



MINUTES

Conference Call Meeting
Wednesday, August 19, 2015 – 1 – 2p.m.

Welcome and Roll Call –

UHESA Executive Board

- Sylvia Bradshaw, President
- Andrea Brown, President-Elect
- Debbie Millet, Secretary
- Vern Bales, Treasurer
- Brett McKeachnie, Past President

Committee Chairs

- Todd Hugie, PR/Media Committee
- Clint Moser, Legislative Committee

Delegates

- Dixie State University – Andrea Brown, Debbie Millet, Katie Armstrong, Nikki Dang
- Salt Lake Community College – Julia Ellis
- Snow College – none present
- Southern Utah University – Jared Wilcken, Melanee Mariner
- University of Utah – Jan Lovett
- Utah State University – Todd Hugie
- USU – Eastern – Vern Bales
- Utah Valley University – Sherry Harward, Clint Moser, Brett McKeachnie
- Weber State University – Jennifer Unguren

UHESA Meeting Schedule –

UHESA 2015-2016 Meeting Schedule

- Annual Conference (July 16 - 17) - SLCC
- August 19th *Conference Call 1:00-2:00 PM*
- September 16th *Conference Call 1:00-2:00 PM*
- **October 23rd @ Utah State – Eastern** - Eastern has agreed to host UHESA
- November 18th *Conference Call 1:00-2:00 PM*
- December 16th (we will see if needed)

- **January 28th – UHESA Day at the Capitol – Aspen Room has been scheduled from 9-2p.m.**
- February 17th *Conference Call 1:00-2:00 PM*
- March 16th *Conference Call 1:00-2:00 PM*
- **April 1st @ Dixie** (no foolin' it really is on this date) ☺
- May 18th *Conference Call 1:00-2:00 PM*
- June 15th *Conference Call 1:00-2:00 PM*
- **July 14-15 – Annual Conference @ Utah State** (SUU backup)

Jan Lovett asked if we could discuss while at USU-Eastern in October about how we could make more of an impact on a state level.

Clint Moser has already scheduled the Aspen Room at the State Capital from 9:00- 2:00 p.m. for the UHESA Day at the Capital on January 28th. Things will begin around 10:00 a.m. When it gets closer to session time, Clint will schedule some of the legislators, someone from the Regents office, and lobbyists to speak with us.

Legislative Committee Report –

Clint asked for at least one name per institution for the Legislative Committee. He will create a report for UHESA along with suggestions for speakers at UHESA meetings and UHESA Day at the Capital. Some of the names suggested for the committee were Paul Peterson -U of U, Jan Lovett – U of U, Kim Rollins –UVU, Jared Johnson – Dixie State, Maren Stromberg – USU, and Jenni will check about someone from Weber. Clint expressed that the Legislative Committee would hold a couple of conference calls to brainstorm and strategize ideas and bring those to the UHESA membership.

Clint stated that now is the time to start reaching out to legislators. The legislature is meeting today concerning several issues. One of the main items is the prison relocation vote today. Decisions are being made now. This is where and when the items begin coming up that will be brought before the legislature for next session.

Make contact with your senators and representatives before next month. Introduce yourself as one of their constituents. Tell them what issues you are interested in and what concerns you may have. What topics are you watching and following? You may want to suggest that you meet together to visit about these things.

Clint reminded everyone NOT to use your higher education email. Instead, use your personal email. They may feel that you are lobbying or using your paid time to contact them. The most important thing is that you establish a personal relationship with them. Be sure they know your name.

Sylvia asked about the advantage of reaching outside of our constituent area. Clint replied it would be okay if they are on a committee that you are concerned or very involved with, but they are going to give the most heed to people who will be able to elect them in the future. Clint also let us know that we should reach out to them as an individual first and then mention which groups you may be associated with (staff member of an institution, member of UHESA, member of community organizations, etc.) The relationship is the most important. Don't make your first contact with your legislator be asking for something. It was brought up that it would be helpful to have some best practice guidelines so it wasn't so intimidating for people to write

to their government leaders. Clint suggested to feed it to them a little at a time through staff newsletters, step by step processes, but start now! Jan said that Paul Peterson made contact with a non-profit organization that specializes in doing presentations of how to go through this process to teach employees what to do.

