



MINUTES

USU-Eastern UHESA Fall Meeting
Friday, October 23, 2015 – 9-3 p.m.

Welcome and Roll Call –

UHESA Executive Board

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

Committee Chairs

- Todd Hugie, PR/Media Committee

Delegates

- Dixie State University – Andrea Brown, Debbie Millet, Katie Armstrong,
- Salt Lake Community College – Julia Ellis, David Brower
- Snow College – Jeff Serrine
- Southern Utah University – none present
- University of Utah – none present
- Utah State University – Todd Hugie
- USU – Eastern – Vern Bales, Jeff Spears
- Utah Valley University – Sherry Harward, Brett McKeachnie
- Weber State University – Jenni Unguren, Debbie Murphy

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)

General Updates –

Utah State Univ. is discussing about combining both of their staff associations into one.
 Utah State Univ. - Eastern just had a basketball game between staff members and USU Men's and women's basketball team. A great time was had by everyone.
 UVU said they were having a basketball game against BYU.

Minutes & Approval –

The minutes were approved and passed.

Legislative Committee Report –

Clint wasn't in attendance.

Sylvia said she had contacted her legislator and he actually came to her home to visit with her. It was a great interaction with him.

Treasurer's Report –

Vern passed out a budget report at the end of the meeting.

PR/Media Report –

" Best Practices" Job Description Discussion –

The UHESA Executive Board was tasked with each coming up with the "Best Practices" for each of their respective positions. Everyone looked at each of the different institutions in Utah for the duties of each position.

Brett- Past President's Duties

Roberts Rules says the position of Past President doesn't exist and advises against the position. Several of the different institutions in the state have varying titles for the different positions. Perhaps a better term may be that of Immediate Past President since anyone who has ever served as President is considered a Past President.

Jeff mentioned that Snow College doesn't really have a staff association that is functioning as other institutions do or is very well defined. Sometimes he is invited to meetings by the President. They are elected positions, but not many people actually vote. This document should help to set up staff associations formats. This can be taken to the school's administration to show how other institutions are set up.

In the USHE policy R223-3: 3.2 it reads:

3.2. Campus Faculty and Staff Organizations or Advisory Committees: Each institution shall have a faculty association, senate, or committee to provide the point of policy input to the institutional Board of Trustees from the faculty. Each institution shall have a staff association or advisory committee comprised of broad based representation of the professional and classified staff to provide the point of policy input to

the institutional Board of Trustees from the staff. An institution may, at its option, provide for separate professional and classified staff associations or committees.

We need to add this information to the Best Practices document so that every institution can be represented by a staff association and participate in Board of Trustees meetings.

A discussion was held about exempt and non-exempt and overtime issues. UHESA may be able to influence USHE or the Board of Regents to make policies regarding this. There was a Department of Labor discussion about the \$50,000 or less salary benchmark being relabeled as Classified Staff. There was also a discussion about the Utah Retirement System (URS) retirement policy change.

Sylvia- President's Duties

Sylvia brought up the fact that the President of UHESA should be more involved in the USHE board meeting.

At UVU, the President is for two years. They have a flow chart that shows how the positions move from year to year.

The President receives a stipend equal to the Faculty Senate President at Dixie State University. It is written into policy. The President at UVU gets a stipend. The stipend should be added to the Best Practices document. We should be equal with Faculty Senate. If the Faculty Senate president is paid, the Staff Association president/s should be paid. This could be a USHE directive to each of the institutions in the state.

Andrea – President Elect's Duties

It is difficult to be President of a staff association without having the experience of being President-Elect. The experience that you gain as you watch and are involved better prepares you to know what is involved in being president. At SLCC the President-Elect oversees elections. UVU's policy says their President-Elect should go to Faculty Senate board meetings. It was discussed that it would be beneficial for the President or President-Elect to go to these meetings. It really helps in creating an atmosphere where the two organizations can get along with each other and lends to more transparency of what goes on in the various organizations. The question was raised whether the Faculty Senate policy states that they are to attend the Staff Association board meetings, but no one knew the answer to this.

