

**MINUTES**  
UHESA Meeting  
Weber State University  
August 1-2, 2002

**IN ATTENDANCE:**

DSC - Ed Rogers  
SLCC - MaryEtta Chase, Annette Palmer  
U of U - Wendy Bailey, Bill Johnson  
USU - Darlene Cowley, Teresa McKnight, Judy Nielson,  
UVSC - Phil Clegg, Shad Sorenson, Vicki Walker  
WSU - Kent Hales, Jeff Martinez, Marsha Richter, Drew Weidman

**WELCOME - TERESA MCKNIGHT**

- Teresa McKnight, President of UHESA, welcomed the members and thanked Weber State University for hosting the UHESA meeting.

**REVIEW OF MARCH 7-8, 2002 MINUTES**

- Correct the next meeting date to show August 1 - 2, 2002
- Change USU premium to \$40 instead of \$140
- Page 2 and 5 - Correct Dixie College to Dixie State College
- Ed Rogers made motion to approve ~~X~~ corrected minutes. MaryEtta Chase seconded the motion.

**TERESA MCKNIGHT PRESENTATION - "HUMOR YOUR STRESS"**

- Purpose: There is a great deal of stress in the workplace and in personal lives today. To relieve stress, it is essential that we add humor to our lives.
- Two handouts were given: "12 Ways to Practice Healthy Insanity" and "Give yourself Some TLC (Ten Little Commitments)"
- Other hints for stress relief were:
  - Give yourself a "standing ovation"
  - Treat yourself to "stress" desserts
  - Celebrate whenever you can
  - Test your humor quotient
  - Applaud your life
  - Lack of humor is the road to depression - Laugh at yourself

## **“WHO MOVED THE CHEESE” - TERESA MCKNIGHT AND MARSHA RICHTER**

- The presentation demonstrated seven principles to coping with “change.” They were:
  - Know that Change Happens
  - Anticipate Change
  - Monitor Change
  - Adapt to Change Quickly
  - Change
  - Enjoy Change
  - Be Ready to Change Quickly and Enjoy it Again and Again!

## **DISCUSSION ON UHESA CONSTITUTION AND BYLAWS**

- Teresa McKnight asked the members to read through the constitution and the bylaws and suggest any appropriate changes.
- The following suggestions were voiced:

### **CONSTITUTION**

#### **Article II - Purpose**

- #3 refers to goals. **Goals need to be established and stated in the document.**
- #2 - Take out the word “them” and add the words “employment, benefits, retirement and work environment, etc.”
- #4 - Change to read: “To improve relations of staff employees with the Governor’s office, Board of Regents and legislators within the various institutions of higher education.”
- #5 - Will be a new point: “To provide a positive public perception of UHESA
- #6 - “To provide a means of association and intercommunication among the staff employees within USHE.
- #7 - To assist in strengthening staff associations in every institution of higher education in the State of Utah.
- #8 - To encourage staff of the USHE institutions to become involved in the political process.

#### **Article III - Amendments**

- First bullet - 3rd sentence is changed to read, “Proposed amendments will then be presented to the general board by the Executive Board by the next meeting.”
- Third bullet should read, “Approved amendments will become effective immediately.”

### **BYLAWS**

#### **Article I - Representation and Membership**

##### **Section I - Membership**

- #1 should read “UHESA board shall consist of up to two voting delegates from each institution as well as the UHESA executive board.”
- #2 - Add to the end of the last sentence, “or when changes occur in delegates.”
- #3 - Should read, “If a voting delegate is unable to attend a meeting, a proxy delegate may be authorized by the voting delegate. The authorization must be given in writing to the UHESA President.”

- Delete the current #4 wording. #5 wording will now be numbered as #4.

### **Section II - Executive Board**

- The beginning statement, second sentence should read, "Any institutional delegate is eligible to be elected to one of these offices. Each Executive Board member will be a voting delegate for UHESA.
- First bullet - delete "general membership" and add "UHESA board."
- Second bullet - delete the word "mail."

### **Article II - Dues**

- The group concluded that this section relates to additional issues and will be addressed in tomorrow's session.
- A discussion ensued about UHESA funds being held by one sponsor institution Dixie State College. Shad Sorenson made the motion that "UHESA funds shall be transferred from Dixie State College to an approved bank. Any payments from the funds will need to have the UHESA President and Secretary's signature. MaryEtta seconded and it was approved by the general board membership.

