

Attending: Dorothy Kent, Maren Seamons, Pat Anderson, Karen Hoffman, Jill Ballard, Enid Kelley, Shannon Johnson, Amy Brazier, Jen Archibald

Minutes

CEA Executive Board

TSC Room 225

February 1, 2007 - 11:00 a.m.

Call to order & approve minutes: Jill

Motion: Shannon Johnson 2nd: Dorothy Kent

## **I. Committee Reports & Assignments**

### **Employee Recognition: Maren & Suzanne**

The CEA board received a thank you card from Shannon for her recent selection as the Employee of the Quarter. The 3<sup>rd</sup> quarter Employee of the Quarter will be recognized during the Legislative Forum to be held in March. Jennifer Carroll (Records office x1117) has volunteered to work on the Employee Recognition committee.

### **Employee Relations: Shannon**

Shannon serves as a representative on a bookstore committee. She collected feedback from her college and presented eight concerns to the bookstore. They responded and answered all of their concerns. She shared this information with the board. Questions and responses are filed with the hard copy of these minutes. Questions included due dates for text books, quantity of textbooks or course readers ordered. Response included that faculty could order a "firm" number of books or readers and the bookstore would not cut the order. They also encouraged a 3 year adoption. This would decrease the costs of the books.

Weight Watchers is willing to consider having "at work meetings" on campus if there is enough enrollment. They need a minimum of 20 people. Shannon will have flyers distributed to interested participants. The meetings would tentatively take place in the HPER building.

### **Employee Enhancement: Jen**

#### *Legislative Forum*

The legislative forum will be for CEA and PEA members. It is scheduled for March 19<sup>th</sup>.

#### *Beaver Mountain recap*

There were over 200 people pre-registered. It is definitely a new annual event. It will be booked the 2<sup>nd</sup> Thursday of January each year. Our one-time deposit of \$100 holds that evening for our organization. It was fairly well advertised this year. We'll make sure that next year it is added to the University calendar and advertised in the Statesman. We will also clarify that although it is sponsored by the CEA and PEA all are invited.

**Media & Public Relations: Amy**

## Newsletter

The newsletter will be published after UHESA day. Pat Anderson will be spotlighted. Jill will present the Leadership message from the Board. Amy will collect the rest of the pictures from the Board for future use. We will add a message about the interest of Weight Watchers to meet on campus. Also noted later in the meeting a need to advertise the Basketball competition in the newsletter as well as scholarship drive and applications.

**Salary & Benefits: Deb**

Deb was excused, no information was presented

**Scholarships: Dorothy**

Last year the scholarship applications were due at the end of May, approximately 2 weeks before the banquet. They will check on the availability of the Ballroom for the CEA lunch. This will determine when scholarships applications will be due.

**II. UHESA Day: Jill**

UHESA day is February 6<sup>th</sup>. We will meet in Salt Lake City from 9-2. We'll hand out informational cards to our legislators and request their attention to our requests for:

- 4 percent salary increase
- Support of funds separate for benefits
- Request to remove Higher Education from the cap of funds and group us with Public Education exemptions.

**III. CEA Week: Karen**

Karen emphasized that we must continue to increase our advertising of this event. Make sure that it is advertised that the coffee break is open to everyone. We'll get better donuts and start earlier. We will reserve a "wire" in the TSC to hang a banner (from Suzanne Miller) We'll see if we can hang a banner outside the TSC (contact Eric Olsen to reserve space for this). We'll plan on the 2<sup>nd</sup> or 3<sup>rd</sup> week in June.

**IV. Website: Enid**

The webpage is up and going and we have current access to update as needed. Ben Renard-Wiart rebuilt the page for us under the new USU template. Enid will continue to update and has requested feedback on the site.

V. Other: no other items to discuss

Motion to adjourn – Shannon Johnson, seconded by Enid Kelley.

Meeting adjourned.

Next Meeting: March 1, 2007