

UHESA Meeting #80
July 12 and 13, 2012
Annual Conference
University of Utah

Welcome and Roll Call

Sheri Butler called this meeting to order and the following individuals attended.

<i>Dixie State College:</i>	<i>Sheila Cannon, Don Johnson, J.D. Robertson, and James Miller</i>
<i>Salt Lake Community College:</i>	<i>Desi Nielsen and Jon Glenn</i>
<i>Snow College:</i>	<i>No one in attendance</i>
<i>Southern Utah University:</i>	<i>Sheri Butler, Travis Rosenberg and Bruce Barclay</i>
<i>University of Utah:</i>	<i>Jennifer Reed, Holly Bigelow, Paul Larsen, Shayla DeGooyer, and Trina Rich</i>
<i>Utah State University:</i>	<i>Carl Ellsworth</i>
<i>Utah State University – College of Eastern Utah:</i>	<i>Kim Rasbold and Juanita McEvoy</i>
<i>Utah Valley University:</i>	<i>Bret McKeachnie and Joel Herd</i>
<i>Weber State University:</i>	<i>Helen Fink, Lynette Jenson, Betty Gilchrist, and Aubrey Jenkins</i>

Thursday, July 12, 2012

Welcome

Sheri welcomed everyone in attendance and introductions were made for the entire group.

Approve Minutes

The minutes from our June meeting were reviewed by the delegates. James made the first motion to approve the minutes with Shayla second and all in favor.

Review Mission Statement, Strategic Plan, Constitution, and Bylaws

Mission Statement and Strategic Plan

The UHESA mission statement was reviewed. Each part of the strategic plan was discussed, with the following information.

1. Regarding common goals, it was mentioned that this group doesn't have specific goals. However, most everyone felt that having good attendance from the schools at our UHESA meetings unifies this body as well as our associations. From these meetings, we can report important information to our boards and members.
2. Having representation and a powerful voice in higher education. UHESA Day at the Capital was mentioned as one example. However, there seems to be some misunderstanding about who should attend and why it is important to do so. It was stressed that we should get to know our legislators beforehand and to be aware of the issues that affect us. Sheri reported that SUU

meets with their legislators before the legislative session. It was mentioned that we could include in our letter to our legislators that we are giving of our time to attend UHESA Day, just so that they are aware of how important this is to us.

3. Offering a means through which staff employees have a voice in making decisions on campus. This can be accomplished through our staff associations/boards.
4. Improving relations with our Board of Regents, Legislators and the Governor. Someone asked how many of us attend our Regents Campus Meetings. If we haven't attended, it is a good idea to do so because they are very informative. Most of the delegates attend their Board of Trustees Meetings; however, no one has a vote there. It was mentioned that trustees from Dixie and Southern Utah University are very supportive of their needs, etc.
5. Training staff association leaders. Sheri mentioned that they have monthly staff training in different areas on campus. She felt that communication between the departments is improving because of it. Their trustees are very supportive of this. Some of the other schools provided information as well.
6. Present a means of association and inter-communication among the staff employees in higher education. This group felt that this is done quite well. We stay informed of the issues and needs on our campuses. We help one another.
7. Educate and encourage staff to become involved in the political process. Some of the schools sent out the UHESA legislative letter to their staff once it was approved by the board, and they encouraged other schools to do the same. We are all in this together and so we need to be aware of the issues in higher education.
8. Educate the citizens of Utah regarding the responsibilities of staff in higher education. The delegates felt that this is the hardest part of the mission statement. Most of the public think that we are making a lot of money because we work for state institutions. However, the private sector usually makes more money than we do. Most of us stay in our positions because we love our jobs and enjoy the environment that we work in. Our health benefits are also a plus.

Overall, most of the delegates felt that UHESA is meeting all of the areas listed.

Constitution

Sheri mentioned that we need to have two delegate votes per institution to pass any changes/additions. The current president/chair has a vote as a delegate, as well as any delegate who is serving on the UHESA board. Past presidents/chairs can be delegates as needed. No changes were made to the Constitution.

