

Minutes for
CEA Executive Council
December 1, 2004

In Attendance: Milt Johnson, Jill Ballard, Karen Low, Kris Howard, Kristy Hodson, Kevin Johnson, Monte Jo Larson, Deb Megill, Deidri Nielsen. Visitor: Ron Godfrey.

Milt Johnson presided.

The minutes from the previous meeting were approved.

Motion: Deb Megill

2nd: Kris Howard

1. Committee Reports: Kristy Hodson-Employee Enhancement: The Brown Bag Forum will be December 2, 2004, 12:30 p.m. in the Walnut room. Eighty-three people have RSVP so far. Local State political representatives (Lyle Hillyard, Craig Buttars, Fred Hunsaker, Scott Wyatt) will be there to speak to us and give insight to their agenda for the next legislative session.

Kevin Johnson-Employee Recognition: Kevin has received three calls on the procedure of nominating someone for Employee of the Quarter. The form is available on the CEA website with updates made. An email will be sent to the CEA List. Kevin will produce the email message.

Monte Jo Larsen-Media & Public Relations: The committee plans for future newsletters to be available for proofing a month before mailing.

Deb Megill-Salary & Benefits: The University is looking at the University of Utah wellness program for any new ideas that may enhance our program. Deb has received a few calls regarding the joining of the two associations. The official word on this issue is that it has been tabled and may be reopened if it needs to be.

Deidri Nielsen-Scholarships: The applications for the CEA scholarship will be updated with new due dates and placed in the regular places. The website will also be updated.

2. Changes and additions to committees are: Shauna Leavitt, Environment & Society, moved from Salaries & Benefits to Media & Public Relations, Amy Brazie, English department, added to Media & Public Relations, Audra Butkus, Human Resources, added to Salaries & Benefits. A new committee chair is needed to replace Deidri Nielsen and she will continue to serve on the Scholarship committee. Additional members are needed for the Employee Enhancement (2) and Salary & Benefits (2). An email will be sent to ask for volunteers.

3. Our CEA List for emailing is shrinking and new employees are not sign on to the list. A separate notice, approximately two months after an employee begins working at the university will be developed and sent out to encourage their participation.

4. CEA Week was scheduled for 2005, on June 6 to 10, with the Basketball tournament from May 30 to June 3. The luncheon will be Wednesday, June 8, and the Coffee Break and Forum will be on the Tuesday and Thursday of that week (final date made closer to week).

5. A better effort to include and inform our off-campus classified employees needs to be addressed. Several options are available, i.e.: mail campus flyers/memos earlier, email minutes, satellite link this meeting (VP Jack Payne will make system available), a representative at each off-campus site. Further discussion needed.

6. Next meeting: January 6, 2005, 11:00 a.m. TSC room 225.

7. Meeting adjourned at 11:50 a.m.

Motion: Kevin Johnson

2nd: Kris Howard