Treasurer's Report –

Vern relayed that the reserve balance of our financial standing as of the end of the 2015-2015 fiscal year was \$7,455.26. All of our financial accounts are now housed with USHE, which is the appropriate place for funds. Vern has records that show all of the yearly income and expenditures for UHESA. He will have a detailed account ready for everyone at the October meeting at USU-Eastern.

Vern has created a reimbursement template and will send it to Deb to disseminate to everyone. Please include the name and address of who needs paid. When requesting a reimbursement, be clear whether it will be made to an individual or to your institution. Be sure to include any receipts with the reimbursement form.

Vern said he had received two requests for reimbursement from Brett, but Brett said he has not seen any checks yet. Vern said he would look into it. If anyone else has sent in a reimbursement request and has not received payment, please let Vern know.

PR/Media Report –

Todd asked each institution to send him at least one name for the PR/Media committee. He also asked where he could go to find a job description of his duties. The only place that states anything about what is involved with each job or committee is in the by-laws, but they are quite vague. In the past, the PR/Media Chair mainly kept the UHESA website updated, but it would be great to do even more. At UVU, they have created a procedures document that outlines what each position entails and then it can be passed on to the next person. Todd will use conference calls for his committee meetings. Julia said that Gus Calder at gus.calder@slcc.edu will be the designee from SLCC for this committee.

Comparison Point –

From last month's survey, there were several that mentioned the need for training of the UHESA Board and staff associations. It was suggested to create a "Best Practices Procedures" for each job.

Julia spoke about action items on UHESA and staff Facebook pages. Post trivia, pictures of events, etc. to give more visibility to the organizations. SLCC is choosing to support the idea that was presented at the summer annual meeting of "Bring a Friend to College" where each person encourages someone they know to come to college and gain an education. Social media could be used more often in various aspects.

There were some mentions in last month's survey about having less political activism. Jan responded that she felt that being involved with the political process in Utah was one of our main avenues to advocate for compensation, pay raises, building, and infrastructure issues. Todd said he had met with the USU President and discussed some of the points that Commissioner Dave Buhler spoke to us about this summer and also how UHESA can help on our campus institutions. Brett explained what he meant by having less political activism as meaning

that when we meet or contact people in government, they listen to the number of people, not because of their position. We need to train our staff associations and employees to be making contacts and not just think that UHESA is going to do it for them. We need more political momentum for employees as a whole – not just the UHESA Board.

Many mentioned they like the collaboration of networking with other institutions in the state to know how and what they were doing at the different schools. It was a great resource to know what is working at each of the schools.

Andrea spoke about needing some strategic planning that provides a plan for moving forward. We need to focus and have a clear vision of where UHESA is going. Andrea agreed to take on the job of working on a strategic plan for UHESA. Please send emails and suggestions.

Next Month's Discussion Topic -

For the monthly Discussion Topic, we only need one or two people to answer the questions. Not every delegate has to submit their answers, just discuss amongst yourselves who is designated to answer the questions that month for your institution. We will use the subject of Strategic Planning for the next survey questions. The Executive Board will meet and decide what questions will be asked.

Action Items -

Article for "Higher Ed Matters"

Brett has agreed to write this article for the next issue. He will give an introduction to UHESA and what it is and what does it does. Please send any ideas or suggestions to Brett at mckeacbr@uvu.edu.

A new member of the Board of Regents has been named. His name is Steven J. Lund. It was suggested that we send him a welcome letter as well as a letter to all of the Regents to familiarize them more about UHESA.

The conference call meeting was adjourned.

Our next conference call meeting will be Wednesday, September 16th at 1:00 p.m.