

Meeting Minutes
CEA Executive Board
TSC Room 225
August 3, 2006 - 11:00 a.m.

Attending: Jill Ballard, Pat Anderson, Karen Hoffman, Maren Seamons, Shannon Johnson, Marian Olson (HR), Marsha Howell (PEA), Brande Faupell (AA/EO), Dorothy Kent, Amy Brazier, Enid Kelley

Call to order: Jill Ballard

Welcome new CEA Secretary Enid Kelley

I. Leave Pool Deb McGill/Marian Olson

Deb presented a proposal for committee discussion in support of an amendment to the USU policy manual that would support and provide employees with the ability to donate and/or receive Annual Leave when assistance is needed.

It was clarified that sick-leave is not a benefit that can be used. Only annual leave would be considered.

The committee surveyed employees verbally. Consensus was that employees would prefer donating their leave to a specific person rather than a “pool” of leave that was donated for all employees. Proposed guidelines for the procedure were distributed. An approved form from a certified health care provider would be required. Approval from an Employee Advocate Committee of 7 employees would also be required. There would be a limit of the amount of leave an employee could receive. On this proposal that amount was 200 hours. An employee donating annual leave would be required to retain at least 40 hours of annual leave.

Concerns about the legality of using E&G funds as well as soft money from grants were addressed. The mixing of funds from different sources had not been able to be resolved in the past. Concerns were also raised that short-term disability was already a benefit and that administration might consider this policy of sharing leave as a potential cause to remove this short-term leave benefit – for example that an employee would receive too much assistance from the University. Concerns were also raised about the effect an employee’s absence would have on the department. This proposal would not augment funds to temporarily replace the employee so that their work would be completed in their absence. The legality of having names of employees published – those requesting help was also addressed.

The Employee Advocate Committee would be a volunteer committee consisting of members of each employee association with member of administration to ensure there was an odd number on the committee for votes, and to ensure a chain of command to

central administration. Little or no cost would be born by the university in the administration of this program.

Requested follow-up:

Complete a formal survey of employees requesting their vote if they would approve the CEA engaging in a pursuit of changing the policy to allow employees to donate and/or receive Annual leave. Also to verify if employees prefer a general pool of donated hours or if they prefer donating to a specific person.

Verify with administrators the legality of sharing leave on both E&G funds and grant funds.

Verify the legality listing names of employees who request leave.

II. Committee Reports & Assignments

Employee Enhancement: Lisa
Not discussed in Lisa's absence

Employee Recognition: Maren & Suzanne
They will begin receiving nominations for Employee of the Quarter. They would like to give the award in September. Discussions continued on removing the Employee of the Year award at the end of the year and instead recognizing all 4 Employees of the Quarter at the CEA Banquet. Request that if the yearly award is not given that the funds would be distributed to the quarterly recipients. A proposal was made that the awards be increased to \$100 per employee and to discover if "Visa Check Cards" could be given – this would eliminate taxes being taken from the check – or to ensure that the award was increased so that the net check was \$100. This was how the award for last year's Employee of the Year was handled.

Employee Relations: Shannon
The grievance policy is being reviewed for consistency. Clarifying that all days are working days – for example changing "in 10 days" to "in 10 working days"

Media & Public Relations: Amy
Newsletter
Please have all items for the newsletter by the end of September for a publication in early October. Karen will present a message as Vice-President. The new logo will be used on the newsletter and website.

Salary & Benefits: Deb
Information was presented on donation of leave at the beginning of the meeting.

Scholarships:

Dorothy

A picture was requested of Chris Jensen's son who was a scholarship recipient for the newsletter and website.

III. CEA Follow up

Karen

CEA Banquet will be held the first part of June next year.

Improvements recommended for the Basketball tournament: Advertise more with email and the newsletter. Ask about a tournament between CEA, PEA, and Faculty. Possibly invite Research Park personnel as a separate group to join the tournament.

Coffee Break: Fundraiser for Scholarships

Start at 7:30 not 8:00

Order glazed donuts from catering

Approximately \$180 was raised. Catering donated all the coffee, paper supplies and ice. Grist Mill supplied bagels at cost and donated the cream cheese. Consider requesting donations of donuts from bakeries next year.

Luncheon went well but food was in short supply. Verify with catering that they provide enough. They ran out of meat and rolls.

President Albrecht was invited to present the award but prefers to be there to congratulate the recipient/s. The CEA president will present the award/s.

IV. Other

Requested an updated list of CEA Executive Board be posted on website and newsletter. Shannon has a copy and will send it by email to Enid and Amy.

Next Meeting: Thursday, September 7th

Meeting Adjourned.