

**UHESA Meeting #51**  
**August 20, 2009**  
**2:00 – 3:00 pm**

**CALL MEETING TO ORDER AND WELCOME.....**Geniva Brooks

**ROLL CALL:**

College of Eastern Utah:	Geniva Brooks, Bob Potts, Jeremiah Moore, Doug
Dixie State College:	Dennis Cox, Claudia West
Salt Lake Community College:	Butch Steffen
Snow College:	Jim Kittelsrud, Jeff Sirrine
Southern Utah University:	Travis Rosenberg, Bruce Barclay
University of Utah:	No one in attendance
Utah State University:	Craig Miller, Matt Lovell, Karen Hoffman
Utah Valley University:	Clint Moser
Weber State University:	Lisa Pedersen

**BUSINESS ITEMS.....**Geniva Brooks

**Approval of minutes:**

- Dennis approved July 30<sup>th</sup> minutes with Jeff Sirrine seconding the motion

**New Business**

- It was decided that Butch Steffen and Greg Dart will co-chair the Legislative Committee
- Financial Report: Jim Kittelsrud  
Jim reported that we are up around \$400.00-\$500.00 from last year. The U of U and UVU still need to pay their UHESA dues. There is a little over \$6,000.00 in the UHESA account at this date.
- Survey Information – Travis Rosenberg  
He has compiled the surveys that he has received, but he is still waiting from 2 schools to return them. As soon as he receives these he will send out the completed surveys.
- Web Page Report – Travis Rosenberg  
The UHESA webpage can be found at: [www.uhesa.org](http://www.uhesa.org). Travis has put a couple of changes on it but he continues to work on updating it. He has updated the minute's page with all the past and current minutes and agendas. The Legislative section, officer's page, and the contact list are all current as of yesterday. We need to make sure we take pictures of our conferences in the future so they can be put on our website. All the links work on the webpage. Geniva would like to see

UHESA'S by-laws on the website. Clint will try and find these and get them to Travis to put on the website.

- Staff Associations goals for each institution  
CEU: Classified: Rewrite their constitution and bylaws and institute 2 year terms for officers  
Professional: They are waiting to read the survey's as they think these will help them come up with goals

Dixie: Classified: Establish current job descriptions for all positions on campus. Look at how employees are hired to make sure it is consistent. Dennis would like to hear from other institutions with how their institutions are set up with hiring new employees. He can be reached at: [dcox@dixie.edu](mailto:dcox@dixie.edu). Snow, Weber & USU have committees in individual departments that review resumes, sort them out and then interview candidates.

Snow: Staff Assoc.: Their goal is to have a first meeting with their executive board.

SUU: Staff Assoc: Implement a voluntary leave policy (up to 8 hours) and how to track it. Get 6-8 people up to UHESA Day.

USU: Professional: They are looking at a couple of goals. They might scale back on the brown bag forums that are offered in order to save money. They would like the money used on Forums to go to extension areas and speak with legislatures.

UVU: Staff Assoc.: They came up with a list of several goals and these will go to committee chairs to decide what goals they will concentrate on. He will know more in the next few weeks.

Weber: Classified: Haven't met yet to discuss. They completed a goal from last year and they presented the Classified Staff employee for 2009. Their big goal is awareness so campus knows about their organization.

SUU meets with all staff twice a year. UVU does a fall and spring social with a small meeting included in it that includes their goals for the year as a staff assoc. These are usually held in the afternoon for 2 hours long so offices can split up. These are 1 hour sessions so office staff can all attend and take turns.

- Deseret News Article-Jeff  
This article states that 2/3 of those let go in Higher Ed institutions were staff. It shows that faculty are favored over staff. Clint feels that articles like this are good for us to read and keep in our back pocket when we begin to have conversations with legislatures. At that time we can pull this out to support our

argument. Travis said SUU's budget cuts have impacted everyone on their campus because of the size of their cuts.

- Legislative Discussion – Butch/Greg
  1. Letter to Legislatives:

He will get together with Greg to put together a letter for the legislatures. He would prefer to do this electronically. We need a list to make sure it is up to date. He read the newspaper article. The legislatures approved funding of the Century Scholarships that will come from the State Higher Ed Institutions. This will put a big burden on our schools to do this. Apparently we won't be getting a raise this year. Butch will focus on keeping Higher Ed harmless as much as possible. He and Greg will get something together this week so the letters can go out the end of Sept. The letter will be a repeat of last year pretty much because there will be another large cut coming up again this year. It was noted that enrollment is up at a record high in many institutions so we are doing much more with much less.
  2. Membership:

If there are any changes in your staff associations in regards to Legislative chairs, please let Butch know via e-mail.
  3. UHESA Day

We need to pick a day in the next couple of months for our UHESA Day at the State Capital. Butch will put in a call to the capital to request a room and check on the charge for us to use it during UHESA Day at the State Capital.

Bob from CEU: He is wondering about a UHESA Facebook group where we could talk in between meetings with things that may come up or send articles to each other. Travis said he will keep the webpage updated to help us with this. Dennis from Dixie thinks it is a good idea. Geniva thinks it is a good idea to use both the UHESA webpage and Facebook. Bob will create this for us. Everyone needs to create a Facebook account, but just be careful about your personal information. Once you have set this up he will then be able to invite you to the group. Once you have an account notify Bob. This is all free.

Meeting adjourned at 3:00. Motioned by Geniva and seconded by Jeff.

Next Meeting: Thursday, September 17, 2009 at 2:00 pm