

UHESA Meeting #90
May 17, 2013
Utah State University Logan Utah
College of Agriculture H. Alan Luke Conference Room (412)
9:30 am – 2:30 pm

Item	Person	Time
Welcome & Roll Call	Kim Rasbold	9:30 am

Kim welcomed the delegates and thanked Craig Whyte for arranging the facilities at USU.

Institution	Attendees
Dixie State University	Kathleen Briggs, James Miller
Salt Lake Community College	Desi Nielsen
Snow College	Marlin Mason
Southern Utah University	Bruce Barclay, Sheri Butler, Julie Larmore
University of Utah	Holly Bigelow, Paul Larson, Jenn Reed
Utah State University	Carl Ellsworth, Taci Watterson, Craig Whyte
Utah State University—Eastern	Kim Rasbold
Utah Valley University	Brett McKeachnie
Weber State University	Helen Fink, Aubrey Lord, Kristin Radulovich

Review Minutes	Kim Rasbold	9:40 am
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Approve minutes from April 17th, Motion by Paul, seconded by Craig, approved by all.

Review Goals / Strategic Plan and Agenda	Kim Rasbold	9:50 am
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Are we meeting our goals?

This year's goals:

- Get in touch with Snow
- Move forward with legislative goals discussed
- Telephone meetings send agendas out two days prior to meeting
- Topic of benefits was discussed
 - Benefits should be looked at but not pushed too much.
- Create something on web for board members to share comments
 - James will put a link on the UHESA home page. Discussion about what the purpose of the Facebook page, facebook.com/groups/uhesa, should be for since it is currently public it was suggested that we create a LinkedIn page, which is more private and professional. Facebook should be used for visibility and LinkedIn would be used to address day-to-day issues more effectively.
 - Adobe Connect is being purchased by UEN and we will be able to use it in the future at meetings to help us be able to conference better and work on documents together.
- Speakers for upcoming meetings
 - Suggestion was given that if we have a legislative person calling in we should give that person questions prior to the call or meeting. That would help him/her be more prepared for the call. Also, should each institution should consider contributing a name to a pool that we can pull from to include in phone calls. The legislative committee would then draw from that pool if we want to have a guest.

Campus Reports Updates

All Delegates

Campus	Challenges	Successes	Misc.
<p>USU Eastern Kim Rasbold</p>	<p>Merging with USU and subsequent reorganization of departments. Moral of employees, students, and community.</p>	<p>Legislative session: USU-E received funding for a new building. Community members' donations have also increased. More excitement in the community and on campus due to these changes. Small successes offer hope.</p>	
<p>SUU Julie Larmore</p>	<p>Starting presidential search. Losing VP of Facilities, position will not be replaced. Lost a number of staff through retirement and other attrition issues.</p>	<p>Donations for scholarships from staff have increased—gave 8 student scholarships for a total of \$10,000. Recently held a legislative wrap up meeting that 3 legislators attended who explained their decision-making process. Better showing at a wrap up meeting than have had at a pre-session meeting.</p>	
<p>UVU Brett McKeachie</p>	<p>Experiencing increased level of staff attrition. Many are leaving for other positions and opportunities, mostly local and in-state positions. UHESA requested many of the same things that UVU requested, and neither received the requested compensation increases. Facing "Missionary Effect," 9% decrease in enrollments over summer (62% tuition funded).</p>	<p>Administration is trying to improve morale, but experiencing difficulties without funding. President and cabinet gave faculty/executives 1% raise, staff 2% raise (equity funds from legislature—used for retirement and benefits money also). Administration is hopeful that this will help with staff attrition. Also received funding for classroom building. Starting to see members of president's cabinet focus on morale. University marketing department wants to help with the Wolverine Sighting (peer-to-peer award). Has been moved from monthly to weekly award, and a lunch has been added to the award as well. Also received support from deans and faculty for salary increase. Even with budget concerns, only 2 non-tenure-track faculty positions were not renewed. Faculty senate and PACE board suggested list of things to improve morale—flexible schedules, employee recognition, benefits enhancements for married children under 26, and extending tuition waivers for in-house master's degrees. Administration newly funded (\$12,000/per year ongoing) scholarship for employees who want to take an in-house master's degree. PACE also recently gave our annual distinguished employee awards (8 full, 4 part-time) at "Summer University". UVU.edu/summeruniversity</p>	
<p>DSU James Miller, Kathleen Briggs</p>	<p>Changes in name—Dixie State University. Down 2% enrollment due to "Missionary Effect." Staff associations- Classified staff organization is struggling for membership (dues are required so they often must recruit). They have tried a couple of different marketing strategies, including a movie (link will be shared). Classified staff is heavy on part time, un-benefitted employees. Big push from administration for these types of positions. Part-time staff is included in the Classified Staff Assoc. Dues will be used for 1 scholarship for 1 class for a part time employee.</p>	<p>1% COLA raise with some equity pay (not yet specified). Also covering benefit increases. No layoffs, and some new positions created. Academic VP named—former dean of business. Charity efforts with Children's Justice Center. Meet with president monthly- 2 votes on university council. Brown bag lunches have been more successful.</p>	
<p>SLCC Desi Nielson</p>	<p>Struggling with staff attrition. Administration started new talent management program,</p>	<p>Recent benefits increase to full tuition and fees for employees, with dependents required to</p>	<p>Discussion about what happens if</p>

