



# MINUTES

Face-to-Face Meeting  
Utah State University, Library room 154  
Friday, September 20, 2019

## 9:00 AM| Continental Breakfast

### 9:00 AM| Welcome and Roll Call – Sheri Butler

Dixie State University: Jon Gibb, Tiffany Draper, Diana Maughan

Salt Lake Community College: Sean Crossland

Snow College: Paul Tew (remote)

Southern Utah University: Sheri Butler, Trisha Robertson

University of Utah: Billi Tsuya, Jenny McConnell (remote), Mark Russell (remote)

Utah State University: Julie Duersch, Dennis Kohler

Utah State University Eastern: Jessica Prettyman (remote)

Utah Valley University: Nathan Gerber, Candida Johnson

Weber State University: Amy Huntington (remote)

### 9:05 AM | Business

Approval of minutes of August 8th: Sheri

- Motion by Tiffany, Seconded by Dennis, approved unanimously.

Treasurer's report: Julie Duersch

- We received DSU, USU, Snow, SUU-- There is a delay so we others may have come in.
- Balance is currently at apx \$7000.
- Still need the final bill for UVU conference.

Legislative update: Jenny McConnell

- Amanda needs clarification for the role Legislature goals will have with UHESA
- What do we want to focus on common voice? Still worried that she can carry the role.
- Jenny thinks we need to as a body have a voice in legislative.
- Jenny will be training for the legislative representatives from each institution.
- We may need a new chair for the UHESA Board, with Amanda's increased responsibilities at the university.
- Jenny is going to spearhead bringing each institution's legislative rep together to train and develop a common goal.

Webpage updates: Sheri

- Sheri will ask Kenzie to update- President and President elect. Nathan needs to send a picture

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



**Discussion: What is the purpose of the UHESA Council and how do we engage all delegates, led by Sheri and Nathan**

- We want to address the successes, challenges, and problems to the group and then take back to our institutions. Constitution and bylaws need to be reviewed often with the transient nature of this body
- Learn from each other as representatives from the institution.
- U of U is looking at creating two organizations to have University Staff and Health Care Clinical Staff.
- The goal behind UHESA is to create the opportunity to network with other institutions, share ideas, building on institutions programs and to bring ideas back to individual institutions to strengthen the staff at their institution

**Discussion: How can each staff association board communicate effectively with their campus partners (administration, faculty, staff and students)?**

Goals of Association: Spread the word - Increase involvement

- Organization of your association can make communication effectively
- Other forms:
  - We have requested everyone to add their Bylaws and Constitutions to the Google Team Drive.
  - Constitution-purpose and what you do

Communication with Staff:

- Some of the methods for communication to staff by each institution were reported as:
  - Committee person over communication - institutional allowed emails- word of mouth- involvement -
  - Welcome committee introduction -
  - UVU has a feedback link on website/ with page addressing the feedback -
  - Remote: SUU-includes all staff, no matter whether they are attending an event or not in a raffle - DSU-takes token of appreciation to staff that doesn't always stays involved - WSU-non-voting member from the Davis Campus- SUU invite remote location to be part of the planning committee.- Snow-invite committee representative from remote locations -
- Each School reported various methods they are currently using for communicating to staff:
  - UVU
    - One page email with very specific parameters- people are reading
    - Allow to have a posting for two weeks
    - Moved their holiday social to an event center so all departments, including dining, can enjoy the event.
  - SUU

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- Have a letter in their portal 5 days out with links to where they need to go
- WSU
  - Send daily letter that changes over often
  - Weber State is reviewing the following items that apply to staff
    - staff adjuncting
    - Comp time
    - Paid family leave
    - Communication is through representative
    - Representatives- from different areas
    - Senate positions for their associations
    - Weber sends supervisor a letter after the election to get supervisor support
- U of U
  - Comment from the Chat Feature: Staff councils/associations are too small for their goals. Many universities have Department level engagement committees that are directly tied to the staff council association body. This allows for information to spread both up and down organically. Tend to have more engagement when it's coming from a group of people they directly work with.
- During election:
  - Comment from Chat Feature: They have the supervisor sign with application process which outlines the time commitment for meetings, etc., but also the importance of being on the council.
  - They technically cannot deny employee to be the council, but recognize the difficulties.
- Discussion on organizational structures of each institution staff association:
  - UVU
    - Have representatives from divisions or departments on their board
    - Committees and division representation
    - Demand to have the same voice as faculty
    - Staff President-invited to many high-level meetings
    - Nomination process:
      - Ask for nominations (They need to work for 2 years on a committee for Executive Board Position)
      - Send to HR to make sure they can serve in this position
      - Send to supervisors to gain permission
      - Looked at faculty senate-- They call the division reps senators
      - 11 committees-with volunteers
      - 11 Senate members-numbers based on how many staff they represent
      - Senators serve on a committee

