

MONTHLY PLANNING & INFORMATIONAL MEETING

AGENDA

November 4, 2004 TSC Senate Chambers, Room 336 Noon

- 1. Review of October Meeting Minutes Marsha Howell
- 2. Executive Board Members vote on combining two Campus Organizations
- 3. Committee Reports -
 - Scholarship Committee: Betsy
 - o Online contributions available next week
 - Contribution Campaign PEA banquet (cards @ each place setting, announcement), solicitation email to all of the association, solicitation letter to current contributors, UPR underwriting
 - o P Card for copies
 - o Envelopes and letterhead
 - List from Development Office of all current contributors may I receive this monthly?
 - o PEA Identity crisis!
 - Professional Development: Dave
 - o Fall Conference Count
 - Professional Relations: Kevin
 - o Luncheon Announcement of Quarterly Employee
 - Legislative Committee: Liz
 - o **UHESA Day** February 2, 2005
- 4. General Business
 - Marsha:
 - o Professional Student Mentor Data Base
 - o One time Christmas Bonus
 - o Announcements at Luncheon Scholarships and UHESA Day
 - o Health Benefits Committee Meeting on Oct. 21
 - o Report from UHESA Conference Call on Nov. 3.

5. Information:

Copy of Information given for Liz's award:

The next award, in the category of STAFF, is presented to: ELIZABETH (LIZ) ALLRED

Ms. Allred is an administrative assistant in the Biology Department. She has lived in many countries throughout her life and has spent a significant amount of time volunteering with ethnic minorities. For example:

- 1. She worked as a volunteer with the homeless while living in Washington, D.C., and helped French-speaking African political refugees and emigrants.
- 2. She is a Literacy Volunteer, working with primarily Mexican and Chinese women, to improve English reading, writing and speaking skills. Going beyond what is expected, she assists people with employment opportunities, banking and other community needs such as continuing education and accessing business opportunities.
- 3. She assists French-speaking foreign nationals, who have emigrated to Cache Valley, by helping them to integrate into the community, find employment, access educational opportunities and other needed services.

At USU, Ms Allred serves as the Volunteer Advisor to the USU International Student Council, where she works with students from many nations to promote international awareness, understanding, and appreciation among the university and larger Cache Valley community. She is often the contact person for community organizations to arrange talks by USU international students to youth and other groups about their culture.

She also opens her office and her home as a "gathering place" for international students seeking assistance. Numerous international students have been in her home for holidays, vacations, and other activities.

 Because of her untiring efforts on behalf of the USU international student community and others, ELIZABETH ALLRED is awarded the USU Diversity Award in the STAFF category.