

MINUTES
UHESA Annual Meeting
Southern Utah University (SUU)
Cedar City, Utah
August 5, 2004

IN ATTENDANCE:

- Dixie State College – Laurie Sullivan
- Dixie State College – Susan Gardner
- Salt Lake Community College – Keenan Adhock
- Salt Lake Community College - Butch Steffen
- Salt Lake Community College – Pat Albertson
- Southern Utah University – Annette Murray
- Southern Utah University – Barbara Rodriquez
- Utah State University – Teresa McKnight
- Utah State University - Milton Johnson
- Utah State University – Marsha Howell
- University of Utah - Wendy Bailey
- University of Utah – Marcus Trinite
- Utah Valley State College - Candace Marks
- Utah Valley State College - Shad Sorenson

WELCOME:

Shad Sorenson, UHESA President, welcomed institutional staff association representatives to the UHESA annual meeting and thanked Annette Murray and Barbara Rodriquez, Southern Utah University for volunteering to host the meeting. Get acquainted lunch.

UHESA LEGISLATIVE COMMITTEE

Opening remarks and history of UHESA Legislative Subcommittee development and activities by Butch Steffen, Chair. Butch presented what he feels are the very valuable C’s when Contacting legislators.

- C – Cooperation**
Be courteous and respectful.
- C – Communication**
Communicate views to someone who can do something about it. Communication to your constituency. Policy makers want to hear from you. Try phone calls, email, fact-to-face interactions, letters, fax, etc.
- C – Consistent**
Be consistent in what you are saying. Be consistent and keep it simple!
- C – Compromise**
You are never going to get what you want or all that you want, but you may get some of what you want. For example in looking at raises, something is better

Pat
Laurie

than nothing!

C – Consensus

Stay focused, talk facts and figures and be very specific. This is very important!

Summary:

Be brief. Be polite, respectful and courteous. Be prepared (informed and specific). Describe issues; include facts and examples. Explain changes you would like to see happen. Always open and close conversations with appreciation for time. Extend thanks!

Butch expressed his appreciation to everyone who attended this year's UHESA Legislative Day at the Capital. Butch stated that the grass root effort at the Capital and in the Community is what it will take for UHESA to be acknowledged and heard.

Butch introduced guest speaker, Bud D. Bowman, District 72 Legislator. Bud was born in Panquitch, Utah and later moved to Cedar City. Bud retired from the Utah Highway Patrol after 30 years and has held numerous positions with the JC's and was in on the ground floor development of what has become today, "The Utah Shakespearian Festival". He has had extensive experience on the UPEA Board for over 26 years, including the position of president. He sits on the Capital Building Appropriations Committee and is currently running for re-election to the Utah Legislature for which he has spent the last 14 years. Bud is a strong advocate and dedicated supporter of Utah Higher Education, which he states, he "holds near and dear to his heart!"

Bud talked to members about the legislative process and recommended that each individual develop a close and personal relationship with their legislators. He suggested making personal phone calls, inviting legislators to the workplace, and if possible meeting them to face-to-face to get to know them and discuss issues. "Get to know your legislators and members of the Board of Regents." Bud mentioned that the least effective communication with legislators is mass mailings, letters, ^{and} ~~and~~ ~~lies~~.

Question: What the best time of year is to foster such a relationship with legislators?

Answer: "When they are not in session."

Question : Do you know how a bill becomes law?

Answer: Anyone can contact the legislature with an idea and run a bill.

Bud related a couple of stories about how two particular bills that he helped to create were enacted into law and the steps he took to get them there. These bills were the ATV Tag bill, wherein people who ride ATVs must acquire a tag to ride trails in Utah. The cost of the tag is \$30 and the funds go to keeping up the trails; cleaning, grooming, etc. The second, the creation of a bill to build State Skate Parks. The law is in place and has minimized the riding of skates, skateboards, etc. where they are dangerous to others and not permitted, and has kept costs down related to kids being referred to Juvenile Court for an offense. The State of Utah has immunity for any lawsuits filed by users of State Skate Parks.

Question: Where is the best place to go and get the facts?
Answer: Bud made a few specific suggestions to members. You can find all of the bills on the Internet. The Legislative Research Council is a great option and can be very helpful. County Extension Agents are the people you want to talk to regarding land. Butch added if you talk to enough people, the truth will surface.

Question: Why aren't Higher Education Institutions getting appropriation dollars?
Answer: Bud mentioned that he didn't have a specific answer, given that he doesn't sit on the Appropriations Committee.

Question: There is a rumor that Candidate for Governor, John Huntsman wants to disband the Board of Regent and eliminate sales tax on food if he is elected, is that true?
Answer: Bud stated that he didn't know if these rumors were true; he's only aware of them through information he has read in the paper. Butch and members of the Association stated that they believed that John Huntsman had backed down on both.

Bud expressed his support of UPEA and encouraged UHESA members to join. He stated that UPEA is very supportive of Utah Higher Ed. Teresa McKnight mentioned that she and Shad had met with UPEA last year to look at combining efforts. After meeting with UPEA representatives and becoming aware of their primary issues and goals, both Teresa and Shad felt that UPEA did not mesh well with UHESA's current agenda and direction.

Question: Where can we go to find out the individual voting results of legislators?
Answer: This information is on line. You have to work at uncovering it, but it's there.

Butch began this section of his presentation with a quote from one of his heroes, Walter Peyton.

You can get more done together, than apart!

Butch distributed and reviewed handouts related to legislative processes and procedures.

1. 2004-05 Tax Fund Appropriations and Internal Reallocations (not including tuition) by Institutions.
2. 2004-05 Tax Fund Appropriations and Internal Reallocations (including tuition) by Institutions.
3. Higher Education Tax Fund Support and Enrollment Growth (State Tax Funds Adjusted for Inflation).
4. Higher Education Tax Fund Support and Enrollment Growth (State Tax Funds per FTE Student, Adjusted for Inflation).

5. General Legislative Information.

- a. Organization of the Utah Legislature.
- b. From Bill to Law in the Utah State Legislature. How an idea becomes a law.
- c. Glossary of Legislative Terms.
- d. Utah Legislative Process Quiz.
- e. Be an Activist.

Common denominators that each institution has in common:

- Raises
- Benefits
- Unfunded Student Growth
- Capital Facilities/Building Funds

Butch mentioned that he was going to try and get UHESA on the agenda and plans on attending the upcoming Higher Education Appropriations Committee meeting in October. He didn't have the exact date, but stated that it is generally held in mid to late October. Butch encouraged other members to attend and mentioned that this is a great place to see the legislature (democracy) at work! At the meeting in October, the committee members will be addressing the 2% increase in revenue that the State has received. He went on to explain that August, September and October was an ideal time to contact legislators. Most are up for re-election and this is a good time to develop a relationship. It is also a great time to learn about initiatives, build a coalition, and place signs in front yards to support re-election campaigns. With that, Butch introduced video. An example of what he feels is a grass roots effort, which has seen significant progress and now has a strong foundation.

Video Presentation: "Making a Difference" – Legislative Coalition for People with Disabilities (17 minutes)

The Legislative Coalition for People with Disabilities is eager to help. They offer workshops and will provide you with information and help you throughout the process. A recommendation was made to share this video with each individual staff association. To purchase, contact Linda Smith, (801) 363-3300. You may also go directly to their web page at www.cpdutah.org.

UHESA LEGISLATIVE ISSUES AND GOALS 2004-05

- 1. Hold UHESA Legislative Day at the Capital in 2005.
The date should be on any day that the Higher Education Subcommittee is meeting.
- 2. Try to get involved with Higher Education Subcommittee prior to revenue projections that take place at the meeting in October.
- 3. Try to get UHESA on Higher Education Subcommittee in October.
- 4. Have a group of institutional reps meet with legislators at the Capital.
- 5. Take time to talk to institutional president. Talk same language; talk about initiatives.
- 6. Each institution is to develop a Legislative Subcommittee within the staff association.
- 7. Each institution is to identify ~~two~~ ^{one or more} representatives from their ~~subcommittees~~ ^{association} to work with

Butch and sit on the UHESA Legislative Subcommittee.

8. Each member of staff associations is to make contact with their legislators before October 1st. Discuss goals and initiatives set forth by UHESA.

Representatives identified from each institution to sit on UHESA Legislative Subcommittee:

CEU – Kelly Curtis

U of U – Marcus Trinite, Jim White, Christi Neal

UVSC – Candace Marks, Phil Clegg, Clint Moser,

SLCC – Lou Brackett

USU – Liz Allred

Dixie – Laurie Sullivan, Dennis Cox Rob Snow Nelda Kissinger

SUU – Yet to be identified. Arnd Jake Johnson, Andrea Wilcock
Weber

Capital Facilities and Building Maintenance Projects

Question: What capital facilities and/or building maintenance projects are priorities for your institution?

Answer:

U of U – Marriott Library? Not sure if this is still a priority. Some private funds may have been donated to this project.

SLCC – Health Science Building

SUU – Education Building

Dixie – Health Science Building

CEU – Fine Arts and Student Center

Weber - ?

USU – Received funding for capital facilities and buildings last year.

UVSC – Digital Learning Center

UHESA HISTORY AND PROGRESS REPORT 2000 - 2004

Teresa McKnight, past president reviewed the history of the organization and an overview of accomplishments and challenges faced during her two years as president. She explained that over the past few years there has been a great opportunity to build on the original foundation.

Members worked diligently to develop a reorganization document outlining the association's priorities, job tasks, target dates for completion, etc. A top priority was given to strengthening the association and identifying opportunities to build relationships that enable the association to become a stronger voice and be heard; one that is recognized across the state. Many common issues effecting each institution have been identified, target dates set for completion and job responsibilities delegated to members. It also became clear in the last year, that the association needed a more professional website, a website manager, public relations and legislative subcommittees. At this same time, it was determined that there was a need for an institutional report. A report that outlines the numbers of employees, common campus boards and committees, full-time and part-time stats, salary ranges, health benefits, staff associations and communication mediums, contact names and numbers, website addresses, fundraising and teaching positions/assignments at each institution and in total; staff association representation

across the state. This document was used for comparison and to determine commonalities. In addition, members revised the constitution and bylaws, created a mission statement, developed a strategic plan, and organized a Legislative Day at the State Capital.

During this period, it was also apparent that UHESA needed formal documentation (forms, reports, etc.) to provide an audit trail. Teresa created a check request form, deposit slips, membership invoices, a fax cover sheet and a meeting evaluation form. A suggestion was made to have all templates (UHESA documents) placed on the website and motion was approved by members.

Several questions were raised during Teresa's tenure as to whether or not it would be beneficial for UHESA to develop a partnership with UEA (Utah Education Association), UPEA (Utah Public Education Association), and UPAC (Utah Public Action Coalition). Teresa and Shad personally contacted each of these associations, completed a thorough analysis and shared the results with the UHESA members. It was determined that each of these associations had their own agendas and that their priorities did not fit well and or support the mission, vision and goals of UHESA.

Teresa mentioned that the most challenging and frustrating problem over the course of the past two years was member responses to email requests. Teresa emphasized the importance of responding to requests and asked that each member make it a priority in the year to come!

Teresa expressed her gratitude for the opportunity to serve and her appreciation for the support that she has had from UHESA members. Shad presented Teresa with a plaque acknowledging her hard work and extra efforts in moving UHESA forward.

VISION 2004-2005

Shad Sorenson, UHESA's president reviewed his vision for the upcoming year.

1. Continue to develop and provide strong leadership.
2. Continue with grass root efforts.
3. Continue to build a strong coalition and become a powerful voice.
4. Continue building on the current foundation.
5. Continue establishing relationships with individual staff association members, institutional presidents, The Utah Legislature, and The Board of Regents.

In the future, Shad sees UHESA becoming a National organization.

PRESIDENT ELECT AND SECRETARY/TREASURER NOMINATIONS

Shad mentioned that it's very important to have a strong leadership team and explained the duties and responsibilities of each position, as well as the process of nominating and electing these officials. The following members were nominated for the positions:

President Elect

Laurie Sullivan, Dixie State
University
Geniva Brooks, ~~Central Eastern University~~

Secretary/Treasurer

Barbara Rodriquez, Southern Utah
Keenan Adhock, Salt Lake Community

Each candidate was given an opportunity to accept nomination. Elections to be held on Friday, August 6th.

OFFICIAL BUSINESS:

Future Meeting Schedule

All meetings with the exception of the "Legislative Day at the Capital" and the annual conference will be held at Utah Valley State College (UVSC) from 1 – 2:00 p.m. Members may attend in person or via teleconference call.

September 22, 2004

November 3, 2004

January 12, 2005

(UHESA Legislative Day at the Capital – January 2005)

March 16, 2005

April 27, 2005

August 4 & 5, 2005

(Annual Meeting, Location TBD)

Approval of Minutes

Members were asked to reread the minutes from April 7, 2004 and June 16, 2004 and come prepared to revise and/or approve at tomorrows morning.

Annual Membership Dues

Invoices for annual membership dues were distributed to members. The current cost of membership is \$150.00.

Meeting Adjourned

Milton Johnson made a motion to adjourn the meeting...

Keenan Adhock seconded the motion. All voted in favor.

MINUTES
UHESA Annual Meeting
Southern Utah University (SUU)
Cedar City, Utah
August 6, 2004

IN ATTENDANCE:

College of Eastern Utah – Geniva Brooks
Dixie State College – Laurie Sullivan
Dixie State College – Susan Gardner
Salt Lake Community College – Keenan Adhock
Salt Lake Community College – Pat Albertson
Southern Utah University – Annette Murray
Southern Utah University – Barbara Rodriguez
Utah State University – Teresa McKnight
Utah State University - Milton Johnson
Utah State University – Marsha Howell
University of Utah - Wendy Bailey
University of Utah – Marcus Trinite
Utah Valley State College - Candace Marks
Utah Valley State College - Shad Sorenson

WELCOME/OFFICIAL BUSINESS

Shad welcomed members and introduced the first topic of official business.

Institutional Reports

In the meeting last April, it was recommended that the Institutional Report be redesigned into a grid. Members felt that the report needed revising and that it's current structure, was not an effective tool for comparison. Shad recreated the document and shared the new "at a glance" design. The report was reviewed for structure and content with members and revisions and/or clarifications addressed.

1. Campus Boards/Committees with Staff Association Representation – Any committee on campus that staff sits on and has a voice.
2. Communication – Add website and communication mediums including staff portal/electronic means for communication.
3. Health Benefits – Add three fields. College requires a premium pay yes or no. (dental, medical, pharmacy)
4. Employment and Salary Ranges – Add two fields. PT Staff (.20 and above) benefited and non-benefited.
5. Salary Ranges – Annualized dollars. Eliminate PT Faculty (adjunct) and Student Hourly Support Fields.

6. Utah – Change to U of U.
7. Other additions:
 - a. Does your institution give your staff association(s) a budget annual?
 - b. Does your association charge and/or require membership dues?
 - c. Does your institution provide a stipend?
 - d. Does your association have a mission statement?

The President's from each institution will collect missing data and submit to Shad by Sept 30, 2004.

UHESA Board Elections

Members nominated for both the President Elect and the Secretary/Treasurer positions were given an opportunity to introduce themselves and share their experience and interest in sitting on the board. Elections were conducted. Laurie Sullivan, Dixie State was elected to the President Elect position and Barbara Rodriguez, Southern Utah University to the secretary/treasurer position.

Milt Johnson made a motion to accept Laurie Sullivan, Dixie State as President Elect 2005-06 and Barbara Rodriguez, SUU as Secretary/Treasurer 2004-05. Keenan Adhock seconded the motion. All voted in favor.

Approval of Minutes

Susan Gardner made a motion to approve the minutes from April 7, 2004 and June 16, 2004 as written. Laurie Sullivan seconded the motion. All voted if favor.

Other Business/Additional Action Items

1. A replacement is needed to attend the August 13, 2004 Board of Regents Meeting. Marcus Trinite volunteered to attend the meeting.
2. Each staff association website should link to the newly revised UHESA website.
3. Each institution is responsible for creating a Staff Legislative Subcommittee under the canopy of their staff association(s).
4. Two representatives from each institution Staff Legislative Subcommittee need to be identified to sit on the UHESA Legislative Subcommittee and their names and contact information submitted to Butch Steffen, Salt Lake Community College.
5. A comments section has been added to the UHESA website to address legislative issues, questions, etc.

Subcommittee Chair Job Descriptions/Webmaster

Job descriptions were reviewed and revisions recommended.

1. UHESA Legislative Subcommittee Chair – Butch Steffen, SLCC
 - a. Add Work with institution legislature liaison to determine which legislators in their district are supportive of higher education.
 - b. Track voting records.
 - c. Keep UHESA informed about higher education issues.

- d. Add, "Ensure accurate descriptions of all UHESA events and legislative action are posted on the website." This responsibility has moved from the Media & Public Relations Chair position.
- 2. UHESA Media & Public Relations Subcommittee Chair – Jill Ormond Whitaker
 - a. Under C First Bullet Point– eliminate Post minutes of all meetings on the UHESA Website. The minutes are approved by the President and will be forwarded to webmaster for placement on website.
 - b. Under C Second Bullet Point – Revise to state, "submit an accurate calendar of events to the webmaster for placement on website.
 - c. Under C Third Bullet Point – Eliminate completely.
 - d. Under C Fourth Bullet Point – Add to Legislative Chair job description.
 - e. Under C Fifth and Sixth Bullet Points – Eliminate completely.
- 3. Informational: Webmaster – Aron Stein, Utah State University

Laurie Sullivan made a motion to approve both the Legislative Subcommittee Chair and the Media & Public Relations Subcommittee Chair job descriptions as amended. Marcus Trinite seconded the motion. All voted in favor.

STAFF MOTIVATORS

Summer University 2004 – UV Rays (Employee Professional Development Conference
Candace Marks, Utah Valley State College (UVSC))

UVSC hosted their first annual Summer University 2004 on my 12th through the 14th. This event was requested by their new president. The president had come from a school where each year for one week, the campus was closed down for professional development and employee recognition.

UVSC closed campus for 2 ½ days (Wednesday, Thursday and ½ day on Friday) for the event and offered employees an opportunity to hear keynote speakers, attend a variety of educational workshops, and participate and/or enjoy campus entertainment. Most of the campus Vice Presidents offered a breakfast each morning and lunch was provided at a cost of \$3.00/pp. All employees were required to attend the event and encouraged to wear Polynesian dress at the closing session on Friday. The "local level" session on Friday morning was presented by the president and was followed by the Summer University Luau and Graduation Celebration. Employees were invited to come explore and discover topics such as:

Current college initiatives
Strategic Direction
Issues of Accreditation
Lessons for Leadership
Customer Service Best Practices
Happy at Work
Johnny Biscuit, Comedian
Motivating and Preparing for Change

Communication Best Practices
Managing the Generations
The UVSC Experience
Building Character
Tips on Staying Healthy
Working Smarter Not Harder
Legislative Initiatives
And much more...

Four Day Summer Workweek 2003
Geniva Brooks, Central Eastern University (CEU)

Central Eastern University employees work a four-day workweek during the summer, Monday through Thursday (7 – 5:30 p.m.) with Fridays off. The new workweek was designed to help lower utility costs and increase employee satisfaction on campus. On Holiday weeks, employees enjoy an additional day off, making a couple weeks in July, a three-day workweek. Classes are held Monday through Thursday, with no student services offered on Friday. Summer camps are the only exception and are held as normal during this time.

Question: Are there any other institutions that are running a four-day work week during the summer months?

Answer:

Dixie State is on the same schedule, however student services must remain open Monday through Friday with staff flexing schedules to support these services. All other services are closed. No classes are held on Fridays.

Salt Lake Community offers the same four-day work week as CEU with all services closed on Fridays. The institution has seen a cost savings to the organization of over \$100,000.

Employee Development – 2002 - 2004
Pat Albertson, Salt Lake Community College (SLCC)

Salt Lake Community College offers employees time off for training and professional staff development. A policy dictates that all college supervisors are to release SLCC staff employees from normal work duties to attend training and education programs which promote professional development or improve job skills. The definition of the policy states, “Release time is the time when an employee is released from normal work duties and compensated at the regular rate of pay to attend an approved training program, at the initiative of the staff employee or management.” An eligible staff employee may use up to 48 hours of release time per fiscal year for training purposes. Exceptions include extenuating circumstances such as temporary department shortage of personnel, season work commitments, and/or work related emergencies that justify an exception. Questions regarding exceptions are to be directed to the Development Director.

Five educational tracks are offered to employees:

Red Track – Core Requirements Track

Blue Track – Communications Track

Green Track – Accounting/Financial Management Track

Purple Track – Office Support Track

Gold Track – Supervision Management Track

SkillSoft eLearning web-based, on-line anytime training courses (approximately 2,500 courses)

offered 24/7 are available by the HR/Staff Development Office. Supervisory Training Program is offered to employees who want to improve their supervisory skills. Employees do not need to hold supervisory positions to attend. In-Person Professional Development Workshops are sponsored by all five of the color track TACS (Track Advisory Committee's) and The Fit Club. All workshops are free to employees and can be counted toward a certificate in all but the Red Core Requirements Track. New Employee Online Orientation is available to all SLCC employees and can be accessed through the Human Resources website. All employees are required to attend mandatory training workshops (Core Requirements Track). The Human Resources Staff Development Office also offers a program that builds community, enhances creativity and reduces stress. The Crafting Our Community program is an opportunity for SLCC employees to come together and share information about what's going on in their part of the College, while participating in a creative endeavor for one of the charities in the Salt Lake City area. For example, in the fall, employees met during their lunch period to make crafts for the Festival of Trees.

On Wednesday, February 18th, the SLCC Staff Association and the HR Staff Development Office offered employees an opportunity to attend a Utah Higher Education Staff Day; a Capital Field Trip called Legislative Track 701. Activities included a shuttle to the Capital, orientation to the capital and the day's events, an opportunity to meet with the Higher Education Appropriations Committee, a presentation by Teresa McKnight, President of UHESA and a chance to meet and talk with legislators.

This year the Human Resources Staff Development Office is offering a "Summertime...and the learning is easy", "Hot Summer Contest." For every SkillSoft eLearning course completed with a 70% or better score between August 1 and August 20th, a ticket goes into a drawing for a beach mug.

HOT ISSUES ON CAMPUS

1. One versus two staff associations (classified/professional) on campus
2. Benefits
3. Salary equity
4. Morale
5. Open communication
6. Banner training
7. Reclassification (internal promotions)

1. One versus two staff associations:

Pros

Unified
classification different
Larger number of members
Perception of status/class eliminated

Cons

Benefits for each
Time off/leave time different

Topics to be discussed in more detail at future meetings.

SMART GOALS (UHESA 2004-05 Goals)

SMART Goals were described as:

- S – Specific (ability to measure progress)
- M – Measurable (indicates progress)
- A – Attainable (Realistic, a stretch-not out of reach)
- R – Relevant (Address 20% of activities that have 80% of the impact)
- T – Time bound (have a time line and are completed)

Shad broke the group out into two teams. Each team was asked to come up with two SMART Goals for 2004-05. These goals need to support UHESA's legislative issues, communication and involvement.

1. Have a recognized, active voice in all legislation that affects higher education
 - A. Each institution will have two representatives to serve on the UHESA legislative committee. They will receive training from the committee chair on how to communicate with their legislators. Training will be completed by September 15, 2004.
 - B. Institution representatives will meet with their institution's legislative liaison and/or president to determine their institution's legislative goals
 - C. Representatives will participate in 100% of UHESA legislative committee meetings to communicate their respective institution's goals and work with other institutions to determine UHESA's legislative goals.
 - D. Representatives will communicate with staff to inform and educate them by:
 - Holding two training meetings on campus to train staff on communicating with their legislatures. Training will be completed by November 1, 2004.
 - Encouraging all staff to communicate institutional needs to their legislature. Each institution will have **at least** 2% of their staff contact their legislators and report to their representatives that contact was made.
 - E. UHESA legislative committee will evaluate results of this goal and provide a report at the fall 2005 meeting.
 - F. UHESA's Legislative Subcommittee will invite legislators to speak to the association each year by 6/30.
 - G. A UHESA Capital Hill Legislative Day will be hosted each year during the month of January.
 - H. Each institution will create (if they don't already have one in place) a Staff

Association Legislative Subcommittee by 9/30/04.

2. Information will be gathered regarding a state-wide tuition waiver benefit
 - A. What does each institution provide their staff? What do peer institutions in surrounding states provide?
 - B. Do a feasibility study on tuition waivers and how changes will affect staff across the state.
 - C. Report on this study will be presented at the fall meeting in 2005.

OLD BUSINESS

Numerous action items were recommended in 2003-04 that need to be addressed and a determination made as to whether or not they are still relevant and/or important to the mission of UHESA. Goals included:

1. Review and approve UHESA financial reports.
2. The President's from each institution will collect missing data for the Institutional Report and submit to Shad by Sept 30, 2004.
3. Website recommendations.
4. UHESA Representative (UHESA President) on the Utah Retirement Systems Membership Advisory Council.
5. Dixie College decision to continue with their institutional membership with UHESA or to fully participate with UPEA.
6. Media and Public Relations Representative to be identified. Release of UHESA newsletter and press releases. Jill Ormond Whitaker has been suggested for this position. Teresa to follow-up with Jill on her interest and availability.
7. Approach Governor regarding a Higher Education Staff Appreciation Day.
8. UHESA Employee Opinion Survey.
9. Identify Institutional President's priorities.
10. Institutional wide tuition waiver.
11. Sick leave policies. Institutions would like to set up a program where there sick leave can be donated to others. SLCC and UVSC have such policies in place.
12. Legislative Committee – Work with institutions to identify all staff, who their legislators are and what districts they support.
13. Get UHESA's presidents name on Board of Regents.
14. Connect with Dave Buhler.
15. Discuss whether UHESA wants to join forces with the Utah Higher Education Faculty Equity Association.
16. UHESA SWOT Analysis (share ideas).
17. Attendance at upcoming Board of Regents Meetings:
 - Thursday and Friday, Sept. 9th and 10th – Marcus Trinite, University of Utah
 - Friday, October 22nd – Pat Albertson, Salt Lake Community College
 - Thursday, December 9th – Marcus Trinite, University of Utah

NEXT MEETING

September's meeting originally scheduled for one hour, will be extended to continue discussion on "one versus two associations." Shad will invite a speaker from Human Resources to discuss classifications and the law. A recommendation was made to each member to invite an HR representative from their institution. Members may attend in person or via teleconference.

*September 22, 2004
Utah Valley State College (UVSC)
Location (TBD)
1 – 3:00 p.m.*

MEETING ADJOURN

*Keenan Adhock made a motion to adjourn the meeting.
Pat Albertson seconded the motion. All voted in favor.*



**MEETING - AGENDA
AUGUST 5th & 6th, 2004**

**Southern Utah University
Sharwan Smith Center – Zions A&B
Cedar City, Utah**

www.usu.edu/uhesa/

Thursday, August 5th, 2003

12:00 Noon	Welcome -Getting Acquainted -Lunch	Shad Sorenson
12:30 p.m.	Business Items - Approve minutes from April 7th, 2004 meeting - Approve minutes from June 16, 2004 meeting - Review and approve UHESA financial reports	Wendy Bailey Teresa McKnight Wendy Bailey
1:00 p.m.	UHESA Legislative Committee - Bud Bowman-District Representative - Legislative Update - Video "Coalition"	Butch Steffen
2:30 p.m.	Break	
2:45 p.m.	Discussion of UHESA Legislative Issues and 04-05 Goals <i>- fund approp mtg in Oct w/old members</i> <i>- higher ed approp mtg in Jan w/new members</i>	Butch Steffen Shad Sorenson
3:30 p.m.	UHESA History and Progress Report 2000-2004 <i>1) work with Pres - be united approaching leg.</i>	Teresa McKnight
4:00 p.m.	UHESA 04-05 Vision <i>2) build relationships</i>	Shad Sorenson
4:15 p.m.	"Hot Issues" on Your Campus Affecting Staff	Round Table
4:45 p.m.	Nominations (President Elect and Secretary)	Shad Sorenson
5:00 p.m.	Adjourn	

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WELCOME:

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UHESA LEGISLATIVE COMMITTEE

Opening remarks and history of UHESA Legislative Subcommittee development and activities by Butch Steffen, Chair. Butch presented what he feels are the very valuable C's when Contacting legislators.

- C – Cooperation**
Be courteous and respectful.
- C – Communication**
Communicate views to someone who can do something about it. Communication to your constituency. Policy makers want to hear from you. Try phone calls, email, fact-to-face interactions, letters, fax, etc.
- C – Consistent**
Be consistent in what you are saying. Be consistent and keep it simple!
- C – Compromise**
You are never going to get what you want or all that you want, but you may get some of what you want. For example in looking at raises, something is better than

nothing!

C – Consensus

Stay focused, talk facts and figures and be very specific. This is very important!

Summary:

Be brief. Be polite, respectful and courteous. Be prepared (informed and specific). Describe issues; include facts and examples. Explain changes you would like to see happen. Always open and close conversations with appreciation for time. Extend thanks!

Butch expressed his appreciation to everyone who attended this year's UHESA Legislative Day at the Capital. Butch stated that the grass root effort at the Capital and in the Community is what it will take for UHESA to be acknowledged and heard.

Butch introduced guest speaker, Bud D. Bowman, District 72 Legislator. Bud was born in Panquitch, Utah and later moved to Cedar City. Bud retired from the Utah Highway Patrol after 30 years and has held numerous positions with the JC's and was in on the ground floor development of what has become today, "The Utah Shakespearian Festival". He has had extensive experience on the UPEA Board for over 26 years, including the position of president. He sits on the Capital Building Appropriations Committee and is currently running for re-election to the Utah Legislature for which he has spent the last 14 years. Bud is a strong advocate and dedicated supporter of Utah Higher Education, which he states, he "holds near and dear to his heart!"

Bud talked to members about the legislative process and recommended that each individual develop a close and personal relationship with their legislators. He suggested making personal phone calls, inviting legislators to the workplace, and if possible meeting them to face-to-face to get to know them and discuss issues. "Get to know your legislators and members of the Board of Regents." Bud mentioned that the least effective communication with legislators is mass mailings, letters, ~~and lies.~~

Question: *What the best time of year is to foster such a relationship with legislators?*

Answer: *"When they are not in session."*

Question : *Do you know how a bill becomes law?*

Answer: *Anyone can contact the legislature with an idea and run a bill.*

Bud related a couple of stories about how two particular bills that he helped to create were enacted into law and the steps he took to get them there. These bills were the ATV Tag bill, wherein people who ride ATVs must acquire a tag to ride trails in Utah. The cost of the tag is \$30 and the funds go to keeping up the trails; cleaning, grooming, etc. The second, the creation of a bill to build State Skate Parks. The law is in place and has minimized the riding of skates, skateboards, etc. where they are dangerous to others and not permitted, and has kept costs down related to kids being referred to Juvenile Court for an offense. The State of Utah has immunity for any lawsuits filed by users of State Skate Parks.

Question: Where is the best place to go and get the facts?
Answer: Bud made a few specific suggestions to members. You can find all of the bills on the Internet. The Legislative Research Council is a great option and can be very helpful. County Extension Agents are the people you want to talk to regarding land. Butch added if you talk to enough people, the truth will surface.

Question: Why aren't Higher Education Institutions getting appropriation dollars?
Answer: Bud mentioned that he didn't have a specific answer, given that he doesn't sit on the Appropriations Committee.

Question: There is a rumor that Candidate for Governor, John Huntsman wants to disband the Board of Regent and eliminate sales tax on food if he is elected, is that true?
Answer: Bud stated that he didn't know if these rumors were true; he's only aware of them through information he has read in the paper. Butch and members of the Association stated that they believed that John Huntsman had backed down on both.

Bud expressed his support of UPEA and encouraged UHESA members to join. He stated that UPEA is very supportive of Utah Higher Ed. Teresa McKnight mentioned that she and Shad had met with UPEA last year to look at combining efforts. After meeting with UPEA representatives and becoming aware of their primary issues and goals, both Teresa and Shad felt that UPEA did not mesh well with UHESA's current agenda and direction.

Question: Where can we go to find out the individual voting results of legislators?
Answer: This information is on line. You have to work at uncovering it, but it's there.

Butch began this section of his presentation with a quote from one of his heroes, Walter Peyton.

You can get more done together, than apart!

Butch distributed and reviewed handouts related to legislative processes and procedures.

1. 2004-05 Tax Fund Appropriations and Internal Reallocations (not including tuition) by Institutions.
2. 2004-05 Tax Fund Appropriations and Internal Reallocations (including tuition) by Institutions.
3. Higher Education Tax Fund Support and Enrollment Growth (State Tax Funds Adjusted for Inflation).
4. Higher Education Tax Fund Support and Enrollment Growth (State Tax Funds per FTE Student, Adjusted for Inflation).

5. General Legislative Information.
 - a. Organization of the Utah Legislature.
 - b. From Bill to Law in the Utah State Legislature. How an idea becomes a law.
 - c. Glossary of Legislative Terms.
 - d. Utah Legislative Process Quiz.
 - e. Be an Activist.

Common denominators that each institution has in common:

Raises
 Benefits
 Unfunded Student Growth
 Capital Facilities/Building Funds

Butch mentioned that he was going to try and get UHESA on the agenda and plans on attending the upcoming Higher Education Appropriations Committee meeting in October. He didn't have the exact date, but stated that it is generally held in mid to late October. Butch encouraged other members to attend and mentioned that this is a great place to see the legislature (democracy) at work! At the meeting in October, the committee members will be addressing the 2% increase in revenue that the State has received. He went on to explain that August, September and October was an ideal time to contact legislators. Most are up for re-election and this is a good time to develop a relationship. It is also a great time to learn about initiatives, build a coalition, and place signs in front yards to support re-election campaigns. With that, Butch introduced video. An example of what he feels is a grass roots effort, which has seen significant progress and now has a strong foundation.

Video Presentation: "Making a Difference" – Legislative Coalition for People with Disabilities (17 minutes)

The Legislative Coalition for People with Disabilities is eager to help. They offer workshops and will provide you with information and help you throughout the process. A recommendation was made to share this video with each individual staff association. To purchase, contact Linda Smith, (801) 363-3300. You may also go directly to their web page at www.cpdutah.org.

UHESA LEGISLATIVE ISSUES AND GOALS 2004-05

1. Hold UHESA Legislative Day at the Capital in 2005.
 The date should be on any day that the Higher Education Subcommittee is meeting.
2. Try to get involved with Higher Education Subcommittee prior to revenue projections that take place at the meeting in October.
3. Try to get UHESA on Higher Education Subcommittee in October.
4. Have a group of institutional reps meet with legislators at the Capital.
5. Take time to talk to institutional president. Talk same language; talk about initiatives.
6. Each institution is to develop a Legislative Subcommittee within the staff association.
7. Each institution is to identify ~~two representatives~~ *one contact person or more representative* from their subcommittees to work with

Butch and sit on the UHESA Legislative Subcommittee.

8. **Each member of staff associations is to make contact with their legislators before October 1st. Discuss goals and initiatives set forth by UHESA.**

Representatives identified from each institution to sit on UHESA Legislative Subcommittee:

CEU – Kelly Curtis

U of U – Marcus Trinite, Jim White, Christi Neal

UVSC – Candace Marks, Phil Clegg, Clint Moser

SLCC – Lou Brackett

USU – Liz Allred

Dixie – Laurie Sullivan, Dennis Cox

SUU – Yet to be identified.

Capital Facilities and Building Maintenance Projects

Question: What capital facilities and/or building maintenance projects are priorities for your institution?

Answer:

U of U – Marriott Library? Not sure if this is still a priority. Some private funds may have been donated to this project.

SLCC – Health Science Building

SUU – Education Building

Dixie – Health Science Building

Price Camp CEU – Fine Arts and Student Center – San Juan Campus

Weber - ?

USU – Received funding for capital facilities and buildings last year.

UVSC – Digital Learning Center

UHESA HISTORY AND PROGRESS REPORT 2000 - 2004

Teresa McKnight, past president reviewed the history of the organization and an overview of accomplishments and challenges faced during her two years as president. She explained that over the past few years there has been a great opportunity to build on the original foundation.

Members worked diligently to develop a reorganization document outlining the association's priorities, job tasks, target dates for completion, etc. A top priority was given to strengthening the association and identifying opportunities to build relationships that enable the association to become a stronger voice and be heard; one that is recognized across the state. Many common issues effecting each institution have been identified, target dates set for completion and job responsibilities delegated to members. It also became clear in the last year, that the association needed a more professional website, a website manager, public relations and legislative subcommittees. At this same time, it was determined that there was a need for an institutional report. A report that outlines the numbers of employees, common campus boards and committees, full-time and part-time stats, salary ranges, health benefits, staff associations and communication mediums, contact names and numbers, website addresses, fundraising and teaching positions/assignments at each institution and in total; staff association representation

across the state. This document was used for comparison and to determine commonalities. In addition, members revised the constitution and bylaws, created a mission statement, developed a strategic plan, and organized a Legislative Day at the State Capital.

During this period, it was also apparent that UHESA needed formal documentation (forms, reports, etc.) to provide an audit trail. Teresa created a check request form, deposit slips, membership invoices, a fax cover sheet and a meeting evaluation form. A suggestion was made to have all templates (UHESA documents) placed on the website and motion was approved by members.

Several questions were raised during Teresa's tenure as to whether or not it would be beneficial for UHESA to develop a partnership with UEA (Utah Education Association), UPEA (Utah Public Education Association), and UPAC (Utah Public Action Coalition). Teresa and Shad personally contacted each of these associations, completed a thorough analysis and shared the results with the UHESA members. It was determined that each of these associations had their own agendas and that their priorities did not fit well and or support the mission, vision and goals of UHESA.

Teresa mentioned that the most challenging and frustrating problem over the course of the past two years was member responses to email requests. Teresa emphasized the importance of responding to requests and asked that each member make it a priority in the year to come!

Teresa expressed her gratitude for the opportunity to serve and her appreciation for the support that she has had from UHESA members. Shad presented Teresa with a plaque acknowledging her hard work and extra efforts in moving UHESA forward.

VISION 2004-2005

Shad Sorenson, UHESA's president reviewed his vision for the upcoming year.

1. Continue to develop and provide strong leadership.
2. Continue with grass root efforts.
3. Continue to build a strong coalition and become a powerful voice.
4. Continue building on the current foundation.
5. Continue establishing relationships with individual staff association members, institutional presidents, The Utah Legislature, and The Board of Regents.

In the future, Shad sees UHESA becoming a National organization.

PRESIDENT ELECT AND SECRETARY/TREASURER NOMINATIONS

Shad mentioned that it's very important to have a strong leadership team and explained the duties and responsibilities of each position, as well as the process of nominating and electing these officials. The following members were nominated for the positions:

President Elect

Laurie Sullivan, Dixie State University

Geniva Brooks, ~~Central Eastern University~~
college of East Utah

Secretary/Treasurer

Barbara Rodriquez, Southern Utah

Keenan Adhock, Salt Lake Community

Each candidate was given an opportunity to accept nomination. Elections to be held on Friday, August 6th.

OFFICIAL BUSINESS:

Future Meeting Schedule

All meetings with the exception of the "Legislative Day at the Capital" and the annual conference will be held at Utah Valley State College (UVSC) from 1 – 2:00 p.m. Members may attend in person or via teleconference call.

September 22, 2004

November 3, 2004

January 12, 2005

(UHESA Legislative Day at the Capital – January 2005)

March 16, 2005

April 27, 2005

August 4 & 5, 2005

(Annual Meeting, Location TBD)

Approval of Minutes

Members were asked to reread the minutes from April 7, 2004 and June 16, 2004 and come prepared to revise and/or approve at tomorrows morning.

Annual Membership Dues

Invoices for annual membership dues were distributed to members. The current cost of membership is \$150.00.

Meeting Adjourned

Milton Johnson made a motion to adjourn the meeting...

Keenan Adhock seconded the motion. All voted in favor.