We need to be asking "How can the Staff Association help and promote the university?" more often than being whiners and always just asking for more money. The administration would appreciate this more positive role of the staff associations and then may be more willing to be generous with budget allocations.

We need to add to the Best Practice document that representations from the Staff Association, usually the President, needs to meet with the University President regularly, monthly, if possible.

Student Association representatives should also be added to attendees to Staff Association board meetings.

As you transition from year to year and rotate through positions, be sure to use some form of digital transference, such as Drop Box, Box 365, Google Docs, etc. Make copies of any information that you pass along to the next person so if the flash drive, papers, notebooks, etc. are lost or misplaced, the information can be retrieved.

Debbie – Secretary

Be sure to get accurate records and get the material out to the members. Keep everyone on the board informed of what is happening and what was discussed in meetings that they may have had to miss.

Vern Bales – Treasurer

Sherry Harward from UVU has a P-Card as a PACE President.

Some of the staff association's presidents do the financials and budgets and related items. Some have the secretaries or treasurers do these tasks, but the President should be aware of budgets, etc.

Todd Hugie – PR/Media

He has a PR/Media committee formed with representatives from each institution. He lists PR first as Media is a part of PR.

Different institutions used different titles. Some are PR, Communications, Recorder, and such, but they are still essentially doing the role of PR/Media.

SLCC mentioned they do not have a PR/Media position on their board.

The UHESA PR/Media committee will contact the different institutions PR people and see how they can work together.

Andrea Brown, the ESA President at Dixie, made a business card that she can hand out to new exempt staff with the ESA website link, mission statement, and logo on it.

Todd mentioned that websites are so important. We need to be sure they are updated and looking good.

Comparison Point / Topical Survey–

UHESA Strategic Plan-

Andrea Brown led a discussion concerning the ranking of the UHESA purposes. Julia from SLCC said some of them seem redundant and some need to be merged.

What are the pathways that we can use to accomplish these things? Some are pathways, some are end goals.

In the Institutions Trifecta module – the faculty, staff, and students – often the staff is the weaker link. We need to be more vocal and ask to be involved and have more of a presence at the university. Let's be less vague, be more specific.

For the Strategic Plan we need to have the goals and then the action items, like the Best Practices documents, etc. You can continually amend and modify the individual institutional constitutions and bylaws. If you want your association to exist it should be in the constitution. Practices are covered by the bylaws.

The relationship between the associations and their own institution may be different on each campus.

We, as a UHESA board, need to ask and be meeting at the USHE and Regents board meetings. We don't have a strong relationship with Spencer Jenkins as our liaison. We need to strengthen and cultivate our relationships with Commissioner Buhler, Spencer Jenkins, and Liz Hitch in the Commissioner of Education's office.

Priorities Discussion-

1. Best Practices Document- Is this really Best Practices or is it Institutional Comparisons or just reporting? Do we need to develop a few things that we want to try to accomplish?
 - a. Training in our various positions
2. Building Relationships
3. Continuity
 - a. Training for the next person
 - b. Same questions – we seem to go over the same things year after year.

How do we at institutions move to the state level?

We need to be better at always including the student aspect in our associations. Most of what we do relates to making students have a successful experience and helping them achieve the skills to be successful in future endeavors.

Sometimes we need to ask ourselves- “Who is our customer? What is our service? What do we give and to whom?”

Creating the Legislative and PR Committees accomplishes some of these goals. The Best Practices document ideas really help with training.

We build and support each other by sharing ideas and what everyone is doing at their institutions.

It was recommended that we narrow it down to only three or four purposes that we can actually accomplish

Andrea wrote everyone’s comments on the white board as we discussed these topics.

