



"A Unified Voice"

MINUTES

Conference 2014
July 17, 2014
Utah Valley University

Welcome by Bruce at 9:10 am. Thanked UVU for hosting the conference.

Roll Call:

UHESA	Brett McKeachnie, Bruce Barclay, Sheri Butler, James Miller
Dixie	Sylvia Bradshaw, Mace Jacobson, Andrea Brown
Salt Lake CC	Julia Ellis, Michael Blain
Snow	None
Southern Utah	Julie Larmore, Jared Wilcken
University of Utah	Karren Nichols
Utah State	Excused
Utah State Eastern	Vern Bales, Jeff Spears
Utah Valley	Sherry Harward, Sandi Koller, Shalece Nuttall, Brett McKeachnie
Weber State	Debbi Murphy, Brittney Hicken, Lynette Jensen

Bylaws: Motion to accept as they are currently by Lynette, seconded by Brittney. Approved by all.

Constitution: Motion to approve as written by Brett, seconded by Mace, approved by all.

Bruce reviewed the mission of UHESA, which is

- to unify, train, educate and cultivate higher education staff
- to create a powerful voice for staff within the state
- to instill a sense of pride in higher education staff
- to educate the citizens of Utah regarding the worth of higher education

Staff are a vital piece of the higher education process.

Logo: Motion to accept logo as outlined on agenda today, including the burgundy red color by Lynette, seconded by Sylvia. Approved by all. Sheri will send the jpg to James and he will update the website.

Tagline to go next to the logo: "A Unified Voice" This signifies that we are working on issues together.

Motion to accept this by Sherry H. seconded by Debbi, vote was unanimous.

Approve minutes of May 16, 2014, motion to approve amended minutes by Brittney, seconded by Sylvia. Approved.

Approve June 18 minutes: motion to approve by Vern, seconded by Lynette. Approved.

Motion to ratify agenda and move legislative committee report to Friday's agenda. Motion by Brittney, seconded by Sylvia. Approved.

Financial report: Jenn Reed was not able to attend and sent the budget sheets to Sheri. The financial statement was presented to the members. A budget proposal will be presented in the August meeting for approval.

PR/Media: The goal this year was to update the website. Now that we have decided on a new logo, this can move forward. All representatives' names need to be sent to James Miller so he can update the officer sheet with the current delegates. Please include alternate delegates. Bruce also indicated that it would be nice to see current photos on each of the staff association pages. Check the link on the website to make sure the link to your staff association is working. We have Facebook and Twitter for all staff to follow. We do have a LinkedIn account for private conversations with the UHESA council members.

- Strategic Plan: Bruce reviewed the UHESA strategic plan and the goals that were set in July 2013 for this year.
- Work with institutions to develop stronger collaboration on legislative priorities with Regents, Students and universities.
- Create ad hoc committees to help investigate and research areas that we would like to compare on each campus.
- Meet UHESA on your campus. Host a day on each campus to help introduce this organization to campus staff.
- Update the website and create new motto for UHESA to help communicate to staff statewide about our purpose and mission.
- Quarterly newsletter.
- Communicate that staff have value and are instrumental in creating institutional memory.
- Continue to improve our social media options; Facebook, LinkedIn, etc.
- Prepare for UHESA Day at the Capitol.
- Know the issues.

Brett began a discussion about goals for next year:

- Create a Fact Book for UHESA organizations which will include comparisons to policies, institutional benefits, etc. Review USHE data bank, common definitions.
- Create the new website.
- Encourage Snow College to participate.
- Fewer meetings at universities. Alternate method of meeting via Hangouts. Schedule campus meetings with Board of Regents meetings in mind.
- Discuss inclusion of other institutions i.e., Private universities, ATC's, non-profit higher ed.
- Regent relationship – define relationship. Request a representative to be part of the UHESA council.
- Meet UHESA at each campus. We have met with Dixie, and Weber and University of Utah. Representation was not strong, but it was mentioned that each staff association board take a more active approach to include non-board members.

- Each staff association board should work on ways to educate the staff on their campus about their staff association, the purpose and the strategic plan and goals of their organization. Then we can begin to educate them about UHESA.