### **Article III - Meetings**

- First bullet - End sentence after "year." Delete "in Winter/Spring and Summer/Fall?"
- Third bullet should read, "The meeting location will be determined by the consensus of the UHESA Board."
- Fifth bullet should read, "All meetings held by UHESA or the Executive Board shall be self-funded by the staff associations and/or the institutions paying the conference costs, food, travel and lodging."

### **Article IV - Elections**

- First bullet - Delete the word "automatically."
- Second bullet - 2nd sentence should read, "The Executive Board will conduct the elections."
- Last bullet - Delete the word "can" and replace with "may."

### **Article V - Terms of Office and Duties of Officers**

#### **Section I - Terms of Office**

- Delete the word "summer" from the last sentence.

#### **Section II - Duties of Executive Board**

##### **A. The President Shall:**

- Second bullet - Represent UHESA to the Board of Regents and legislature and other organizations, either personally or through delegation.
- Third bullet - Delete the word "work" and replace with "goals and objectives."

##### **The President-Elect Shall**

- First bullet - "Serve as President in the absence of the President."

##### **The Past-President Shall**

- First bullet - "Serve as an advisor and assist with the elections."
- Second bullet - "Perform other duties as may be deemed necessary by the Executive Board."

##### **Secretary/Treasurer Shall**

- Third bullet - "Keep all financial records of monies held by UHESA and furnish a financial statement to the Executive Board and the delegates"

prior to each meeting. The financial statement will also be included as part of the agenda.

- Fourth bullet - Add to the end of the sentence, "by the Executive Board."

#### **Article VI - Vacancies**

##### **Section III - Secretary/Treasurer**

- Add to the end of the first sentence, "and approved by the UHESA board."

##### **Section IV - Past President (This will be a new section)**

- Sentence should read, "If the office of the Past President becomes vacant, it may be filled by appointment by the Executive Board and approved by the UHESA board."

#### **Article VII - Amendments**

- (See Constitution amendments) All of the bullets should read the same as the corrected Amendments to the Constitution with the exception of changing the word, "constitution" to the word, "bylaws."

#### **Article VIII - Authority**

- The sentence should read, "Common parliamentary procedure according to "Robert's Rules of Order" will be the authority for UHESA on all questions not covered by the Constitution and Bylaws and any standing rules as UHESA may adopt.
- **General observation:** The format of the Bylaws and Constitution should be consistent throughout, e.g., either outline in bullets or numbers; all caps or not, etc.
- Teresa McKnight made the motion that the changes to the Constitution and the Bylaws as outlined be approved. Bill Johnson seconded the motion. Motion passed.

#### **PRESENTATIONS OF APPRECIATION**

- Teresa presented plaques to Jim Cook, outgoing UHESA President, and Marsha Richter, outgoing UHESA Secretary. She expressed the board's appreciation for their service through the year.

#### **JIM COOK'S COMMENTS**

- Jim encouraged UHESA members to keep up the good work on legislative issues. He will personally work hard to continue his participation in the process. If anyone would like his help, contact him at [cookfam.2000@yahoo.com](mailto:cookfam.2000@yahoo.com).

#### **ISSUES TO BE DISCUSSED TOMORROW**

- Legislative Trainer
- UHESA dues

## UHESA MINUTES FOR AUGUST 2, 2002

### WELCOME - TERESA MCKNIGHT

- Teresa McKnight, President of UHESA, welcomed the members for the second day of meetings.

### ELECTIONS

- Nominations were held for Vice-President and Secretary
- Each candidate told a little about themselves and what they could bring to UHESA
- Shad Sorenson was elected as Vice-President and Judy Nielson was elected as Secretary

### LEGISLATIVE INVOLVEMENT

- The members were asked how many were elected as delegates in the last caucus meetings and would they do it again.
  - Elected as County Delegates: Judy Nielson, Phil Clegg, and Teresa McKnight
  - Elected as County and State Delegates: Bill Johnson and Jeff Martinez
  - Attended a new precinct caucus meeting: Drew Weidman
  - All responded they would do it again.