Bylaws

The Bylaws were last reviewed and amended in 2010. After some discussion, some minor changes were made in the wording of this document, as listed below.

- Article I – Representation and Membership, Section 1, Number 2. “Delegates and alternate delegates to UHESA shall be selected by the staff association(s) of the institutions they represent. Notification of delegates and alternate delegate selections shall be sent to the UHESA secretary by the institution association(s) prior to the annual UHESA conference each

year or when changes occur in delegates.” Ron made the first recommendation to approve this change, with Shayla second and all in favor.

- Article I – Representation and Membership, Section 1, Number 3. “If a delegate is unable to attend a meeting, the alternate delegate may represent the delegate. If neither is able to attend, a proxy delegate may be authorized by the delegate. The authorization must be given in writing to the UHESA President.” James made the first recommendation to approve this change, with Bruce serving as proxy for Ron Cardon second and all in favor.
- Article V – Terms of Office and Duties of Board Members, Section II, B.1, change service to serve.
- Article VI – Terms of Office and Duties of Committee Chairs, we added one item. “The terms of office and duties of committee chairs shall be determined by the UHESA Executive Board.” Ron made the first recommendation to approve this change, with Shayla second and all in favor.

This information will be updated on our web page.

Financial Report

Jennifer provided a financial report for 2011-2012. This document was first approved by James, with Desi second and all in favor.

Legislative Report 2012

Sheri gave a brief report that Bill Jensen sent to her by email. For those who attended UHESA Day at the Capital, they felt that it was beneficial. Our legislators were open to listen to us.

Jennifer felt that higher education as a whole did very well last year. Next year is looking good so far.

While the benefits to employees continue to be chipped away, the costs continue to ~~Our benefits continue to~~ increase, especially medical, which will inhibit our future salary increases; however, this is a reality.

Last year, Senator Urqhart helped shed the light of higher education, and he supported us. Again, we need to stay abreast of the legislative issues that affect higher education.

Because we don’t have direct ties to the Regents and Commissioner’s office, decisions are made at the presidential level at each institution. However, we can make our staff issues known to our presidents and legislators now. Two continuing issues are health care and wages. It would be a good idea to meet with our association members to get their input/ideas before we approach our presidents.

PR/Media Committee Report

Travis mentioned that the UHESA web site is up-to-date, please review it as needed. He mentioned that this site was housed on different servers and now it is all on one at uhesa.org. Every five years we are required to pay a fee for maintenance of the URL. This can be transferred to a different institution. It will expire in 2016.

He mentioned that we also have a UHESA Facebook web site; however, we don't have very many members. It is mostly for informal communication, emails are more effective for formal communication.

Nominations for 2012-2013 UHESA Board

Nominations were made for those UHESA Executive Board positions that are becoming vacant this year. Those positions included: president-elect (3 year term), secretary (1 year term), PR/Media (typically a 1 year term), and legislative representative (1 year term). Sheri suggested that those people who were nominated might want to check with their supervisors first before the votes are completed tomorrow.

Discussion: Wellness Programs and Staff Evaluations

Wellness Programs

Weber State University has a wellness program entitled "Wellness Pays", which pays money to employees who achieve various levels on their menu. This program was created by a doctor and they have a representative from their Human Resource Office who runs it, which is done very well. It was reported that their institution has an endowment fund and this program is funded from the interest.

Wellness assessments are completed once a year. Once their assessment is done, they can have 3 hours of paid time off each week. Staff can have a wellness coach to assist them through the program as needed. The areas of concern are heart and joint.

For participating, staff can have a free chair massage once a month from a local massage school. They can also have Planetarium Relief, which allows staff to watch a movie once a month. A lot of people take advantage of that. They also have a Woman in Motion Program, which costs \$130.00 for those who participate in it for 14 weeks. This will also cover the entrance fee to compete in the Ogden Marathon.

Travis mentioned that getting screenings can help discover health issues, but it may not help people with long-term illnesses.

Southern Utah University has a wellness program, which isn't involved with their Human Resource Office. This program includes free classes, but it isn't going very well. The full-time person that was hired to run this program doesn't really have any experience in health care.

