

Classified Employees Association
Meeting Minutes
January 12, 2006

Attendance:	<u>Jill Ballard</u>	<u>Karen M. Hoffman</u>	<u>Shauna Jensen</u>
	<u>Pat Anderson</u>	<u>Lisa Wallin</u>	<u>Suzanne Thorpe</u>
	<u>Maren Seamons</u>	<u>Shannon Johnson</u>	<u>Amy Brazier</u>
Larson	<u>Debra Megill</u>	<u>Dorothy Kent</u>	<u>Liz Kefauver</u>

Minutes

Minutes from December 8, 2005 approved. (Motion – Dorothy Kent, 2nd – Maren Seamons) Shannon Johnson was excused.

1. Jill welcomed Amy Brazier and Liz Kefauver. Amy will replace Monte Jo Larson as chair of the Media & Public Relations committee and Liz will serve on that committee as well. Jill asked that each chairman e-mail her specific needs for each of their committees. She will send e-mail asking for volunteers to help with the newsletter and forums.

2. Committee Reports:

a. Employee Enhancement – Lisa will contact Jean Lown and work on getting a CEA forum set up during February or March. Jean has suggested some financial/retirement workshops that she would be willing to present to the group. The next Employee-of-the-Quarter award could be presented at that forum. Jill indicated that we will also have a follow-up forum with PEA and CEA combined in March or April when the legislature sessions are finished. She will have Judy Nielson work with Chris Lord from PEA on that forum.

b. Media & Public Relations – Amy suggested that we advertise for a student/intern to work on our website. This would be less expensive than going with the webmaster like we previously talked. We would also be open to suggestions for a new watermark/logo.

c. Employee & Recognition - Maren indicated that the website still has old information, and she is hesitant to solicit nominations until that is corrected. Liz said she would get with Monte Jo immediately and get access to make those changes before we revamp the website. It was decided to try to always take pictures as Employee of the Quarter is presented so they can be highlighted in the newsletter.

d. Salary & Benefit – Deb indicated that the suggestion of designating an “office advocate” from each department was discussed with Stacy Gomm and at this point that suggestion is on the backburner. A proposal for vacation time during the week after Christmas is still being worked on. The bereavement proposal was brought up in the EBAB meeting. This is being handled in the department level, but should be taken to the dean level. Terry Hodges suggested that those from education that had used leave for a recent fellow employee’s viewing, could ask that their leave hours be resorted. The topic of donating annual or sick leave to another employee was also discussed. Sick leave could not be considered because of our short-term disability benefits. Annual leave creates a budget concern, because in reality you are paying salary twice for those that would wish to donate.

e. Scholarship - Dorothy will make some changes on the scholarship form and then get it on the website and encourage applications to start coming in.

3. EBAB – Jill and Karen expected to get more information on actual medical numbers from the meeting today. We should see more information from them at the next CEA meeting..

4. Budget – Pat indicated that we have \$1884 in the budget, less the cost of the digital camera. Jill would like to use any extra money this year to help with CEA Week. She suggested that we go ahead and get the dates scheduled for that week’s events. Karen will work on that and also get a speaker lined up. We will probably look into June dates, so we can work around the May challenges for our housing employees.

5. UHESA Day at the State Capitol is February 2nd, 9 a.m., in room W140. A “meet & greet” with our representatives is scheduled for 10 am – 12 noon. If you are interested in going, please let Jill know and she can make some carpooling suggestions.

6. Adjourned: 10:50 a.m.

7. Next meeting: February 9, 2006, 11 a.m.