

Attending: Jill Ballard, Michelle Wilson, Maren Seamons, Jen Archibald, Amy Brazier, Dorothy Kent, Karen Hoffman, Enid Kelley

Minutes

CEA Executive Board

TSC Room 225

June 14, 2007 – 11:00 a.m.

**Call to order:** Jill Ballard

Jill thanked everyone for the opportunities she has had to serve with CEA; she will miss it but knows she is turning it over to good hands. Transitions for the next year beginning July 1, 2007: Deb Megill is leaving (Salary and Benefits) and Kevin Johnson is taking over. Dorothy Kent is leaving (Scholarships) and Pat Anderson is taking over. Suzanne is possibly leaving (Employee recognition) they won't replace a co-chair, but they need committee members. Possible employees that may be willing to help with CEA committees: Trish Kingsford, Annette Rindlisbacher, Marcella Gardner, Heidi Harris, Heidi Harper, Julie Williams, Lana Julander, Fran Bhashune. Jill will email them and let them know they can serve on the Employee Recognition committee. Kevin will need a few committee members to help on the Salary & Benefits committee. Carlene Cohns and Jill Ballard are willing to help with scholarships. Heidi Harris, Heidi Harper may be willing to serve on the committee. Karen will work with Kevin Johnson for his committee. Julie Williams is not on the committee with Michelle, but Lana Julander will serve on the committee and help with new employees with Michelle. Fran Bhashune 5486 – was working with Amy and may be willing to serve on the Employee Recognition committee.

## **1. Committee Reports & Assignments**

**Employee Relations:** Michelle Wilson

Shannon recommended that they have new employees newsletters emailed and then have them sign up for email lists. There are some employees who do not have email access in the CEA so that would only work for some employees.

**Employee Recognition:** Maren & Suzanne

There are 3 applications they have carried over from past nominations. They will request new applications and ask for the past applicants to resubmit.

**Employee Enhancement:** Jennifer Archibald – no information was presented.

**Media & Public Relations:** Amy Brazier

The corrected versions of the newsletters are on the website under newsletters. We will add a complete list of all contributors for prizes and for the coffee break and the scholarship bios from Dorothy. This needs to be submitted for the August publication of

the next newsletter – that will ensure that the employee of the quarter and the forums are announced in each newsletter. Forums would be an ideal place to give the employee of the quarter awards and we need to give them at the end to make people stay for the forum. This would increase attendance at forums. We are supposed to hold four forums a year. We have had some combined forums with PEA that has helped to boost our numbers up. Fall is usually a legislative forum with legislators speaking. Potentially the next forums are scheduled in September, and the 1st of December.

**Salary & Benefits:** Deb Megill – no information was presented.

**Scholarships:** Dorothy Kent

Pat checked on scholarships amounts we can take. We will try to increase the amount of funds, possibly two \$500 awards a semester. There were only 4 that applied. Have applicants reapply who did not receive the awards. Possibly have applications out at other activities.

**2. CEA Week:** Karen Hoffman

Improvements were suggested.

1. Possibly reduce the amount of time that people were at the meeting. It takes a long time to feed everyone.
2. We can try and have the food ready earlier about quarter to the hour. Have 4 tables set up instead of 2.
3. When they encourage heads to have employees attend the luncheon we should encourage them to attend all events not just the luncheon.
4. Start right at noon.
5. Have punch served at the table not on a separate table.
6. People couldn't hear the music. They have tried to get someone to play the piano but weren't able to find someone in CEA. Consensus was to try to find someone to play for next year. We could possibly advertise this in the newsletter in the spring.
7. Coffee Break was awesome. Had good food and advertising to everyone on campus. Everything was donated except for the bagels which were only 25 cents each. We need to order more donuts and bagels for next year. 7:30 was a good time to start.
8. We will try to increase attendance at forums. It would be good to add a section to the webpage on the forums.
9. Flowers were nice on the tables.

The Legislative UHESA day is in March.

Aug, Nov, Feb, May, are the newsletter schedules.

Flyers for ski night put in newspaper.

### 3. **EBAB:** Karen Hoffman

The committee is putting a job description together to hire a wellness coordinator. Marcia Howell is chair over the search committee. There won't be a charge for health assessment. There will be dietician advising. Karen will keep us posted.

### 4. **UHESA Conference:** Jill Ballard

Amy, Michelle and Jen have been working with PEA to come up with ideas for the UHESA conference. They have some great ideas. They will sponsor a dinner and we were able to get money from the Business and Finance office for \$1000 to help pay for dinner. They would like to give out USU mugs with O'l Aggie Bars and ice cream coupon for everyone. CEA/PEA night – Jill would like the CEA board to attend on August 9<sup>th</sup> for the Dutch oven dinner. Entertainment possibilities: Randall Bagley as a comedian before the band. They are looking at possibly playing 9 holes of golf in Smithfield. Jen will call on their availability. The charge is \$12.50 a head for the Dutch oven dinner. Encourage PEA members to attend. Ross Peterson, the new Advancement officer will speak on Friday and President Albrecht will welcome everyone on Friday morning. The cost for the conference is \$38. There will be around 25 people attending from the 8 Universities in Utah. Stuart Bagley will be doing a team building presentations. There are accommodation options to stay in the Living Learning Center or the Hotel on campus or downtown.

### 5. **Other**

Jen has a food handlers permit so we can use this for our next CEA week.

**Next Meeting:** To be announced – we would like to set up a lunch for incoming and outgoing members. We will try the last week of June, Wednesday, June 27th at noon. Jill will email Craig and Debbie. Jill and Karen will let us know where and details.

Meeting was adjourned.