When their staff association did the T-fit challenge, it went well. They had monthly challenges and gave away prizes. It required team effort and provided unity among the staff. However, this prompted administration to hire someone full-time as mentioned above. Travis felt that this person should be a representative from their Human Resource Office. He mentioned that they hope to get back to this type of program again; they are just waiting for now. Sheri mentioned that there is a walking group on campus now.

Utah Valley University mentioned that their wellness position is included with student life. Jon mentioned that they don't know much about it because they have three different programs, which aren't well organized. However, staff members do get prizes and good health benefits because of it.

Salt Lake Community College has some nice programs, which fall under the umbrella of their Human Resource Office. They have walking routes with maps on each campus, which can be completed in groups or individually. This program is doing well. Individuals get one hour of released flex time if they sign-up.

Employees can get gift cards from Blue Cross/Blue Shield for participating in their different programs. They have six week programs and staff members can participate as little or as much as they want. Once they have completed each program, their Human Resource Office will pay \$150 per program to each individual. Participants can complete four of the programs. They hope that more people will get involved.

They have free staff yoga days, which their yoga students teach. And they have free spinning classes.

Dixie State College employees can take 90 minutes of exercise at their Fitness Center, or ½ hour three times a week, in conjunction with their lunch. Use of the Fitness Center is free to employees.

The President has fitness walking/biking routes on campus. They will also have a D-Circuit, which will be an outdoor facility with exercise equipment available for everyone to use. It is currently under construction.

The College also has a Wellness Center, which faculty, staff, their families, and students can use. Medical care is provided by a doctor or nurse practitioners with a minimal fee.

Utah State University-Eastern had a wellness program; however, the individual who was in charge of it retired and now it isn't doing very well. They do have a walking club, with signage/routes on campus.

Employees can get ½ hour, three times a week, to complete physical activities.

They can also participate in Healthy Utah and receive monetary support for completion of programs.

The staff association has monthly wellness activities. This group is doing well but has low participation.

The Wellness Office at Utah State University sends out a monthly newsletter to their employees. Also they have ambassadors all over campus who provide wellness offerings and ideas to the departments. It seems to be very successful.

It was mentioned that before a wellness program is attempted, a survey could be done to see what the staff interests/wants are and then build one from there.

At the University of Utah, they have had a “Well U” Program since 2007, which is not part of their Human Resource Department. One incentive for participating is that the employee receives \$40 a month off of their benefit premium. However, some of their delegates felt that it should be more of a result and incentive based program, rather than just a premium benefit.

At first this program required a bio-metric scan. That has now changed and their employees must complete two things each year from a health related list. Some things on the list include scheduling a physical examination, dental appointment, etc. and some form of physical activity. Six points are awarded each year for physical activity.

It was mentioned that on the Regents web site, there is a nutrition program to participate in. Also, their staff council has started having ½ hour campus walking tours.

Their institution is promoting a university health care system for cost efficiency. Their delegates don't think that a lot of their employees really know what is available to them at their institution.

Staff Evaluations

Southern Utah University mentioned that their staff evaluations are tied to merit pay on campus; however, many staff members are concerned because some evaluations are not being completed as required. Some asked about pay increases, how are they given if they are only based on evaluations?

It was mentioned that job descriptions are included on the exempt staff evaluation form. Travis mentioned that this is required for CUPA studies in their Human Resource Department. However, job descriptions are not included on the classified evaluation form. Some of their delegates felt that both forms should be the same. Travis explained that part of the evaluation process is for the purpose of updating job descriptions.

At the University of Utah, they are not required to have evaluations completed. However, merit pay is not paid to those who don't have them. Therefore, it is suggested that they are done. Jennifer mentioned that they have discovered that managers complete evaluations on poor performers but not on good performers, which affects compensation. It seems that we all do evaluations without any compensation, which is hoped for someday. She mentioned that their university did implement a compensation management system, which improved their grades with wider ranges.