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- Executive Board (elected) (meet before general board meetings) go to committee meetings to support the chair & goes to meetings institutionally
- Two ad hoc- faculty senate president & Student representative from student association not necessarily the president
- Executive liaison-from HR
- A small stipend for president and secretary
- Non-exempt clock in and out as they do Staff Association work
- USU
  - Organized as committees. Two for each committee with two-year tenure each with overlapping years.
- DSU
  - Basic board elected
  - Board member over committees--Committee is anyone across campus
  - Welcoming committee. Assigned to welcome new employees across campus
- SUU
  - Organized as committees, but doesn't use committees to advantage
- USU Eastern:
  - They offer lesser time commitments if the supervisors are worried about the time commitment.
- Communication with Faculty:
  - Faculty is required to serve on committees so staff should have the same opportunity.

### 12:30PM | Lunch

### 1:30PM | Schedule discussions for future meetings based on input from July meeting at UVV

#### Topics:

- Check past surveys
- Service for staff
- Service Opportunities
- Staff Association Scholarship
- Tuition Waiver
- Staff Association Organization (Discussed) Would like to revisit
- Procedure manual
- Recognition
- Socializing Events for staff
- Benefits
- Wellness programs
- Staff Development
- Staff Salary equity
- Performance review
- Marketing to staff about the association (Method, to whom, etc)
- Equity raises-at Dixie
- Diversity of staff of representation
- How does staff factor into the strategic plan of your institution
- Policy Review
- Exempt- and overtime - Professionalism

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#### Additional Topic: Parking

- SUU- 1 free pass-designated faculty and staff- if they have SUU license students park in faculty - Limited staff- they have open lots for everyone
- UVU- Faculty and staff free parking anywhere- you still register- Pay for your visitors- Garage is for visitors or pay \$500 a year to get a stall in garage. \$120 for students - UVX-has decreased the demand on parking passes
- USU- Parking Information (Faculty/Staff):  
[https://parking.usu.edu/parking-information/faculty-and-staff-parking/PermitPricing\\_FacultyStaff\\_2019-20.pdf](https://parking.usu.edu/parking-information/faculty-and-staff-parking/PermitPricing_FacultyStaff_2019-20.pdf) (no free passes for faculty or staff or students)
- U of U- \$648 at University of Utah \$700 by 2022  
(<https://commuterservices.utah.edu/permit-types/index.php>)
- Snow - It is free
- SLCC- varies for campus-almost free

#### Good Things:

University of Utah: SafeUt- <https://healthcare.utah.edu/uni/safe-ut/>

#### Future meeting schedule

##### Zoom meeting Schedule:

- October 10, 9:00am
  - Staff Association Scholarship
  - Tuition Waiver
- November 14, 9:00am
  - Topic: Exempt status and work to get the job
- December 13, 9:00am
  - Topic: Performance review
- January 9, 9:00am
  - Topic: Follow up on remote communications
- February 13, 9:00am
- March 27th meeting -
  - Topics:
    - Legislative allocations and cost of living raises among institute
    - Revisit organization, constitution & bylaws, how we are similar and different. How can we help those that would like to make changes

#### Adjourn | 2:00PM

Nathan motioned to adjourn, Julie seconded

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Action Items:

- Share your bylaws, policies regarding the organization of your association in Google Folder.
- How is SLCC communicating with their remote locations
- Be ready to share your institution's tuition waivers and Staff Association Scholarships
- Be prepared to report something good happening at your institution