

Minutes for
CEA Executive Council
May 5, 2005

In Attendance: Milt Johnson, Jill Ballard, Karen Low, Kris Howard, Kristy Hodson, Kevin Johnson, Monte Jo Larson, Deb Megill, Deidri Nielsen, Debbie Tidwell. Vistor: Brandi Faupell

Milt Johnson presided.

The minutes from the previous meeting were approved.

Motion: Jill Ballard

2nd: Debbie Tidwell.

1. Committee Reports: Employee Enhancement-Kristy Hodson: The Brown Bag Forum held April 29, 2005, had approximately 60 in attendance combined from both associations. Next Forum will be held during CEA week. Possible presentation ideas: Stress relief or motivation.

Employee Recognition-Kevin Johnson: Committee members will start seeking donations towards the end of May for CEA week.

Employee Relations-Debbie Tidwell: Several nominations have been received for this year's CEA election for Vice-President, Secretary, and Treasurer. A few more are needed. The individuals will be contacted to see if they will/can serve if elected. A ballot will be made up, mailed, and have return date to meet schedule for announcement at the CEA week luncheon.

Media & Public Relations-Monte Jo Larson: With the stepping down of two committee members, having trouble getting the newsletter ready for print but will have ready before CEA week. Help is needed for the redesigning of the website. The University's Media Relations department has had an individual, Jed Grant, working for them on a web sites, he may be willing to help and the cost would be mimimal. Once the design is set, then committee member, Amie Brazier, should be able to handle changes as needed. Amie is putting together ideas from those already suggested, to have direction for the designer. Executive Council has been asked to look at the web site now and if additional changes need to be made, please contact Monte Jo. Amie and Jed will be invited to our June meeting to present input and ideas.

Salary & Benefits-Deb Megill: Emily Sorensen will join the Salary & Benefits committee. 1) The committee is looking at suggestions to give employees a sense of additional worth for a 'job well done", going above their assigned duties, or helping the university as a whole, i.e., promoting morale within their department, rewards for a good job or saving the universtiy money. 2) They are still seeking ideas for a name change for both associations. 3) During orientation for new hires, Human Resources could also provide addtional information about parking, getting keys, do's and don'ts of email, computer use (virus and spam). 4) A list of benefits that are available from off-campus vendor could be listed on a web page, CEA or Human Resources.

Scholarships-Deidri Nielsen: Six applications for the CEA scholarship have been received. On May 10, 2005, the committee will meet to selection recipients. A committee member will do the presentation at the luncheon during CEA week.

2. Plans for CEA week (June 14-16) are well under way. The spokes-person for the Food Service department hasn't been available but still working with department to receive a nice meal with Food Service donation without changing the cost of last years meal. Mark Fishburn, Food Services, has been contacted to provide the food for the Coffee Break. President Albrecht will be speaking, with VP Ron Godfrey presenting the Employees of the Year awards during the luncheon. Donations will be sought for prizes the basketball tournament. A letter will again be sent to Administrators to ask that employee lunches be paid by the department. A suggested flyer for CEA week was presented. A list of donators will be needed for the program. The lunches for President and Mrs. Albrecht, VP Godfrey, four for employees of the year, and four for scholarship recipients will be paid again by the CEA. Can everyone help with the Coffee Break?

3. Milt and Jill reported on the meting for Open Enrollment for Staff Benefits. Employees were educated that if the plan is abused, then it costs everyone. Also a lot of good ideas/suggestions came from the meeting.

4. The meeting with both association and President Albrecht was very positive. The President will support the associations and will seek input from all members. An unofficial alignment has been established with the Faculty Association.

5. The following committees need additional members: Enhancement - 1, Recognition - chair, Relations - chair, Media - 2, Salary - 2, Scholarship - chair. The chairs will be sought from within the committee. Suggestions from the Executive Council and also an email will be sent to seek the additional committee members.;

6. Next Meeting: June 2, 2005, 11:00 a.m. TSC room 225.

7. Meeting adjourned at 12:05 p.m.

Motion: Deidri Nielsen

2nd: Jill Ballard