

**MONTHLY PLANNING & INFORMATIONAL MEETING****MINUTES****APRIL 21, 2009****TSC 335****11:00 AM**

**Executive Members Present:** Marv Bennett, Michelle Bogdan, Taya Flores, Doug Garrett, Paige Geslin, Shannon Johnson, Matt Lovell, Betsy Newman, and Joe Vande Merwe

**Executive Members Excused:** Richard Jewkes, Stephanie Pettinghill

The meeting was called to order at 11:00 am by Doug Garrett.

**1. Meeting Minutes for March**

Shannon motioned to approve March's minutes and Marv seconded. No one opposed.

**2. General Business:**

Paige announced she is leaving USU. The committee discussed options for filling her position. Stephanie Hamblin has expressed interest in serving as a chair. She will be contacted to see if she is interested in finishing Paige's term. The committee will verify if Stephanie has been nominated for another executive committee position.

**3. Budget and Finance: Doug**

Doug presented the most recent PEA budget amount. The remaining balance in the PEA budget is \$907.00 after \$3,726 was earmarked for the PEA luncheon. This balance will forward to next year. The committee agreed the luncheon was a success and the menu, a good value for the money.

**4. Committee Reports:**

**a. Parking: Stephanie** – no report

**b. Scholarship/Endowment: Shannon**

The scholarship committee will award \$4500 this year for scholarships. Three graduate students will receive \$850 each and three undergraduate students will receive \$650. This amount would be reduced from \$5600 that was awarded last year due to lack of contribution. The committee discussed the current criteria for awarding scholarships. Taya raised the question of financial need as part of the criteria. Financial need could be verified through the Financial Aid office. The committee discussed options for increasing donations to the PEA Scholarship Fund. Providing payroll deduction forms at all PEA functions has proven to be somewhat successful. Shannon challenged the committee to set the example by donating to the scholarship fund and encouraging our respective departments and staff to do the same.

**c. Legislative Committee:** no report

**d. Professional Development: Taya**

The PEA Luncheon was a success. The committee discussed the importance of President Albrecht speaking at the luncheon and taking questions. Having recipients of the PEA scholarships present the prizes was also a nice touch. The committee agreed that \$13 per person was a fair price for the luncheon.

**e. Employee Health Benefits Committee: Marv**

There have been no meetings held to date. The group raised the concern regarding the lack of input solicited from the EBAB Committee pertaining to employee benefits. A suggestion was made to write a letter to BrandE Faupell inquiring of this committee's purpose and future involvement.

**f. University Relations: Joe and Matt**

Joe raised the idea of creating a forum utilizing the PEA website where PEA members have the opportunity of asking questions or providing feedback. This forum would be used as a tool for bridging the communication between staff and administration. The committee discussed potential ideas for creating and maintaining such a forum. One idea would be to have the website administrator collect questions/concerns, forward to the President's office, ascertain responses and then post on the website. Thirty days would be considered the average turn-around time.

**g. Professional Relations: Paige**

As mentioned earlier, Paige has decided to move on from the university. It was suggested that Stephanie Hamblin be asked to finish Paige's term. Paige will contact Stephanie to gauge her interest.

**h. Calendaring Committee: Matt**

Matt distributed the Report of the Utah State University Calendar Committee to the group.