

MONTHLY PLANNING & INFORMATIONAL MEETING**MINUTES****September 8, 2005****TSC Senate Chambers, Room 336****9:00 AM**

Executive Members Present: Marsha Howell, Rob Barton, Bryan Earl, Stacie Gomm, Lisa Leishman, Christine Lord, Matt Lovell and Dave Peterson

Executive Members Excused: Shauna Crane, Jay Green, Jimmy Moore and Kevin Reeve

Other Professional Employees Present: BrandE Faupell

The meeting was called to order at 9:00 by Marsha Howell.

1. Lindsey Lovell – Wellness Center

The USU Wellness Center is located in the HPER Building and all University employees are eligible to join. Lindsey would like the committee to promote the center and encourage employees to join. Annual cost is \$130, and the Office of Human Resources pays half that amount. Bryan suggested that Lindsey coordinate with the Payroll Office to allow employees to pay for their membership via payroll deduction. She will look into this. Rod will include information about the Wellness Center in the next newsletter.

2. Lee Roderick, Special Assistant to the President – Annual Fund

The University is gearing up for a major capital campaign which will formally kick off in January, 2006. Lee will oversee the faculty/staff portion of the campaign, and he is in the process of recruiting volunteers to work with his office to solicit donations. Employees could donate to scholarships, their own department, specific colleges or to unrestricted funds.

3. Meeting Minutes for August

Stacie motioned to approve August's minutes as submitted. Christine seconded. No one opposed.

4. Committee Reports:

A. Scholarship/Endowment: Brian will coordinate with Jimmy so scholarship information can be presented at the banquet on October 18.

B. Legislative Committee: Christine reported that Rory Weaver has agreed to serve on the Legislative Committee. Her committee will be meeting with Lee Burke to organize efforts.

C. Professional Development: Dave indicated the banquet is scheduled for Tuesday, October 18, 2005. Cost is \$10, which covers \$9 for the meal and \$1 for advertising. A conference will be held from 11:00 – 12:00 and lunch will be from 12:00 to 1:30. Speakers for the conference include Stanley Kane, Facilities Planning, Lisa Leishman, Parking and Transportation, Steve Jenson, Housing and Food Services and President

Albrecht will conclude. Twenty door prizes will be given away. Information about the banquet will be distributed beginning September 26.

D. University Relations: Rob indicated the newsletter has been distributed.

E. Professional Relations: Kevin was excused.

F. Health/Benefits Committee: Marsha reported that there will be no joint brown bag luncheon in September due to the Benefits forum.

G. Parking: Bryan had nothing to report.

H. Calendaring: Matt has not attended a calendaring meeting. Stacie explained that the committee meets once a year at which time the calendar is planned three to four years out.

5. General Business:

A. Marsha

- Marsha reported about her meeting with Vice President Glenn Ford. She and Jill Ballard met with Glenn and discussed tuition waivers and summer flex hours. He is willing to investigate offering full-tuition waivers as our peer institutions do. Marsha and Jill will meet with him every two months, and he will try to attend our next PEA meeting.
- The President's legislative agenda for 2006 is as follows:
 - A. Compensation (4% salary plus benefits)
 - B. Faculty and Staff Retention Monies
 - C. Tuition Waiver
 - D. \$5,000,000 to relocate Agriculture to South Farm
 - E. USTAR Economic Development
 - F. Funding for student access, retention, advising and success issues
 - G. Institutional Initiatives
- Marsha gave a report about health benefits. A forum for shareholders to vote on USU's premium structure is scheduled in September. Both Stacie and Marsha are members of the Health Benefits Committee. Marsha asked if a circumstance arises when either Stacie or she were going to be absent for a meeting, if any of the members of the Executive Committee would be willing to place a vote on their behalf. Members agreed to do so.
- The President's inauguration celebration will take place the week of October 10. Peter McGrath, who has been the President of three institutions, will speak on October 13. The inauguration will take place on October 14 at 10:30 am in the Kent Concert Hall.
- Three candidates have been selected as finalists for the position of Provost. Marsha encouraged the committee to attend the presentations and provide input.
- The CARE Mentor Program is a program to help incoming freshman feel welcome at USU. Information was distributed and interested employees may reply.

- Marsha congratulated Rod on his new position as the Computer Information Literacy (CIL) Director.

5. Other

BrandE Faupell expressed that the AA/EO Office is looking forward to another year working with the PEA. She indicated that changes to the personnel policies are forthcoming and encouraged employees to provide input.