At Weber State University, their professional staff members have annual reviews from their supervisors with several steps involved, including reviews of job descriptions. Some classified staff members haven't had reviews for four years, which is a problem.

Dixie State College classified staff members had their job descriptions updated four or five years ago, but as far as they know, they haven't been updated by their Human Resource Office. Also, factoring and grading systems are included in our job descriptions.

Many employees haven't been evaluated for several years because it isn't a priority for their department or for the HR Office. Communication is a challenge with their HR Office. Their evaluations aren't tied to merit or pay raises. Some of their staff have received, and will be receiving, equity increases.

Salt Lake Community College has a decent evaluation system. Staff members are evaluated every year and they are due in April. Staff members also evaluate their supervisors. Their evaluations used to be tied to merit and raises; however, that is no longer the case.

Their Human Resource Office is looking at updating their ranking system. Their job descriptions are up-to-date.

At Utah Valley University, they have three questions on their form with three rankings for each one. Two of the questions include: 1) Performance Plan - What is your performance plan for the year? 2) Work Plan – What are your tasks and responsibilities to be completed for the year? Professional staff members are to be done each calendar year in January. Classified staff members are to be done each calendar year in February. Both of these will be switched to the fiscal year.

Over the past five years, Utah State University has changed their evaluations in various ways at least five times. Now they have five parts on the evaluation form instead of just one page, which includes their job descriptions, a percentage breakdown, skills based assessment, comments, and a goal section. Their delegates wonder if their Human Resource Department really uses this information because it has been changed so many times.

They were required to submit their job descriptions and those have been done.

At Utah State University-Eastern, Juanita mentioned that this year's evaluation process was excruciating just like it was at their counterpart. She mentioned that merit pay has been given to the lowest paid employees because evaluations are usually not being completed on them.

Adjourn

The meeting was adjourned at 5:00 pm.

Friday, July 13, 2012

Guest Speaker

Jennifer introduced our guest speaker, Sheryl Allen, who is the Chair of Alumni Association from the University of Utah, Board of Directors.

Sheryl thanked us for inviting her. She also thanked us for our work in higher education, and especially for hanging in there for so many lean years.

She referred to a high school graduation speech that she once heard. It was an inspiration to her because the speaker got hooked on teaching high school. The speaker stated that “you are not special”, meaning that if everyone is special then no one is. He talked about his passion for education and encouraged us to love what we do and be dedicated to it. Strive to become something significant.

Sheryl talked about the importance of politics and political involvement. She stressed that we should go back to our institutions and become actively involved along with our fellow staff members.

During the legislative session, our legislators can get as much as 800 emails a day. College interns screen those emails, so they only see a few of them. They do pay attention to comments from their constituents/institutions. Therefore, we should identify ourselves as such because there is a lot of competition out there. She stressed that we need to get the attention of our legislators and legislative candidates now. Also, we should get your coworkers to do the same and include alumni associations. She also stressed that letters should be sent by US mail because they get very few letters. Don’t worry if you don’t get a letter in response. Individual letters or emails are most important, form emails or letters will be deleted because they are counter-productive.

During the dog days of summer there is very little competition and we can begin to plant the seeds now. They need to know that we care about our institutions. It will get their attention.

She stressed the importance of meet and greet sessions, emails and letters.

The Utah Foundation, a non-partisan group, has completed a study of Dan Jones poll results and they say that there is a tie between what happens on our campuses, to jobs and the economy. Higher education is consistently a priority with jobs and the economy. She mentioned that this is really encouraging because this is the first time that we have been on top. Educate your associations about non-partisanship and encourage our representatives to do what is best rather than taking the party approach.

Sheryl mentioned that people in the state of Utah are concerned with the following issues in order.

- Jobs
- Public Education
- Energy
- Healthcare
- Taxes & Government Spending
- Higher Education
- Environmental Issues
- Partisan Politics - In 2012, Utah is very concerned about partisan politics
- Poverty
- Immigration

Regarding the caucus system, Sheryl isn't a fan of it because it is exclusive, not inclusive. However, it is what it is; therefore, she encouraged our associations to get involved. We have a lot of impact with our delegates. Also, faculty members should get involved because they would have a lot of power. She mentioned that this system hasn't always allowed delegates to be voted in if they are advocates for higher education. Delegates can change the caucus system.

A Harvard University commencement speaker recently commented on the number of college graduates who were women. He stressed the importance of women's voices, especially in politics.

Taxation was discussed. We are reminded of the reality of where it has shifted to, student tuition and reduction of financial aid. She felt that the legislators are ducking this issue. Please ask them to reconsider it, remind them of the importance. Our future is college/university students with creative job creations, start-up businesses. We can't have higher education without funding - faculty staff, buildings, etc. How do we pay for these? How do we balance spending with the needs? Our elected or appointed delegates have to answer this question. It is up to the policy members and they need to hear about the value of our services. Elect good people who make those decisions.

Regarding the letter that UHESA presents to our legislators during our day at the Capital, she says our unified voice is important, but we also need to contact our representatives individually.

She mentioned advocates for liberal education. We should contact our representatives to let them know our concerns.

Sheryl mentioned that it was a pleasure to be with us today. We thanked her for coming.

New Business

Elections

Elections were held today for vacant positions on the UHESA Executive Board. Lynette made a motion to re-open nominations for 2012-2013, with Betty second and all in favor. Proxy votes and the number of votes required to complete the nominations were discussed. Each candidate gave an introduction about themselves and why they wanted to serve on the board.

The following individuals were elected to serve in the following positions.

- Bruce Barclay – President-Elect
- Aubrey Jenkins – Secretary
- James Miller – PR/Media Specialist
- Holly Bigelow – Legislative Representative

Kim Rasbold took charge of this meeting once the elections were complete.

Legislative Report

Holly asked what our legislative goals would be for the new school year. It was suggested that people from this group could get involved. Various current/past association presidents volunteered to serve on the committee. Also, each college/university should have a legislative representative to serve on their committee.

One of our goals would be to get a large group of staff to attend our day at the Capital. Also, to get staff members involved in caucuses and encouraging them to get to know their legislators.

Get information out to the UHESA delegates regarding legislative issues, which they can send to their associations, co-workers, families, etc. Have them send letters of appreciation with stories of how our legislators have impacted our lives, jobs, the economy, medical benefits, etc. Make the letter short and to the point; otherwise, they won't read them.

Bring up some statistics regarding economics in higher education. Travis mentioned that he could get this information for Holly.

James mentioned that he could add a link to our legislative representatives on the UHESA web page. Also, add a link to our individual association web site.

We could possibly give an annual award from UHESA to those legislators who supported higher education during the session.

Meeting Schedule for 2012-2013

The new UHESA meeting schedule for 2012-2013 is as follows.

- Telephone Conference Calls on the 3rd Wednesday of the following months at 2:00 pm; August, September, October, December, January, March, April, and June.
- UHESA Day at the Capital – Tuesday or Thursday in February. Holly will check their schedule for a date.
- Campus Meeting – November 9 at Dixie State College.
- Campus Meeting – May 17 at ~~Salt Lake Community College~~ [Utah State University](#).
- Annual Conference – July 18 and 19 at Southern Utah University.

UHESA Goals for 2012-2013

The following goals were discussed.

- Bring Snow College back to UHESA.
- Move forward with the legislative ideas that were discussed.
- For our telephone conference calls, it was suggested to have the agenda sent out to the delegates two days prior to the meeting. Also, it would be nice to include updates from PR/Media and the legislative committee so that the delegates stay informed about issues.
- The topic of reciprocal tuition benefits between the institutions was mentioned. Sheri thought that we could look into and discuss it; however, she doesn't think we should push it too much.

- Create something on the web where we can share comments with each other on the board.

Bruce asked what topics we want to discuss during our meetings. Most of the delegates felt that we get ideas from the institutions, which we can share with our associations.

Adjourn

Sheri thanked everyone for coming and wished everyone a safe trip home. This meeting was adjourned at 12:30 pm.

Approved with changes 8/15/12.