Can we think of buss words that we could use to work on for this year? When we do some of the things they will build on each other. From the UHESA website, we have Unify, Train, Education, and Cultivate.

How do we create pathways to accomplish these things?

Next Month’s Discussion Topic -

For the November Survey we will be asking questions relating to the “Bring a Friend” initiative.

Action Items –

This month is the time to contact your legislator. This is when they are making fiscal decisions, especially the Appropriations committee.

“Bring A Friend” Initiative-

Sylvia showed a presentation on the “Bring a Friend to College” initiative. In 2009, the Dixie State University President Stephen Nadauld challenged all of the campus community at Dixie to

help someone they knew return to college and finish their degree. Sylvia shared a personal story of inviting a friend that she knew to come back to college. Finishing her degree has had such an influential effect on this woman's family. Even if each one of us only encouraged one person to come back and finish it would have phenomenal benefits. As we work together as associations to achieve this initiative, we need to be sure that we work to get recognition for our individual and associations efforts toward this goal. We can help with the governor's goal of 66% of Utah's population having a degree by 2020.

Sherry asked about the process of assessing who has come back to college. Is there a way to track this?

Jeff from Snow commented that they have a College Open House event. You could bring someone with you to the event.

Julia from SLCC thought it would be beneficial to have some things that all nine colleges could use. We could have something that denotes us as UHESA- shirt, pins, etc. It would be great if it could have the UHESA logo or name and all of the other 9 names or logos also.

Sherry from UVU recommended that we do one project a year that we could realistically accomplish.

Julia from SLCC spoke about paying attention to the comments on comment threads on different websites.

Katie from Dixie suggested that we make a concerted effort to have a College Open House or event in February or March across all 9 colleges. Julia mentioned it would be helpful to hold the event when they could actually register and go through the steps to be enrolled. We need to utilize the resources that are already in place.

It would be beneficial to have a system that we can track who has come back and what methods were effectively used to help them make that decision.

Having a presentation that all 9 institutions could use would be a valuable resource. Using personal experiences actual people that have returned to college will make this much more personable and effective.

We need to come up with a captivating tagline for the Bring a Friend initiative – UTI-Unite to Ignite (okay, there are some possible problems with this one). We will either do a Google Doc that everyone can add their ideas for a tagline or a Topical Survey system to gather information from everyone for November's conference call.

Legislative and PR/Media Committee Chairs to be made UHESA Executive Board members –

Sylvia suggested that the positions of Legislative and PR/Media Committee Chairs be voting members on the UHESA Executive Board. There were no disagreements with this and all agreed this would be a wise move.

Track changes on UHESA Constitution and By-Laws -

We were running out of time in the meeting and so it was decided that we would table this

discussion until we had more time to work on it. We will send out the updated document so that you can see the tracked changes to the original and continue to listen to everyone's comments.

UHESA letter to Higher Ed Matters Online Newsletter-

The letter has been reviewed by the Executive Board and the PR/Media committee. We will now submit it to the Higher Ed Matters newsletter to be published. The newsletter comes out weekly. Eventually the PR/Media committee will submit these articles and letters.

Letter to the Board of Regents-

We have been able to obtain the mailing addresses for each of the Board of Regents members. We also have one or two of their email addresses. If you are aware of any of the individual emails so that we can contact them, please send them to Debbie Millet at millet@dixie.edu. For now we will just send the letter using regular postal service mail.

Legislators-

Has anyone had experiences with their legislators? UVU has someone that is going to do a presentation and Sherry will ask if we can video the presentation so it can be put on the UHESA website so all of the institutions can have access to this information.

We will have Clint have someone attend the appropriations meetings at the legislature.

Thank you to USU-Eastern-

We want to thank Vern Bales and Jeff Spears from USU – Eastern for hosting a wonderful Fall UHESA meeting on their campus and all of the efforts they went to that resulted in a great conference.

The meeting was adjourned.

Our next conference call will be on Wednesday, November 18th at 1:00 p.m.