### UHESA LEGISLATIVE BOOKLET

- Committee members were asked to look through the UHESA Legislative Booklet that was started in the March UHESA meeting to determine if any more changes need to be addressed.
- Changes approved are listed below:
  - COMMUNICATION Section
    - 1st paragraph, 4<sup>th</sup> sentence - put quotation marks around "internet (and e-mail) aware" and "timely."
    - Final sub-section should read: *Build a relationship with preferred candidates (especially in an election year).*
  - CAUCUSES (MASS MEETINGS) Section
    - 1<sup>st</sup> sentence - Replace quotation marks with underline under the word delegates.
    - 2<sup>nd</sup> sentence - Replace quotation marks with underline under the word, party.
    - 4<sup>th</sup> sentence beginning should read: If no candidate receives a majority (60%) of the delegate votes.....
    - 6<sup>th</sup> sentence - Replace the word "after" with the word, "If".
    - Add an additional last sentence: If you want to run as a delegate, encourage your neighbors and friends to attend the meeting and support you.
  - UNIVERSITY/COLLEGE INFORMATION Section
    - Second line - correct spelling of Capital to Capitol.
  - ALUMNI ASSOCIATIONS Section

- Under sub-section, Contact Your Association, spell out the numbers
  
- HIGHER EDUCATION ORGANIZATION Section
  - Under sub-section, Board of Trustees, 1<sup>st</sup> sentence - replace “have” with “has”; 2<sup>nd</sup> sentence - replace “These individuals” with “The board members.”
  - Under sub-section, President, 1<sup>st</sup> sentence - replace the word “schools” with “school’s”
  - Under sub-section, Vice Presidents, 1<sup>st</sup> sentence - replace the word “Provosts” with “Provost.”
  
- LEGISLATIVE LIAISONS Section
  - Take out all quotation marks and replace by underlining.
  - Between the 2<sup>nd</sup> and 3<sup>rd</sup> paragraph put a space.
  - Third paragraph, 1<sup>st</sup> sentence - delete the words “it is absolutely critical for.”
  - Third paragraph, last sentence - delete quotation marks from around Legislative Appropriations Subcommittee; put a hyphen between open forum (open-forum).
  - Fourth paragraph, 4<sup>th</sup> sentence beginning should read - At the end of one legislative session several years ago, the University of Utah was successful.....
  - Fourth paragraph, 5<sup>th</sup> sentence beginning should read - The important thing to note was that the U of U was contacted.....
  
- DIFFERENT SCHOOLS - DIFFERENT APPROACHES Section
  - First paragraph, 3<sup>rd</sup> sentence - change “In some areas” to “In other areas.”
  - First paragraph, last sentence - With the support of the president of your institution, the liaison and staff association presidents can determine what will be the best approach for the staff at your school.
  - Third paragraph - Delete the first sentence.
  
- SALARY INFORMATION Section
  - Legislature sub-section: First paragraph, 5<sup>th</sup> sentence - Delete the word “then.” Start sentence with “Because.”
  - Individual Schools sub-section: Include only the first two sentences. End with this statement, “There are many factors involved in the salary process and every individual staff member needs to educate themselves to ensure that their processes are followed appropriately. One should refer to their own individual institution’s process.
  - Faculty vs. Staff (and even students) Section - DELETE THIS SECTION
  
- RESOURCES Section
  - List the web sites of all the institutions. Also, include the web sites of the Board of Regents and Utah State Legislature.
  
- ELECTIONS Section
  - First paragraph, 1<sup>st</sup> sentence - The election process is not a complex process and with a little bit of effort, staff can become involved. While voting in the November elections is very important, there is so much more

that staff can and should do. Some of these include: (the rest of the paragraph is fine)

- Targeting legislators sub-section: Beginning of first paragraph - Legislators can be targeted for either positive or negative issues. If a legislator (or candidate) is supportive of higher education, they may need our assistance to get elected. A legislator (or candidate) may show that they are not as “higher education friendly” and it may be important to find a candidate who supports education to run against them. Either way, the process begins much earlier than November. In March (usually), the potential candidates have to register to “run for an office.” (Continue on with the paragraph as written)
- First paragraph, last sentence - This could include becoming a delegate, putting up signs for candidates, helping pass out fliers, holding meetings in your homes and inviting or contacting the candidates directly.
- Second paragraph, 3<sup>rd</sup> and 4th sentences - Then the staff association might identify staff that live in the district and begin to contact neighbors and friends to support the candidate. Staff, faculty, and students who are registered to vote could be encouraged to become a delegate to support the candidate at the conventions.
- Second paragraph, 6th and 7th sentences - In November, the voting can become a final effort to be made. There is much more that a school can do to assist a legislator than just voting in November.
- SUGGESTIONS FOR THE ENTIRE DOCUMENT:
  - Add page numbers
  - Have the titles/headers consistent
  - All pages should have consistent formatting
  - Change the word “school” to “institution” throughout the document.
  - Follow the guideline of writing numbers, e.g., numbers under 10 are to be spelled out.
  - Use a block style instead of indentations for paragraphs.
  - Include a Table of Contents
  - Include the information about how a bill is made.
  - On the introduction page, use a picture of a man and a woman.
  - It was suggested that UHESA use a technical writer to look at the document. A professional document will reflect favorably on UHESA’s image.
  - Protect the document by copyright protection. Darlene Cowley will send Teresa McKnight the wording for copyright protection. This wording will then be added to the document.

