



# AGENDA

Conference Call Meeting  
Wednesday, September 21, 2016 | 2:00 PM  
Call-In Number: 435-879-4449

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## Welcome and Roll Call – Andrea called meeting to order at 2:01p.m.

Dixie State University – Michele Tisdale, Katie Armstrong, Sylvia Bradshaw, Andrea Brown,  
Salt Lake Community College – Gus Calder, Julia Ellis  
Snow College - Merrill Worthington, Jeff Sirrinc  
Southern Utah University – Barbara Rodriguez  
University of Utah – Jenny McConnell  
Utah State University –  
Utah State University – Eastern – Vern Bales, Kerstine Fausett  
Utah Valley University – Shalece Nuttall  
Weber State University –

Sylvia awarded UEN Utah's American Graduate Champion for BFF Initiative. See link <http://www.uen.org/americangraduate/champion/nominate.shtml> and <http://www.americangraduate.org/champions/american-graduate-day/> Sylvia and Andrea thanked all those that were involved in the BFF initiative.

## UHESA Meeting Schedule –

### UHESA 2016-2017 Meeting Schedule

- Friday, October 28, University of Utah-more info to follow
  - An email will be sent out with a RSVP survey, including the need for hotel rooms. Currently a block of rooms have been booked at a rate of \$139, but the contract include a minimum of 10 rooms. If less than that the rate would be \$159. Survey will come out the week of September 26.
  - Jenny will send survey to Shalece to distribute to board. Suggestions of parking at a Trax station and riding the run redline, given traffic concerns. Parking codes can be available.
- Wednesday, November 16, Conference Call, 2-3
- Wednesday, December 21, Conference Call, 2-3-Possibly shift this depending on school closures.

## Approval of Minutes – August Conference Call

Minutes were sent with agenda, minutes approved as is. Shalece will send to Gus to post to website.

### BFF Committee Report – Sylvia Bradshaw

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Sylvia has received a representative from UVU but that is it. The BFF Committee needs additional committee members from other schools. Please send representative's name to Shalece and Sylvia. If you have a story at your institution about a student has come back to complete their education, pass it on to Sylvia. UEN is interested in making similar videos to Dixies for each institution throughout the state. Find out stories that are happening at institutions to create video and use in social media. UEN has a grant for mentorship and they would love more efforts to highlight our program. Vern will follow-up on story from USU-Eastern.

Sylvia asked about BFF referral, if a t-shirt should be sent to those who referred and were referred. Board thought this was a good idea. Sylvia re-emphasized the need to continue sharing BFF and to get referrals to link to the BFF link. Barbara suggested having a referral process that could go to a landing page on each institution rather than on the main website. Gus is working on this and will see what he can do. If you have a landing page, send the link to Gus who can then put it on the website.

### Legislative Committee Report – Stuart Bunker

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No report given.

### PR/Media Report – Gus Calder

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Representation is needed from USU-Eastern, Snow, and SUU. The committee would have a conference call once a month or every other month. The goal of the committee is to find ways to get the marketing and initiatives of UHESA out to staff across the state and that in turn then promote BFF. They would like to see an increase in PR and footprint of state initiatives. Gus reported the website ready to go, and encourages everyone to look at it. If you see changes that need to be made, send those to Gus.

### Treasurer's Report – Vern Bales

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Vern sent out a proposed budget for 2016-17 fiscal year. Discussion focused on the amount of institution dues, conference registration, and travel. The Board agreed that each school should be using institution money to pay for travel to attend the conference. If an executive member's institution will not pay, the UHESA funds will be reimbursed if applicable.

Brief discussion about webhosting fees. Gus will send some quotes to Vern for next year's hosting fees to include in the budget. SLCC will go ahead and pay for the fees this year and send receipts for reimbursement from Vern and USHE.

Discussion moved to charges for in-person meetings. Board agreed that if our meeting was a two day meeting, conference fees will be assessed. There was a suggestion to increase the membership dues to help cover cost food, conference, and travel. Andrea pointed out that we will need to look at the constitution and bylaws for this issue.

Barbara wanted to know what the budget is for the July meeting so SUU has an idea of what to spend. We will talk about this in the spring meeting agenda, and will make sure that a budget is presented each year during our annual meeting. Right now, the assumption is fall/spring meetings will have a budget of \$400 to only cover food and not travel cost.

In regards to the executive board of UHESA, it works budget wise to pull from a schools representative, where the institutions can cover the fees. The board felt that we need to reimburse the travels fees for the treasurer, where we agreed that position would serve a three year term.

Vern will resend invoices out to those institutions who have not paid membership dues. If you have an outstanding payment that needs reimbursement, check with Vern.

### Discussion Topic-Barbara Rodriguez - Roll-Over Vacation, Comp Time, Sick Time, Calendar Year

Barbara sent out excel spread sheet with information from each institution on their vacation, sick, and comp time. This sheet also included what kind of year the institution follows for time (11 month, fiscal year, calendar year). She commented that she had met with the VP at SUU but the meeting was not productive as far as any changes were concerned for rolling over unused vacation or non-contract time. SUU has 6% of staff that have lost some vacation or non-contract time because they didn't use it up. SUU gets reports that show how much time employees have that they need to use before they lose it. Departments cannot afford to cash out vacation leave at the end of each year. Summary of the survey is: Each institution is kind of on the same page with time, but varies with their sick leave pool.

Andrea commented that if anyone uses the information from the topics discussion or plays with it, to please share that information with the group.

It was noted that some schools don't have the option to have a sick leave pool. This could be an initiative that UHESA looks into for the upcoming year to try to encourage other institutions adopt this.

### Discussion Topics Suggestions –

Did not get to due to time.

### FLSA Discussion

Did not get to due to time.

This information will be discussed at the October meeting. Look for an email requesting updates from each institution regarding:

- What decision have been made at each institution?
- What do you know?

### Institutional reports –

Did not get to due to time.

### Action Items –

Shalece

- Request an update from each institution as to where they are on FLSA discussion and roll out on their campus by Oct. 14
- Google form survey for Fall conference sent out by Sept. 28.

Jenny McConnell

- Send Shalece a RSVP survey for the Fall conference. Please include: hotel accommodations, parking, dietary restrictions, etc.

Everyone

- BFF needs additional committee members from other schools. Send representative's name to Shalece Nuttall ([Shalece.nuttall@uvu.edu](mailto:Shalece.nuttall@uvu.edu)) or Sylvia Bradshaw ([bradshaw@dixie.edu](mailto:bradshaw@dixie.edu))
- Send Sylvia a story about a student who has completed their education by coming back to school.
- Send representatives for Legislative to Stuart Bunker ([Stuartbunker@suu.edu](mailto:Stuartbunker@suu.edu)) and PR/Marketing to Gus Calder ([gus.calder@slcc.edu](mailto:gus.calder@slcc.edu))