	<p>resulting in the reclassification of every job. Some job classifications now require a bachelor's level degree, and many staff have an associate degree. Association is trying to support morale without crossing lines with Administration. Experience does not count in the reclassification, only education. Early retirement packages were very heavily taken. Reciprocal tuition efforts have been denied.</p>	<p>pay fees. Hope for reimbursement increase for tuition at other institutions—was \$600/semester, but hoping for \$2,000. Must be for a job related degree. Hope for a service leave benefit, draft has been submitted for review. Draft includes 24 hours paid service leave on approval of supervisor. Can be taken in 1 hour chunks, and their Service center has a list of about 150 approved sites. Hoping it will come on board in July. Talk of merit pay, but no official word yet. Offering a Presidential forum, brown bag event for staff to meet with president once a month at a rotating campus. Outstanding staff award just awarded, with 6 awards given for \$500 at an event.</p>	<p>employees need to take a class that is only offered during their regular work hours. Discussion about reciprocal tuition in the USHE system. DSU, UVU, SUU policies are all very flexible. Snow doesn't offer benefits up front, but adds money to base pay once degrees are received. SLCC offers a staff sabbatical to receive a degree.</p>
<p>USU Taci Watterson Craig Whyte, Carl Ellsworth</p>	<p>"Missionary Effect" of 7% enrollment decline. Taskforce seeking other enrollment activities. Education credits defined by supervisors—dependent on FTE with lots of support on campus from staff and administration. Morale is a challenge—president seeks other avenues than layoffs. Health Insurance pool is self-funded, so they are frequently looking for better insurance, benefits, etc. Their committees are funded through the university. Challenged to fill spaces in committees due to time constraints. Lots of pressure from faculty—demands overreach boundaries due to technology. Some ongoing job analysis with title reassignments, but no compensation cuts. Logan has unique business culture—isolated and don't have as much attrition due to the lack of other opportunities.</p>	<p>Held a holiday social where their committees buy donuts, and donations are made of other food. It was well attended, also increased attendance at other events. Lots of collaboration between the two committees. USU had a huge potential for loss due to "Missionary Effect" but mitigated the losses through new recruiting efforts, and out of state tuition waivers.</p>	
<p>Snow Marlin Mason</p>	<p>"Missionary Effect" was quite a big issue. Lots of early retirement, and restructuring. Created morale problems. Faculty and staff have wanted to be involved in who is laid off.</p>	<p>Benefitted staff asked to work with President on how deal with enrollment decreases. HR department has taken over staff development meetings. This shows support from HR which is good for morale</p>	<p>Working to redefine rolls of president and past president.</p>
<p>U of U Paul Larsen</p>	<p>Experiencing a transition year under their new president. Their committee is housed under HR. They reexamined this placement, but decided to stay with HR. 60% of staff is employed in the hospital. Restructured Hospital recently and established a separate HR department, benefits, etc. The committee is hoping to create unity between campus and hospital. Examining separate staff associations between campus and hospital because hospital complains that the committee is applying an academic model to a business environment. Exploring what to do with health professionals who work much different hours. Hospital has moved to a PTO system rather than vacation/sick leave, and also rolled holidays into PTO. The change was passed as a provisional rule, which only required the President's Signature with Staff Assoc. recommendations. Some changes have been</p>	<p>The committee is now on the institutional policy committee. Their bylaws allow for quarterly reports to Board of Trustees meetings. Recently held a day of community service. Staff Association participated through shredding/document disposal in community, which was used to raise money for staff scholarships. 50% tuition benefit offered, and Staff Association scholarships can be used at other universities. They awarded 15 scholarships. District nominations were held for staff awards and 24 district awards and 6 campus wide (\$5,000) awards were given.</p>	<p><i>Note for July meeting—please include report on staff awards available on agenda.</i></p>