Clint Moser (former UHESA President, UVU employee) had an activity using lily pads to get across the water without the alligator eating them. This represented teamwork. Just like UHESA, we are all in this together and we are not in competition. Then we did a second activity using balls that we threw to other people in our circle. There were many balls and each of them are like the many tasks that we have coming at us all the time. This activity is to help us determine how to prioritize the balls are that we are juggling. Take some time to determine what they are. Are there some that we can hurry and take care of? Are there some that we can eliminate by talking to the people that asked for it to be done and let them know it is something you just can't do right now? What are the most important ones that cannot be avoided? Don't forget you are a member of a team – reach out and ask for help.

Nominations:

President-Elect: Nominations: Sylvia Bradshaw, Vern Bales, Brittney Hicken, Motion to cease nominations by Andrea.

Secretary: Nominations: Kathleen Briggs, Sylvia Bradshaw. Motion to close nominations by Julie.

Treasurer: Nomination: Vern Bales. Motion to close nominations by Shalece.

PR/Media Committee Chair: James Miller and Juanita McEvoy. Motion to cease by Andrea.

Legislative Committee Chair: Holly Bigelow (UofU), Butch Steffen (SLCC), Clint Moser (UVU), Carey Anson (Weber) motion to close by Debbi.

Campus reports:

- Dixie: Their president will be announced today at 3:30. Sylvia and Mace have been on a committee for staff evaluation which will eventually include compensation. They have spent much time gathering information from many schools and supervisors will also be trained in how to evaluate employees. Go to http://dixie.edu/humanres/staff_evaluation.php for more information. Both organizations will be working together on this project. Andrea also paid for a climate survey by the Chronicle for information to see the needs of the employees on their campus. One of the reasons that this happened is that the Human Resources Office was written up for not gathering evaluations of the staff. They then created an ad hoc committee who helped create the process.
- SUU: New VP for Finance and Administration – Marvin Dodge. Search for VP of Student Services was put on hold for now. Inauguration for our new president Scott Wyatt will be held during the homecoming events. The inauguration committee wants to include staff in this event and Julie asked if there were some suggestions to help generate enthusiasm for staff to participate. Some suggestions were to include the recipients of the Staff Awards, encourage the staff council to be in front. Personalized invitation from the President. Working on some policies. First is the overload and compensation policy. Originally this policy addressed faculty not staff. As this was moving forward, it was discovered that some staff were also teaching and were not being compensated properly. The second policy is a PCI compliance policy restricted information and who can access and how they can access it. Contractors will be selected today for the new Southern Utah Music Arts building.
- USU Eastern: Greg Dart has returned to USU E as vice chancellor of enrollment management. This is a big focus right now for them. Their enrollment is currently up 35% from last year. New central

instruction building is underway. They will officially have men's and women's soccer teams this year. The debate team is also coming back this year after a 12 year absence.

- Salt Lake Community: Gave an update of campus buildings, expansions, and closures. Athletic director, Norma Carr, retired after 25 years. She has been an advocate for women's sports and has influenced many campuses. Gave an update of staff activities. Search for the new president is underway. The staff association sponsored part-time gift cards for adjuncts and part-time staff. Last year the community engagement time was enacted. They receive 24 hours annually to volunteer at approved organizations.
- U of U: Kate Sturgeon's position was eliminated, consequently she cannot serve as president of the staff council this year. To facilitate this, Paul Larson will remain as president until January 1st and then Karren Nichols will move from president elect to president. If Kate is able to secure another position at the U, she will immediately take her place as president. They awarded a number of staff scholarships this year. They will help host pride week this year but will keep it educational not political. They are working on ways to increase visibility on campus so that staff will know what the council is doing to promote staff awareness. They are also working on a childcare initiative for staff and students on campus.
- Weber State: Wellness program was offered to allow employees 3 hours per week for released time to exercise. This is now an approved policy that is going to the board of regents for approval. The best thing about this being a policy is that departments cannot opt out and not allow their employees to participate. Employees must work out the details with their supervisors. The importance of this is that they are starting a Wellness Saves program. This will allow participating employees to earn \$30 per month as they improve their health and their participating spouse can earn \$20 per month. The employee/spouse must show improvement. They will have this live in a couple of months. They will provide links to this as soon as they are completed. They are beginning work on the new science building which will open fall 2016.
- UVU: received \$21 million as part of equity funding for the needs at UVU. Most of this funding will go toward new faculty, staff, and programs. Many executive administrative positions are open. Their healthcare costs have plummeted in the last year and so all employees received an extra \$250 to base salary in addition to the 1.25% COLA increase. They are in the infancy stage of working on a merit pay plan. Classroom building is scheduled to open in January for classes. Starting this fall with a division 1 soccer team. Recently purchased property from Geneva. New health benefits were in place on July 1st. The transition is not seamless. Also working on a new wellness program but will only be available to benefit eligible employees. They will be working on what can be done for part time employees. There has been a big push over the last few months about a new inclusivity focus from student to employee to make sure everyone feels included.