- ASSIGNMENT: Each delegate was asked to go back to <sup>WB or HR</sup> their institutions and make plans to distribute the finished document. This document is important to understanding the legislative process.

**OTHER ITEMS**

- Shad Sorensen moved that the current Utah Legislative Book be purchased out of UHESA fund. Drew Weidman seconded the motion. Motion passed.
- Question was asked if UCAT had been invited to be a member UHESA. No further discussion ensued.

**DISCUSSION ON UHESA COSTS AND DUES**

- Each institution was asked to share what allocation they were given for their staff associations. Below is the report:
  - UVSC <sup>6,000</sup> \$10,000 plus \$1,500 stipend to <sup>President</sup> officers for their term
  - USU \$4,000
  - SLCC \$3,000
  - U of U \$6,000
  - WSU \$500 for each association plus expenses associated with UHESA meetings.

- The group discussed whether or not UHESA officers who are not eligible for reimbursement through their respective institutions should have their expenses paid for by the UHESA funds.

- Approximate costs <sup>(per meeting)</sup> that are associated with UHESA participation:
 

• \$ 40.00	Registration
\$ 75.00	Lodging (1 night)
\$ 25.00	Meals
<u>\$100.00</u>	Travel (no greater than)
\$240.00	TOTAL **

\*\*The above total was approved as legitimate costs associated with UHESA meetings.

- Shad Sorensen moved that UHESA officers who are not reimbursed by their respective institutions could be reimbursed by UHESA funds up to the \$240.00. Expenditures need to be verified by receipts. Bill Johnson seconded it. Motion passed.
- Bill Johnson made motion that each of the nine institutions involved in UHESA would be assessed dues of \$150 annually and would be due on July 1<sup>st</sup> of each year. Shad Sorensen

seconded. Motion passed with one opposing vote. The UHESA secretary will be responsible for sending out the billing memo.

- The group discussed the problem that is created when a representative from an institution indicates they will participate, the meals are ordered for that individual, and then they do not attend and do not pay for their registration fee. The result is that there would not be enough registration fees collected to pay the costs for the meetings.
- Bill Johnson made the motion that there would be an official registration form that would be required and faxed no later than three days before the meetings. There would be a 48-hour cancellation deadline. If cancelled after that deadline, the registration fee would still need to be paid. Kent Hales seconded. Motion passed.
- Shad Sorenson and Phil Clegg will prepare the registration form.

### LEGISLATIVE TRAINER

- The group discussed the possible need for a UHESA legislative trainer and who would be the best person to hold that position.
- Judy Nielson moved that the past president of UHESA should hold that position. Marsha Richter seconded the motion. Motion passed. Wes Brinkerhoff will assume the position of Legislative Trainer for the current year.

### UHESA NEWSLETTER

- The group discussed if UHESA should have a newsletter and, if so, what should be included in a newsletter. The committee felt this was a good idea and that the newsletter should include:
  - President's message
  - The results of previous UHESA meeting
  - Goals and Objectives of UHESA
  - What is UHESA and its purpose
  - Any legislative actions we should be taking.
- Annette Palmer made the motion that UHESA publish a newsletter and Judy Nielson seconded it. Motion passed.
- Teresa McKnight asked that each institution's staff association presidents e-mail to her their current board members and their e-mail addresses. She also requested that they also list the achievements of their staff association.

INSTITUTIONS' REPORTS (This segment involving Institutions' Reports and Health Wellness is sketchy. I was involved in helping prepare the luncheon and was only able to get bits and pieces of the discussion.)