	made, including taking holidays out of the PTO bank. Neither campus nor hospital will absorb benefit increases, resulting in a de facto decrease in pay.		
WSU Helen Fink, Kristen Radulovich	Have experienced some staff attrition with compression of responsibilities. Overall morale is pretty good.	Passed service leave policy offering 8 hours of leave that can be used on 3 days of service identified and coordinated by Community Involvement Center (good turnout). They have a new President, Chuck Wight from U of U. Awarded planning money for a new Science Building, and are hoping for building money next legislative session. They don't feel the "Missionary Effect" as much as others, but have had a big push to allow students to defer enrollment. Increased number of staff awards offered of \$2,000 each. Terminology has changed from Classified/Professional to Non-Exempt/Exempt. Exploratory committee formed looking at combining committees. A discussion was held about others' experiences combining/splitting committees. Lots of collaboration between committees in the last year. Discussion about voting abilities, and other involvements on each campus.	

Legislative Committee Report

Holly Bigelow

Thank you cards have been circulated. Feedback has been received that Higher Education received a very positive response this session. Holly asks that everyone call representatives to introduce themselves during May/June/July. She suggested that people have a couple of issues to discuss in addition to higher education. Then, she suggests that they contact their representatives again in August. The delegates offered thanks to Holly for the Day at the Legislature.

PR/Media Report

James Miller

James has created a LinkedIn page and updated the Facebook group. A suggestion was made to include pictures on the website.

Financial Report

Jennifer Reed

Jenn distributed a budget breakdown including a travel reimbursement for Travis to attend the July 2012 conference. She noted that Snow wasn't sent an invoice for dues. U of U picked up the tab for the July conference. May's meeting plus travel expenses will be included in the next budget report. Jenn will check into the need to charge registration fees for the July 2013 conference. She will also check if SLCC has paid dues for this year. She will report on both at the June conference call.

Group Activity

Bruce Barclay

1:30 pm

Bruce led a group activity where delegates were asked to build paper towers. He also led a discussion on accountability.

Group Discussion: How can Staff Association work with administration to boost Morale on Campuses?

In addition to the suggestions made during campus reports and during the group activity, other suggestions included fostering an attitude of appreciation toward administration, with Craig speaking of signed cards with personalized messages from staff given to their University President. A discussion was

held about the impact of small gestures on morale. Sheri spoke about the Red-handed Award, which is given to someone who is spotted doing something small that benefits the SUU campus (such as cleaning up trash). It is a small award with a candy bar and recognition which is given to staff, student, or faculty member. Kim suggested fostering an environment of support within UHESA and the importance of communicating information to staff on campuses.

Discussion of July Conference/ Wrap-Up & Other

The next conference will be held July 18-19 in Cedar City. SUU will host in either the Zion A & B rooms in the Sharwan Smith Center, or the library. Half off ticket prices (family packs) for up to 4 plays on Thursday, Friday or Saturday performances of the Shakespearian festival. Bruce will send more information by email. Free time will be available Thursday evening, and Friday and Saturday plays will also be available. Sheri will be working on room reservations and will forward hotel information before the June call. They are hoping to have 1-2 speakers with legislative ties. Delegates were asked to be prepared with a head count and names of attendees. They were also asked to be ready to nominate officers (president elect, secretary, committee chairs), and to prepare to nominate someone for a legislative award.

Adjourn the Meeting

The meeting was adjourned at approximately 2:30 pm.

Minutes approved: