Salaries and Institutional Governance Committee
Agenda for 1/19/2007 8:30 AM

Welcome

1 - Architectural Structure: Reversed Hierarchy Chart

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Salaries and Inst.
Governance
Committee

SUU Staff
Association

Legislative
Representative
Stephen Allen

UHESA
Represents 20K plus
Higher Ed Staff

HR
David McGuire

Chief of Staff
Greg Stauffer

Legislative Liaison
Wes Curtis

Attends most all of
the Legislative
Session for SUU

Requests to:
BOR, Governor and
Legislature

Requests to:
Governor
Legislature

SUU Board of
Trustees
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2 - Committees overall objective or mission:

A. Provide an ear for employee grievances

B. Represent a voice for SUU Staff

C. Educate / Motivate Staff regarding Institutional Governance
3 - General time-line of relevant events:
   Mid January – Legislative session begins
   Early February – UHESA day at the capital
   Early March – Concludes the Legislative Session
   March – Establish 2nd Tier Tuition
   May – Allocation of New Year funding (on campus)
   July to October - Prepare requests for New Year
   October to November – Utah State Board of Regents, The Governor’s Office, and UHESA submit their requests to the legislature.

4 - List & Prioritize Projects:

   A. 2007 PR campaign motivating employees to contact their legislature
      a. Create web page housing links to legislatures, example form letters, and quick facts pertaining to Higher Ed and SUU.
      b. Obtain contact information for the House Committee
      c. Draft form letters
      d. Gather information regarding the value added benefits of Higher Ed
      e. Inquire w/ Renee about putting information on the Bulletin Board
      f. Gather information regarding UHESA day at the capital

   B. Educate staff and promote current benefits package
      a. Leave time
      b. Other benefits

   C. Holliday policy

   D. Pooling leave-time

   E. Expectations regarding the funding of Salaries & Benefits

Next meeting will be Jan 24, 2007 at 3:00 PM.
Mission and Strategic Plan
Barbara Rodríguez, chair
Casey Bowns
Dale Orton
Jake Johnson

Mission Statement
Act as advocates for staff on general salary and benefit compensation issues. Create a respected and influential voice for staff within Southern Utah University. Educate the local community regarding the importance of higher education and staff's integral role in higher education.

Strategic Plan
Before the end of fiscal year 2004-2005, have a voice on the following committees and/or have improved communication with staff representatives on these committees:
- Affirmative Action Committee
- Bookstore Committee
- Campus Computing Committee
- Employee Relations Review Committee
- Faculty-Staff Associated Women
- Library Committee
- Student Disciplinary Board
- University Journal
- SUU Lectures/Convocation
- Web Advisory
- Policy & Procedures
- Employee Health Benefits Committee
- Other Ad Hoc Committees

By January 31, 2004, schedule training for all staff in regards to conveying higher educational needs to state legislators. Organize trip to participate in UHESA Day at the capital, February 2, 2005.

By February 1, 2005, establish a link on the Staff Association web page for staff to send questions to chair of Salaries and Institutional Governance Committee concerning general salary or benefit compensation issues. All staff will be informed of this link and educated on how to use it.
Attending: Dale Orton, Jake Johnson, Casey Bowns, Barbara Rodriguez

After some discussion the following mission statement was agreed upon by the committee:

**Mission Statement**
Act as advocates for staff on general salary and benefit compensation issues. Create a respected and influential voice for staff within Southern Utah University. Educate the local community regarding the importance of higher education and staff's integral role in higher education.

**2004-2005 Strategic Plan**
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Dale Orton will check with Dave McGuire about a Policy & Procedures Committee, do we have one, who serves on it, etc.

Barbara will check with Marva/Provost and/or President to see who serves on other committees.
From: Dale Orton
To: Rodríguez, Barbara
Date: 11/24/2004 8:49:27 AM
Subject: Assignment Follow-up (Policies and Procedures Committee)

Barbara:

I visited with David McGuire the other day and he said that he is going to set up a Policies and Procedures Committee and will include a staff member.

Thanks,

Dale


Dale S. Orton
Assistant Vice President for Student Services
Phone: (435) 586-7710
Fax: (435) 865-8393
SIG Committee  
Meeting #1  
November 12, 2:00 pm  

Attending:  Eric Tait, Casey Bowns, Dale Orton, Barbara Rodriguez

1. Question asked: what committees have staff serving on them?  
   • Dale has served on many, there has been a lot of progress getting staff representation on various committees.
   • Grievances committee has staff representation
   • Health (Insurance) benefits has staff representation
   • Salary Committee- Dave McGuire probably serves on this committee

2. Classified staff has a big problem with overtime on this campus. Committee feels there needs to be reminders to supervisors and training to staff on how to report and be compensated for overtime. EMPHASIZE DEDICATION.

   Points of emphasis for this committee:  
   A) An awareness of policy relating to overtime/compensation and benefits for non-faculty employees

   B) Committee study and understand, have a meeting to train employees on overtime

   C) Staff inclusion on committees and open communication lines so information from committees can be passed on, as appropriate

3. Step and Grade system  
Dale reports that there used to be a Step and Grade system on the campus and they changed to Salary Ranges. We will talk to Human Resources and get more information on this.

Next meeting will be held on Monday, November 22 at 11:00 am.