- The number of employees at the various institutions are as follows:

•	USU	1,057 Classified
		875 Professional
		700 Faculty
•	UVSC	319 Classified
		327 Professional
		327 Faculty
•	SLCC	315 Classified
		360 Professional
		300 Faculty
		600 Adjunct Faculty
•	U of U	11,238 Classified
		Professional
		3,000 Faculty
	WSU	415 Classified
		367 Professional
		451 Faculty

*Are these correct?*

*e*

### INSTITUTIONS' STATUS ON HEALTH WELLNESS

#### USU

- Has Sports Academy and Wellness Center (good program)
- Problem with people being there to help at all times
- Individual pays \$65 a year
- Provides diet analysis and counseling
- Possibility of USU paying the memberships then individual would pay \$21 per person or \$50 per family.

*Incorrect*

#### UVSC

- Has health wellness education with 4 employees assigned to this area.
- Employees can work out with the equipment in the gym during the lunch hour
- There is no charge for faculty and staff - \$15 family pass
- Has coordinator for nutrition and weight management
- Produces weekly newsletter
- One-on-one counseling
- Employees given a lot of opportunities to take advantage of the program, e.g., \$25 incentive, T-shirt, counseling, etc.
- Work out programs with other gyms
- No nutrition program

#### SLCC

- Has a wellness program

- Offers two clinics with nurses at no charge, prescribes medication, free psychiatric help up to 3-4 visits
- Fitness Club meets quarterly - commit to work on exercise programs
- Free racket ball and weight lifting
- Employees get one hour each week to work on their personal wellness
- Free hair care
- Participation in wellness program is part of performance appraisal (seven tracks of mandatory training.) Participation helps with a job upgrade.
- MaryEtta will send Teresa more details about this program and the process.

#### U of U

- Tried to get one a program going but it was not successful. There was a lot of infighting and "protection of turf" as far as not giving up revenue.
- Many options available to faculty and staff but not one central thing to sign up for.
- Wendy Bailey will give more information to Teresa.

#### WSU

- Has a wellness program that employees have to sign up for if they want to participate.
- Involves 3 hours a week at either 3 days at 1 hour or 35 minutes for 5 days.
- Employees can participate during their lunch hour or break but activity has to be on campus. *Combine these*
- Taking a health class, nutrition class, or any class that helps with stress reduction can qualify. One can go the library and read, walk the campus, use the equipment at the gym, swim or walk. Any activity that promotes a healthy body, mind or spirit is appropriate.

#### UHESA GOALS

- Educate the staff about UHESA
- Complete legislative manual and distribute to the institutions
- Wellness program instigated
- Get our message across to the Board of Regents and legislature that it is important to invest in state employees
- Questions about possible UHESA goals included:
  - Do we want to pursue being like UEA? Each institution's staff associations should get back to Teresa by the end of August as to if they would like to become like UEA.
  - Do we want to give a presentation to the Legislature?
  - How does each institution's staff association feel about the possibility of "training their institution's Board of Trustees on issues such as:
    - Hiring and retaining staff
    - Career ladder development
    - Professional development

- Upward and anonymous evaluation
- Campus services

- UVSC gave a presentation to their Board of Trustees in April. It would be beneficial to get an outline of what was done
- U of U also gave a presentation. Teresa is willing to share U of U's presentation. It included a video outlining issues, music and pictures.
- In order to show how important the staff is to the institution, find out through Grants and Contracts or the Development Office the amount of dollars that has come to the institution because of the staff's efforts.
- Drew Weidman made a motion that each staff association make a presentation to their respective institution's president. Bill Johnson seconded the motion. Motion passed.

### **UHESA SUBCOMMITTEES**

- **LEGISLATIVE SUBCOMMITTEE:** Each institution needs to send the individual's name that will serve as their representative on the subcommittee. Contact Wendy Johanson of SLCC, [wendy.johanson@slcc.edu](mailto:wendy.johanson@slcc.edu)
- **JOINT HEALTH CARE COMMITTEE**

### **BYLAWS AND CONSTITUTION APPROVAL**

- The changes to the UHESA Bylaws and Constitution will be incorporated into the entire document and then will be e-mailed to each delegate for a vote of approval.

### **UHESA JANUARY MEETING**

- Teresa will talk to Ed Rogers about Dixie State College hosting the UHESA meeting is January instead of March.