

## **Minutes**

### **CEA Executive Board**

**April 5, 2007 – 11:00 a.m.**

In attendance: Jill Ballard, Karen Hoffman, Deb Megill, Enid Kelley, BrandE Faupell, Pat Anderson, Shannon Johnson

Minutes will be approved at the next meeting, there was not a quorum present.  
Correction from Pat Lovell to Pat Anderson on last month's minutes under "scholarships"

#### **I. Family Fund – Lee Roderick**

The Annual Fund Director of Development Office – started the USU Family Fund last year. They contacted employees with a letter – it is a 6 week campaign – started in early March. They are trying to increase the number of participants – the fund drive ends April 15<sup>th</sup>. About 30 percent of our employees have donated in the past. He recognized classified employees don't make as much as other employees. About 25 percent of classified employees donate. About 40 percent of faculty donate and a little higher from administrators. They are not sure if funds have increased this year. Karen asked for a poster for Facilities, Deb requested that a poster by Housing be posted by Distribution. Mr Roderick asked for any other ideas on how to increase participation. Karen asked if areas of donation can be changed. Changes should be sent to the development office. UMC 1420. Universities are now are more dependent on gifts. We are no longer funded completely by the State. About 25 percent of our finances are provided by non-state funds.

#### **II. Committee Reports & Assignments**

**Salary and Benefits** - Deb – Leave Sharing – Dept heads meeting – BrandE and Deb will go the Department Heads meeting to discuss the Shared Leave proposal. Marion Olsen and Deb will do a presentation on April 18<sup>th</sup> at the next Dept heads meeting.

##### **Employee Enhancement – Jen – not in attendance**

**Employee Recognition** - Employee of the Quarter was not done at the Legislative forum – it will be done in the persons office.

**Employee Relations – Shannon** - Weight Watchers has been approved 1<sup>st</sup> Thursday in May they will meet in HPER 111E. –

**Media and Public Relations** - Amy asked for anything in the newsletter – just give her a call. It will be distributed toward the end of May.

**Scholarships** - Dorothy sent info on scholarships, but she doesn't know if there are any applications.

### **III. CEA Week -**

CEA Week – June 7<sup>th</sup> is the Banquet

June 5<sup>th</sup> is the coffee break –

June 6<sup>th</sup> – Wednesday is the Forum -

Basketball tournament events are confirmed and plans are in place. There are 2 teams from Facilities and they were going to contact Housing to see if they would like to participate.

Brian Daines, Facilities Greenhouse will provide centerpieces. They are considering asking Glenn Ford to speak at the banquet.

Stipend for employees of the quarter and the year will be prepared.

We will have CEA board help assemble flyers.

Shannon, asked about nominations for Treasurer and – Debbie Tidwell, Heidi Harper, Jalaine Postma

Three for VP, Scott Wilkinson, Heidi Harris, Shannon Johnson

She's sure Maren and Suzanne are working on door prizes.

**IV. Website** A request was made to add all sub-committee members assignments to the website – IT users committee, Diversity Awards committee, Calendar committee. Once a year meetings etc.

**V. UHESA Conference** will be held at USU in August – working with Conference Services and the Inn – talked about having a motivational speaker. Their organizations will help with costs for speakers. Karen will be president by August. Weber had University president come. They will ask Pres. Albrecht if he can come and welcome the group.

There is the possibility of visitors staying in the dorms. The charge is \$65 a night at the Inn. Some people pay on their own if their organization cannot afford the charges. Right now the meeting is set to take place in the Board of Trustees boardroom at Conference services. Suggestions were requested for motivational speakers. Miriam Cajall's husband did a presentation. Michael Ballam? Possibly Fred Hunsaker, Lyle Hillyard?

**VI. Benefit Meeting with CEA and PEA.** There will be a meeting with BrandE – she will talk about changes for this years benefits Thursday the 19<sup>th</sup> meet at CEA and PEA – Senate Chamber room 336 at 11:00 a.m.

There will be an open forum on the 23<sup>rd</sup>.

VII. Reminder – NCAA meeting April 10<sup>th</sup> meet with PEA at 11:00.

Karen – parking and transportation – all lots will now be closed until 5:00 so employees can park without students taking spaces after 3:45. This is scheduled to take effect May 1<sup>st</sup>. They were also notified that transportation wants to discontinue bus service for the summer with the reasoning that CV and LTD will fill the gaps. Discussion continued on whether this served those parking in the stadium.

Pat Anderson will be new scholarship chair. Shannon can count treasurer votes but will have someone else count for VP since she is running. Jill can make the announcement at the banquet.

Meeting was adjourned.