What staff activities are each institutions doing.
- Staff compensation and COLAs
- Dive deeper on tuition waivers for dependents on tax laws
- Buying/selling vacation time (get extra check-not just swapping sick into vacation)

### UHESA Nominations and Adjourn

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#### Secretary

- Sheri Butler
- Dianna Maughan

#### Legislative

- Jim Logue

#### Media/PR

- Jim Shakespear
- Julie Duersch
- Kenzie Lundberg

#### BFF

- Amy Huntington
- Lauralee Davenport

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President Elect

- Ali Threet
- Jim Shakespear

Meeting adjourned for the day at 4:15

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# AGENDA

Summer Conference  
Friday, July 13, 2018  
8:30 AM – 2:30 PM

## Welcome and Roll Call – Jenny McConnell and

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## Election Results for 2018-19 Board

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### Secretary

- Dianna Maughan, DSU

### Legislative

- Jim Logue, University of Utah

### Media/PR

- Kenzie Lundberg, SUU

### BFF

- Amy Huntington, Weber

### President Elect

- Ali Threet

## Initiatives on Campuses

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The following questions were asked:

### Staff Morale

1. What has worked
2. What do you have planned for 2018-19
3. What development opportunities does your campus/college have to offer for staff
4. What do you want to see on your campus

### Dixie

1. What has worked
  - a. Getting more respect among Board of Trustees, Listening tour with staff and directors, meeting monthly with President
  - b. Staff have had a big impact on Policy (improving, clarification)
  - c. Staff breakfast with the President in January, around Legislative session.

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- d. Relationship with faculty and staff are improving
- e. Testimonials from students regarding staff
2. What do you have planned for 2018-19
  - a. Trying to get better representation and being involved on campus from employees,
  - b. Increase communication on campus with middle management trainings from the President
3. What development opportunities does your campus/college have to offer for staff
  - a. Have their strategic plan and have received one time money each year holding a Dixie development day.
  - b. Have staff scholarships up to \$750 for professional development
4. What do you want to see on your campus
  - a. Help staff feel like staff are being heard.

#### SLCC-Need updates from David

1. What has worked (Provided by Julia)
  - a. Welcome new employees with their role in staff association and delegates on campus. Helped to connect with staff association. Also is done with current employees who have moved to a different position. Helped triple nominations for board
  - b. Worked with president on trying to improve the “supervisor” approval with supervisors.
  - c. Host BBQ with president’s cabinet, with fun lawn games. Recognition at smaller campuses
  - d. Staff Stars-staff going above and beyond, nominated and award 5 items a month. All go in for a lottery to have lunch with the President.
  - e. PT staff recognized on 5 year cycle. Get the same awards for years of service as full time.
  - f. Negotiated for open seats for part-time employees without incentive.
  - g. Morale is not great-changes in dates are being felt as being hidden in Academic Affairs. Student affairs being reorganized, and limited communication.
  - h. Open forums with HR
2. What do you have planned for 2018-19
3. What development opportunities does your campus/college have to offer for staff
4. What do you want to see on your campus

#### Snow College

1. What has worked
  - a. Association is New at SNOW
  - b. Compensation study-staff representation was low and data points didn’t represent staff.
  - c. Good opportunity to hit the ground and go
2. What do you have planned for 2018-19
  - a. Staff association website
3. What development opportunities does your campus/college have to offer for staff
  - a. HR staff development trainings once a month during lunch on both campuses
4. What do you want to see on your campus
  - a. Things that are being implemented
  - b. Appreciation for staff messages
  - c. Get people involved and give them a voice

#### Southern Utah University

1. What has worked
  - a. Opening and closing social. Combination of outdoor nation challenge (students and staff)
  - b. Surveys staff getting input
  - c. Staff association in charge of campus trainings (HR has taken over), have a staff association board member as rep on training.
2. What do you have planned for 2018-19
  - a. Relaying ground work, procedures manual type. Short and precise.
3. What development opportunities does your campus/college have to offer for staff
  - a. Staff professional development fund (asked for more budget and staff utilizing it. Award up to \$1000 to allow staff to go to professional development. Depts have to fund at least 25%.) \$34,000 ongoing funds

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4. What do you want to see on your campus
  - a. More cross department information sharing opportunities to make life easy, look at duplication of work.

