



# AGENDA

Conference Call Meeting  
Thursday, September 8, 2016 | 3:00 PM  
Call-In Number: 435-879-4449

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## Welcome and Roll Call –

Andrea Brown, Shalece Nuttall, Gus Calder, Vern Hales, Stuart Bunker. Excused Sylvia Bradshaw, Julia Ellis

Meeting was called to order by Andrea at 3:03 p.m.

## Responsibility Letters –

Andrea still has intention of doing this, outlines are prepared, but not yet sent out. She will add this to her calendar to have out by conference call this month.

## BFF – How to Move Forward

No Sylvia, Shalece will follow up to see if UVU representative would want to be a co-chair for this. What is Sylvia's vision on BFF?

A committee for BFF has been created similar to Legislative and PR. BFF initial goals can be found in the strategic plan. Sylvia mentioned in her State of UHESA how BFF could help and improve these goals and outcomes. Most were met with BFF, but not all meet expectations. Ideas for upcoming year: Encourage each institution to hold a BFF event, publicity, roaming trophy for those that have the BFFS.

Barbara Rodriguez and Stuart Bunker met with Evan and they suggested that we talk to the new legislative committee members after finalized their committee, in November. All need to do some coordinated outreach to our legislators, find the Key message that UHESA wants to identify in regards to BFF and other items. There could be a change in the make-up of the committee for BFF. Conversation also discussed FLSA and how to best approach this with the Legislatives.

## Best Practices Documents – How to Move Forward

Andrea will look into the draft that was started for the following positions: President, Past President, President-Elect, Vice President, Secretary, Legislative, PR, etc. This draft includes what the roles of the position should and should include. Andrea will send them out for review to all board members. Executive board will review these prior to next executive call, and share resources when they find them. If out by end of September, we will talk about them at the next executive meeting in October. We want to look at what each position should look like at the institution level, and the document should be a guide that helps the institution establish a board and identify some of the responsibilities. There needs to be consistency throughout the state in regards to how staff are represented at each institution.

The goal is to create a best-practices document to be on website for institutions to use. UHESA can also look at areas that can help institutions. We can ask the institution presidents what would help them, what they are struggling with, what could help. i.e. SNOW help them get to have an association on campus; Weber State is having a hard time getting a voice on campus. This document would be a way that representation can be shown for staff voice on campus. Next step would be to brainstorm ideas for best practices document and decide priority.

### Monthly Meeting Topics – Calendar

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Topics (survey results) :Only Dixie and SUU responded with the following topics:

- FLSA ruling; family leave (maternity leave); staff compensation (merit-based pay).

From our last board meeting Barbara Rodriguez wanted to do a survey regarding: roll over vacation time, comp time, sick time, and calendar years.

Andrea will follow up with Barbara to see if this is something she can get to us during our September Board meeting.

### September Agenda –

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- Report from each committee (PR, BFF, and Legislative)
  - Provide institutions where representation is missing and request representation
- Summary of report from Barbara in regards to roll over vacation, comp time, sick time, and calendar year
- Discussion Topics-What institutions would like to talk about, suggestions for topics
- Monthly institutional report
- FLSA discussion-what decisions have been made at each institution and/or what do you know.
- Upcoming phone schedule (dates included)
- Next Board meeting: October 28 at University of Utah (more info to follow)

### Action Items:

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- Andrea
  - Send July Minutes to Gus to get on website
  - Contact University of Utah to set agenda for October meeting and provide with Shalece
  - Send out Responsibility Letters
- Shalece
  - Send UVU Information to Gus to update website
  - Send out survey again requesting suggestions
- Gus
  - Post July minutes on website
  - Report to board which changes have been made to website
- Vern-
  - Look into past meetings in regards to budget for in person conferences
  - Have a budget identified for each meeting, and present this to the executive board next month
  - Information from Mark as to which institutions have paid dues
- All
  - Review UHESA Website and send updates to Gus in a timely manner.

Meeting adjourned 3:40