

**PROFESSIONAL EMPLOYEES ASSOCIATION  
MONTHLY PLANNING & INFORMATION MEETING  
SEPTEMBER 11, 2003  
11:30 am to 12:45 pm**

**Executive Members Present:** Stacie Gomm, Marsha Howell, Eugene Higham, Jay Green, Liz Allred, Miriam Cajal, Teresa McKnight, Debra Parrish

**Executive Members not Present:** Betsy Newman, Dale Smith, Irene Jorgensen and LuAnn Parkinson

**Other Professional Employees Present:** Terry Hodges, Sue Guenter-Schlesinger, Shane Sessions, and Lisa Leishman

**CEA executive committee members were also present.**

**AAEO/PSO: SUE GUENTER-SCHLESINGER**

Reason for changes in the process of hiring forms is to help PSO (Personnel Services Office) and AAEO (Affirmation Action Equal Opportunity Office) operate together in a better fashion, make personnel searches more consistent, and AAEO aware of positions at beginning of the hiring process. AAEO presented this information and received approval from the Faculty Senate.

Sue walked through the old and new forms to be in the process. All the forms will be available through Personnel as soon as her office has received final approval.

Forms to be used:

- I. (New)Request to Fill Open Position.
  - a. Alerts AAEO of new position before advertisement goes out and aware of the job group.
  - b. What means the department wants to proceed.
  - c. Make sure USU policy is followed.
- II. (New)Exempt Positions Advertising Request.
  - a. New areas asking “good faith effort” (Target Web site) .
  - b. Areas of Ad for broad and diverse search.
- III. Applicant Selection/non Selection.
  - a. Same except those that sign will be assured that “good faith” measures taken and requirements were met – targeted areas of minority.
- IV. (New)Request to Extend Preliminary Offer of Employment.
  - a. Preliminary offer of employment .

- b. Provost to look at selection.
- c. Double check before actual offer made.
- d. Make sure monetary amount allowed..

V. Finalist Selection Form.

The earliest approval for the new forms and process is November 1<sup>st</sup>. Any searches underway are to be continued as usual. Use of Preliminary Offer form would be wise to use even before approval. Always remember to keep Provost informed. Most of these changes only apply to searches for Faculty and Professional positions.

Jay asked PEA and CEA representatives in attendance if any were against proposals presented – There were none against therefore approval to proceed was given to Sue by Jay.

**TRAINING: SHANE SESSIONS**

As a class project for Dr. Steve Hanks, a team of students will be doing a study on the Training Needs of Managers, Directors, Deans, etc. at USU. They wanted to take time to present this to both the PEA and CEA committees and ask for input.

Committee members were asked –

- \* What are the training issues as we see it?
  - Most trainings have been put on back burner
  - How to provide training? Classes on campus, off campus, video, etc.
  - Funding: Who will pay for trainings?
  - Need training on legal issues for search committees.
  - Need mediation training for supervisors.
  - Need checks and balances on training.
  - Need it to be Mandatory training-so many a year from VP on down
  - Need to either stop moving people not trained in managerial positions or make sure that they have mandatory training. Revisit their experience in a year.
  - Performance Appraisal process not working well all over campus.
  - Compact Planning has already covered a lot of issues on training, are they being followed up on?
  - Create a series of Certificate programs in Human Resources, Campus Budgeting, supervisory skills, communication, etc. for upward mobility.

Terry Hodges was asked if this would be just another project in futility or would action to improve really be taken. Terry Hodges said that they would need input from all sides and when finished hoped to use project as a mechanism that can be used on campus.

Anyone interested in more information on class project or if anyone has more suggestions, please contact Shane Sessions by email, [Shane.Sessions@usu.edu](mailto:Shane.Sessions@usu.edu), or phone 7-7275.

## COMMITTEE REPORTS

### **Calendaring Committee:** (Stacie Gomm)

- Handout passed out and discussed which presented cruise information for a 7 day Mexican Riviera Diamond Princess Cruise next fall. Approximate cost on inside cabin with double occupancy would be \$876 per person. Outside cabin with balcony would be \$1,176 per person double occupancy.
- Stacie will have all information on the cruise within the month at <http://cc.usu.edu/~stacieg/peacruise.html>

### **Health Committee:** (Teresa McKnight)

- President will be calling another professional employee to serve with Jay. All representatives serve a two-year term and Teresa has served a four year term.
- Thanks to Teresa for all her help!!

### **General Information:** (Jay Greene)

- Banner moving ahead. Jay is on one of the main committees. Money has been funded to help departments with needs for extra help to cover those on committees or over-time pay.
- Discussion on shared leave policy. Needs to be resurrected. Allow staff to donate to and pull from a central pool.

### **Professional Development Committee:** (Liz)

- A Joint CEA/PEA Brown Bag Forum is scheduled for Thursday, 25 September, from 12:30 – 1:30 p.m., in the Sunburst International Lounge, TSC. A hosted lunch buffet will be served to attendees for a donation of \$1/person. Teresa McKnight, President of UHESA, will be the speaker. The purpose of the brown bag is to inform CEA and PEA members about UHESA's purpose and how we can effectuate change by working actively with other higher education institutions around the state of Utah. This brown bag is the first phase of informing and preparing CEA and PEA members to become more effectively involved in policy and legislative efforts that affect their salaries and benefits.
- The PEA Appreciation Luncheon is scheduled for Thursday, 30 October, 12:00– 1:30 p.m., in the TSC Ballroom. The luncheon is being held in lieu of an annual conference, per the recommendation of Executive Committee members. The President and Provost have been contacted and it is our hope that one of them will be able to speak at the luncheon. Following the format developed by CEA, PEA will be giving out a variety of door prizes, including a grand prize of some sort. We will keep the cost of the luncheon to \$7/person. We will be sending out a mailing to all unit heads to encourage them to pay for their professional employees to attend the luncheon.

- We are developing a joint December Brown Bag Forum that will focus on the Legislative Process. This brown bag will follow up on the September UHESA forum. At this brown bag we will feature the Chair and Vice Chair of the UHESA Legislative Committee. In addition, we will be providing a set of talking points to all attendees. These talking points will be coordinated with Fred Hunsaker, Vice President for Business Affairs, and Lee Burke, Assistant to the President for Government Relations. Along with legislator contact information, these talking points will provide a set of facts about salaries and jobs at USU, how they compare to salaries and jobs at our sister institutions on the Wasatch Front, and how we contribute to the economic well being of the State. We'll discuss what UHESA, PEA/CEA, and individuals can do as we seek to impact the legislative process.
- Need recommendations for committee members to represent PEA with UHESA. They should understand how money moves, history dealing with grants, has experience with E&G funds, etc. Willing, enthusiastic, hardworking, etc. Some names were suggested.
- As committee members we need to show support for UHESA. It will be a constant "in the face" process. We really appreciate the great work that Teresa is doing for all of us.

Next meeting will be October 9, 2003 at Noon to 1:00 pm in the Senate Room, Rm 336.