#### University of Utah

1. What has worked
  - a. Staff scholarships
  - b. Employee appreciation day, staff excellence awards
  - c. Recognize staff at 5 year increments. Ceremony for those 20+ years.
  - d. Morale across campus low
  - e. Looking on focusing on career paths
2. What do you have planned for 2018-19
  - a. Working within the individual institutions to find out what issues are
  - b. Communication-who we are, work with the President "AT the U"
  - c. Development and morale
3. What development opportunities does your campus/college have to offer for staff
  - a. Events to increase funds for staff scholarship
  - b. All through HR but on stand still
4. What do you want to see on your campus
  - a. Communication
  - b. Increase staff Morale

#### Utah State University

1. What has worked
  - a. Combining the non-exempt and exempt organization into one.
  - b. Employee of the Month (\$100), then put in a bigger pool for employee of the year (for a \$1000 stipend)
  - c. 2 day event luncheon, -including off site employees is difficult
2. What do you have planned for 2018-19
  - a. Ombuds, "your voice matters" where employees can voice their concerns and be heard to have actions taken on it.
  - b. Additional activities, rent out waterpark, bring your family.
3. What development opportunities does your campus/college have to offer for staff
  - a. Scholarships and awards that are given out.
  - b. Looking at ways to provide opportunities for employees to take courses through Bridgerland applied technical.
4. What do you want to see on your campus
  - a. Rainbows and Unicorns!!!!
  - b. Marketing of organization.
  - c. Inform supervisors that performance appraisals are ongoing thing and encouraging them to be meeting with their employees on a monthly basis

#### Utah Valley University

1. What has worked
  - a. Well-structured and organized
  - b. Board training and transition luncheon
  - c. Pushed marketing campaigns and emails to get info out
  - d. Change in administrative liaison
  - e. Relationship with faculty
2. What do you have planned for 2018-19
  - a. Engage senators actively in getting word out
  - b. Empower committee chairs to do the bulk of the work.
  - c. Work on compensation.
  - d. Transition committee
  - e. Morale issues (compensation, benefits, FLSA, etc.)
3. What development opportunities does your campus/college have to offer for staff

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- a. Professional development forums (once a month training for an hour)
  - b. Staff Professional development fund (money reimbursed to department for professional development)
  - c. Staff Education Fund (\$1500 a year for graduate education)
  - d. Summer University
4. What do you want to see on your campus
    - a. Professional development tracks in summer university
    - b. Supervisory training

#### Weber State University

1. What has worked
  - a. HR host employee learning week
  - b. Welcome back breakfast
  - c. Training tracker for development
  - d. Super staff awards (12 each semester) and have hosted socials
  - e. Conversation about race
2. What do you have planned for 2018-19
  - a.
3. What development opportunities does your campus/college have to offer for staff
  - a. Office of workplace learning-staff development and training (get better connected with them)
4. What do you want to see on your campus
  - a. Career paths
  - b. Ensure that staff are aware of the opportunities for staff

#### Team Building Activity & Follow-up– Jenny McConnell

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Human knot and puzzles.

Sometimes you know when you have to just stop and cut the line. Look at the problem and provide honest feedback. Achieved the goal of team building. Both groups had the same task, but results were different. Sometimes goals are easier with a smaller group. Getting a different perspective on the task.

#### Goals and Open Discussion for 2018-2019

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Jenny hared the Why love is the only (best way to communicate. David Flood.

Goal for UHESA banding together and being a support group for each other. How do we put the spin, how can we help change the morale at institutions, helping those understand that there are changes they can make. Work together on sharing successes. Keep constant communication. Help support each other on institutional initiatives.

Communication, Compensation, Performance Evaluations, Career path.

Can we do common messaging?

Getting data of the number of employees (full time, part-time) and branding marketing (same but different) to trickle to the staff, summarize what are our findings?

Does UHESA have a relationship with Utah Board of Regents? We do talk with Spencer Jenkins (public side of things) and not the higher education side. Can we bring Commissioner Buhler or someone else (Liz Hitch) to participate in one of our meetings.

General Theme but break off to spin off at our institutions  
“EDUCATE”

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**Where has UHESA helped in making change in each institution? What have you achieved from the membership within UHESA? Where have you seen success?**

Could we go through UEN and Illumina foundation.

To do:

1. **Reflect on how UHESA has represented them**
2. Education
3. Institution success-Weber Benefit
4. Research into the Lumina Foundation
- 5.

#### SWAG EXCHANGE

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This was moved to the fall meeting Sep 20-21 at University of Utah. Each person attending will need to bring swag from their institution.

#### Call for action

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1. **Reflect on how UHESA has represented you at each institution**