Friday, July 18, 2014

Welcome: Brett opened the meeting at 9:08 am.

Attendance: Vern Bales, Jeff Spears, Debbi Murphy, Brittney Hicken, Lynette Jensen, Anna Jolley, Karren Nichols, Drew Allen, Michael Blain, Sylvia Bradshaw, Mace Bradshaw, Sherry Harward, Sandi Koller, Shalece Nuttall, Andrea Brown, Holly Bigelow, Julie Larmore, Jared Wilcken, Bruce Barclay, Sheri Butler, James Miller.

Guest speaker: Linda Makin

Legislative Committee report: Holly reported on the two people that we decided to give an award to for recognition of their service to Higher Ed at the legislature.

Takeaway from discussions of Thursday:

- Instead of having monthly updates from all campuses, focus on reports on a certain topic which could be tied to the annual goals.
- Integrate with the Board of Regents – see about getting a regent assigned to UHESA.
- Compensation: Is this a real topic that we should be discussing? The consensus of the members is that this is applicable. Particularly as we discuss wages and benefits.
- Educate staff on Wellness.
- How do we help employees with childcare?
- Raising awareness of what the staff association is and how they serve each campus. Also, raise awareness of UHESA.
- Instill Pride in employees: How do you get staff to show up to campus meetings (i.e. accreditation, involvement)? How do we end apathy? Communicate the purpose better.
- Help students understand that we exist and have many of the same concerns as they do.
- Coordinate with Faculty Senate as a campus team.

Possible topics:

- FMLA – Birth split, birth leave
- Health Benefits
- Tuition Benefits
- Parking

Elections:

- President-Elect: Brittney motioned to open the nominations for President Elect, seconded by Bruce. Brittney nominated Andrea Brown. Bruce motioned to close nominations. Vote was counted and Sylvia was elected.
- Secretary: Motion to reopen nominations for secretary. Bruce nominated Debbi Murphy from Weber. Motion to cease nominations by Shalece. Vote was counted and Kathleen was elected.
- Treasurer: Vote was done by acclamation as Vern was the only nominee.
- PR/Media: Vote was counted and James will continue as the committee chair.
- Legislative: Vote was counted and Holly will continue as the committee chair.

Speaker: Linda Makin, UVU Vice President for Budget, Planning, and Human Resources. She spoke on “Making a Difference/Building a Legacy”. She likened the staff association to the building of the Golden Gate Bridge and how we are part of the cabling and rivets that hold the bridge together. She gave a quote from Helen Keller about “By multiplying tiny pieces of time with increments of daily effort, we can accomplish great things.”

Principles for building your legacy

1. Persistence/determinations: Pay attention to the details.

2. Little things: Show me a man who cannot bother to do little things and I'll show you a man who cannot be trusted to do the big things. Lawrence Bell
3. Lift others: "You lift me and I'll lift thee and we'll ascend together." Quaker Proverb. Find ways to have lollipop moments, pay it forward.
4. Build strengths: Everybody is a genius: But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid. Albert Einstein. Read "Strengths Finder." "It takes courage to grow up and turn out to be who you really are." E.E. Cummings. "Don't let what you cannot do interfere with what you can do" John Wooden.
 - a. Have an awareness of strengths
 - b. Invest time/energy in strengths
 - c. Use strengths daily
 - d. No definitive trait formula for success

Future Meeting schedules

1. July annual conference, Salt Lake Community 3rd Thurs and Friday
2. October: Snow/USUE
3. February: Dixie
4. Monthly phone meetings will be scheduled for the 3rd Wednesday of each month at 1:00pm.

Swag draw

Adjourned at noon.