

Minutes
CEA Executive Board
TSC Room 225
March 1, 2007 - 11:00 a.m.

Call to order & approve minutes: Karen Hoffman
Motion: Dorothy Kent 2nd: Pat Anderson

I. Revising Human Participants in Research Policy Russ Price

Any groups that work with research that gathers "informed consent" needs to work with IRB. Background and rationale for the implementation and policy development was presented. Policy #308 does not materially change the way the Institutional Review Board (IRB) carries out its review and approval process. Statement and Policy were distributed. Protection and rights of participants also reduces the likelihood of federal intervention. Privacy of individuals specifically was questioned, especially when laptops are used to gather information. Mr. Price indicated that this policy does not address how the information is stored but only how it is gathered. Although, HIPA rules do apply. This new policy will go to the Board of Trustees in a few months after review by entities on campus. They are asking for feedback during this review process.

II. Committee Reports & Assignments

Employee Enhancement: Jen

The Legislative meeting is scheduled for March 19th. (Note, this meeting was actually held on March 26th due to conflicts with legislator's schedules.) It will be held in the Walnut Room, capacity is 120, 60 for each group (CEA, PEA). There will be a lasagna buffet. \$8.05 is the actual charge. They have asked Vice President Ford to sponsor the luncheon to defray costs. They will decide on the final cost before flyers are distributed. There will definitely be 2 legislators in attendance, possibly 5-7.

Employee Recognition: Maren & Suzanne

Suzanne indicated their next committee meeting will be on March 8th. Prizes and letters to requested local sponsors will be coordinated at that meeting. They will try and target new businesses, several were suggested. The next Employees of the Quarter will be recognized in March and May.

Employee Relations: Shannon

The legislative appropriations approved a 3.5 percent Cost of Living Increase and a 1.5 percent merit increase for employees. All employees will be given the COLA and the 1.5 percent merit increase will be distributed on an individual basis.

Shannon indicated there is a PEA grievance in process.

Glenn Ford has denied the proposal to have a Weight Watchers meeting on campus. He said it was against policy. Dwight Davis is stopping any continued efforts at this point. Dr. Heath from the Employee Wellness Program was willing to sponsor it. Other Universities across the state sponsor similar on-campus meetings with Weight Watchers. They will investigate how other Universities were able to set their programs up.

Elections – Elections for VP and Treasurer are to be held this year. They will ask for nominations by Friday, April 6th. A ballot hard copy will be distributed by May 4th. Election deadline will be May 18th. Terms will start July 1, 2007. Winners will be announced at the CEA luncheon in June. New officers will be invited to attend the board meeting the 2nd week in July. Committee members serve for 2 years.

Media & Public Relations: Amy Brazier

The newsletter is scheduled to go out next week. It will announce the Executive Council elections and highlight Pat Anderson as treasurer as well as Shannon Johnson featured as last quarter's employee of the Quarter. Jill will summarize our visit to the Legislature, the Legislative forum and give a heads up for this year's CEA Week. Jill will do the approval of the newsletter.

Salary & Benefits: Deb Megill

Shared leave committee has taken most of her time. They need a new replacement to serve on the Salary and Benefits committee. The Shared leave proposal is at a standstill. Administrators have said that it is a funding issue that cannot be resolved at this point. Other Universities have done it at the department level. We were trying to do it at a University level.

Scholarships: Dorothy Kent

Pat Anderson will help with the Scholarship committee. They will put a flyer out with applications due by May 11th.

III. UHESA Day Jill, Karen, Enid & Amy

Several bills were passed that were beneficial to the University. Residency requirements are now reset at 1 year. We met all but one of our local legislators and were able to express our support of several bills that were in review at the time.

IV. CEA Week: Karen

CEA Week will be June 5-7th. They are hoping to schedule the Basketball tournament May 15-17th.

V. Website: Enid

No additional comments. Please send any updates to Enid

VI. No other items to discuss

Motion to adjourn – Deb Megill, seconded by Amy Brazier

Meeting was adjourned

Next Meeting: April 5, 2007