

Classified Employees Association  
Meeting Minutes  
August 2, 2005

Attendance:                      Jill Ballard                      Karen Meacham                      Shauna Jensen  
   Pat Anderson                      Lisa Wallin                      Suzanne Thorpe  
   Maren Seamons                      Shannon Johnson                      Monte Jo Larson  
   Debra Megill                      Dorothy Kent

Special Guests:

<u>Minutes</u>
1. Maren Seamons (employee recognition) has met with Kevin Johnson. She will get her committee members together and update information. Her committee begins meeting more heavily in January as they prepare for Employee Recognition Luncheon. She has checked with the Development Office on their procedures when donations are made. That office does send a thank-you letter and tax information after donations are made. Maren felt that for the future, her committee will give a thank-you letter at the time of the donation and then let the Development Office follow-up with their forms and letter.
2. Shannon Johnson (employee relations) working with Julie Williams on the handbook. Also need updated roster of new officers.
3. Lisa Wallin will replace Kristy Hodson (enhancement). Kristy will stay as a member of the committee. Jonathan Campbell also added to this committee.
4. Jill Ballard indicated that the Salary & Benefits Committee will be meeting on August 14 <sup>th</sup> . There will be a survey sent to all USU employees regarding choice of benefits. An up-coming forum with PEA & CEA would be good, which could include Dr. Davis to help clarify survey items.
5. Some discussion regarding benefits. Frustration that half tuition does not apply for extension distance learning classes. Another idea/suggestion talked about was a "Friday off" situation in the summer, for offices that could work with that idea. Jill thought she could explore some of these ideas to see what other institutions are doing when she attends UHESA meeting coming up.
Adjourned 11:45 a.m.
Next meeting: September 1, 11 a.m., TSC 225b.