



## MINUTES

### Conference Call Meeting

Wednesday, September 16, 2015 – 1 – 2 p.m.

---

#### Welcome and Roll Call –

---

##### UHESA Executive Board

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

##### Committee Chairs

- Todd Hugie, PR/Media Committee

##### Delegates

- Dixie State University – Andrea Brown, Debbie Millet, Katie Armstrong, Nikki Dang
- Salt Lake Community College – Julia Ellis
- Snow College – Jim , Merrill Worthington
- Southern Utah University – none present
- University of Utah – Paul Peterson
- Utah State University – Todd Hugie
- USU – Eastern – none present
- Utah Valley University – Shalece Nuttall, Sherry Harward, Brett McKeachnie
- Weber State University – Debbie Murphy, Jennifer Unguren

#### UHESA Meeting Schedule –

---

##### UHESA 2015-2016 Meeting Schedule

- Annual Conference (July 16 - 17) - SLCC
- August 19<sup>th</sup> *Conference Call 1:00-2:00 PM*
- September 16<sup>th</sup> *Conference Call 1:00-2:00 PM*
- **October 23<sup>rd</sup> @ Utah State – Eastern** - Eastern has agreed to host UHESA
- November 18<sup>th</sup> *Conference Call 1:00-2:00 PM*
- December 16<sup>th</sup> (we will see if needed)
- **January 28<sup>th</sup> – UHESA Day at the Capitol – Aspen Room has been scheduled from 9-2p.m.**
- February 17<sup>th</sup> *Conference Call 1:00-2:00 PM*

- March 16<sup>th</sup> *Conference Call 1:00-2:00 PM*
- **April 1<sup>st</sup> @ Dixie** (no foolin' it really is on this date) ☺
- May 18<sup>th</sup> *Conference Call 1:00-2:00 PM*
- June 15<sup>th</sup> *Conference Call 1:00-2:00 PM*
- **July 14-15 – Annual Conference @ Utah State** (SUU backup)

### Minutes & Approval –

The minutes were approved and passed.

When we get the minutes for the July Annual meeting from the former secretary, we will approve them.

### Legislative Committee Report –

Clint previously asked for at least one name per institution for the Legislative Committee. Salt Lake Community College will have Sean Crossland ([sean.crossland@slcc.edu](mailto:sean.crossland@slcc.edu)) represent them. Snow College will submit a name to Clint later.

Brett contacted his legislator. Sylvia is sending out emails.

### Treasurer's Report –

Sylvia reported for Vern regarding the Treasury Summary. Vern had sent invoices to everyone for their institutional dues and for those who attended the July Annual UHESA meeting.

### PR/Media Report –

Todd will be meeting next week with his PR committee by conference call. Todd has emailed everyone on his committee. They will discuss:

- Better ways that UHESA can contact individual institutions
- How can we support the Higher Ed Matters with PR

Sylvia mentioned it may be helpful to call on various institutional PR Departments to help also. Melanie Heath is the USHE PR contact person to help with ideas for how UHESA could better their efforts. Her contact info is as follows:

Melanie Heath  
 Director of Communications  
 Utah System of Higher Education  
 Off: 801-321-7110 | Cell: 801-244-9620 | [higheredutah.org](http://higheredutah.org)  
[mheath@ushe.edu](mailto:mheath@ushe.edu)

Brett has written an article for the Higher Ed Matters and all of the Executive Board have reviewed it. Todd will discuss it with his PR committee.

### Comparison Point / Topical Survey–

The results of the rankings from the September survey are as follows:

- 1 (Most important) Improve relations of higher education staff with the Board of Regents, Legislators, and the Governor of the state of Utah.
- 2 - Offer a means through which staff employees may have a voice in making decisions that affect employment, benefits, work environment, and any other matters pertaining to the work environment.

- 3- Provide representation and a powerful voice for staff employees in higher education in Utah.
- 4- Train staff association leaders on ways to help strengthen their associations and institutions, as well as instill in staff a sense of pride.
- 5- Unify higher education staff associations toward common goals.
- 6- Present means of association and inter-communication among the staff employees within the Utah System of Higher Education institutions to become involved in the political process.
- 7- Educate the citizens of Utah regarding the responsibilities of staff in Higher Education in the state of Utah.

#### Next Month's Discussion Topic -

For the October Survey we will be asking everyone to list action ideas of how we can accomplish the purposes of UHESA. We will focus on the top 4 purposes at the meeting at USU-Eastern. Bring strategies to that meeting.

#### Action Items -

Article for "Higher Ed Matters" - The article that Brett wrote has been sent on to the PR committee and they will review it and then it will be submitted for publication in the Higher Ed Matters newsletter.

The Board of Regents do not release their contact information. We can send information and correspondence to the Board of Regents secretary and she will send it on to each of the Regents individually. Sylvia will send out the letter that was welcoming Steven Lund to the Board of Regents. The UHESA Executive Board has previously reviewed it. We can send regular mail to the individual regents and use the main office address if desired. If you have email contact information for any of the Board of Regent members, please send that information on Deb Millet at [millet@dixie.edu](mailto:millet@dixie.edu).

During the July Annual UHESA meeting we discussed the Bring a Friend to College Day program. Sylvia talked to Commissioner Buhler about Governor Herbert's 66% Initiative to have 66% of Utahns have a postsecondary degree or certificate by the year 2020. Utah has the highest percentage of individuals who have some college, but did not graduate. We need to find some way to simplify the obstacles of math for those returning to college after several years. That seems to deter many people from finishing their schooling. Commissioner Buhler said to work with our individual Vice President of Student Affairs. The Commissioner wants us to go from the ground up. When Sylvia talked to Dixie State's VP of Student Affairs he advised we should get this done next week, but Sylvia feels that it would be better to do more planning and do it correctly than just hurry and get it done. We could work with Melanie, the state PR person and get more PR coverage.

Sherry from UVU asked if we wanted to keep the April 1<sup>st</sup> date for the Spring UHESA meeting at Dixie State University. She had a conflict with that date. The majority still felt that was the best date. Sherry would make sure she had someone there to represent her. The Board of Regents will be meeting on the same day that we are meeting at Dixie. It was discussed whether the Board of Regents allowed comments during their meetings. There are usually about 200 people attending. We probably won't be able to have personal face to face time with any of the

Regents. It may be good to have us seen there and be known that we are there. Any contact we have with the Board of Regents helps them get to know us. We need something that brands us little better. The rotation and turn over in Staff Association positions makes it hard when most everyone serves only two years and then the Regents are having to get to know a whole new set of people.

Brett gave us a list of topical survey discussion questions that he had compiled. They are:

- How to get staff to attend commencement
- How are association budgets funded and spent
- How to educate staff associations
- Marketing campaign ideas for staff associations
- What different kinds of leave policies does each institution have
- Educating staff about what is accomplished in UHESA meetings

We need to talk to Melanie, the USHE PR person, to see if she would be able to do the training at the October meeting.

We also asked how we could help Snow College as they have brand new members on their staff association board. Snow will see if they can attend the meeting at USU-Eastern in October.

The conference call meeting was adjourned.

Our next meeting will be the Fall UHESA meeting Friday, October 23<sup>rd</sup> at USU-Eastern in Price, UT beginning at 9:00 p.m.