

Classified Employees Association  
Meeting Minutes  
December 8, 2005

Attendance:	<u>Jill Ballard</u>	<u>Karen 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>Monte Jo Larson</u>
	<u>Debra Megill</u>	<u>Dorothy Kent</u>	

<u>Minutes</u>
Minutes from Nov 3, 2005, approved. (Motion – Debbie Megill; 2 <sup>nd</sup> – Maren Seamons)
1. It was suggested that we invite the legislators back for a CEA forum in March to give a report on what has transpired at the legislative sessions. We will decide whether to join with PEA and/or have one just for CEA. Jill has asked Judy Nielson to work with the UHESA committee. We still need one more person to help her with that area.
2. Committee Reports:
a. Employee Recognition – First quarter award was presented to Coe Brunner. Gifts for quarterly recipients will be split between the quarter and the yearly banquet. Donated gifts for quarterly recognition include a greenhouse plant and \$10 gift certificate to the Skyroom. They will also be given a card explaining that they are in the running for CEA employee of the year, inviting them to the banquet and indicating that their banquet fee is covered. Maren is able to now e-mail department heads, directors/deans and encourage more nominations. Nomination for 2 <sup>nd</sup> quarter will be due in January, and we do already have one name.
b. Employee Relations – Shannon has been participating as a CEA representative on a USU Bookstore committee. She will give good suggestions and input from a CEA perspective. One area that they are looking closely at is developing a contract with faculty that would encourage textbooks to be used 3-5 years instead of changing every year. Shannon passed out the updated information on employee benefits. Maren Seamons volunteered to represent CEA on the SAAVI Employee Committee.
c. Media & Public Relations – Newsletter will be coming out very soon. Monte would like to encourage more suggestions and information to be included in the newsletter. She will also look into adding a link on the website for “on-line newsletter additions”. Jill is working with Lee Burke on UHESA day with the legislators (February 2 <sup>nd</sup> ). They will work on getting a group to go to SLC. Those participating will need to use annual leave. The new USU website will be launched middle of December. The webmaster will then be able to work on our site. Jill was able to purchase a nice digital camera that will stay with the Media & Public Relations committee. It was suggested that each committee chair put together a paragraph describing the committee and listing its members. This information will then be included in newsletter. Monte will be moving soon and Jill would like to ask Amy Brazier to chair that committee.
d. Salary & Benefits – Some concern that the CEA e-mails are not reaching everyone and are coming across as spam. Suggestions on getting an “office advocate program” working. Jill will contact Stacie Gomm for approval. Debbie would like to present a proposal that suggests USU shut down each year between Christmas and New Years. Can we get cost comparisons on utilities and over-head savings and then present this proposal from the CEA? Debbie is also working on a proposal that would allow “lose it or use it” time to be pooled and employees in certain situations would be able to use from that pool. One other area of concern is with the bereavement policy. Some departments allow employees to attend funerals of fellow-employees without using time off, when other departments do not.

e. Scholarships – We need to get something in newsletter on the scholarships. Also look at extending the date or start the process a month later to move deadline to 1<sup>st</sup> of May and then award scholarship in June.

3. EBAB – Marla Boyer and Dave Cowley are co-chair of the newly structured EBAB. A benefits comparison is being put together that will show numbers. A wellness program is also being put together than will have three different plans. Jill will have this information soon.

4. Adjourned: 12:20 p.m.

5. Next meeting: January 5, 2006