MONTHLY PLANNING & INFORMATIONAL MEETING

Minutes

April 7, 2014

1. **Welcome**

2. **Approve Minutes for March**
   Minutes approved with no correction.

3. **General Business: Marci**

4. **Budget and Finance: Karen**
   Account balance is $175.12 after all previous expenses and upcoming expense for CEA/PEA were paid for.

5. **Committee Reports**
   a. **Scholarship/Endowment: Leslie (excused)**
   8 scholarship recipients have been selected, 4 undergrad and 4 grad awarded at $1000 each. Recipients are in the process of emailing their acceptances to Leslie.

   b. **Legislative Committee: Amanda (excused)**
   No report

   c. **Professional Development: Ruth**
   PEA Swim Night will be held June 12th. The PEA luncheon will be held May 20th. The committee for the luncheon have been working on the door prizes. The keynote speaker will be Troy Oldham, adjunct faculty member from the College of Business. President Albrecht or Provost Cockett will be giving the closing remarks. An e-mail reminder and registration form will be sent to all PEA employees so that a count can be given to catering for the food. Ruth will notify us if she needs any assistance from the committee for the day of the luncheon.

   d. **University Relations: Kathy**
   February and March minutes will be posted on the website this week.

   e. **Professional Relations: Rob**
   No report. Marci will follow-up with Carl regarding whether we need a 2nd Quarter Employee award for the PEA luncheon.

   f. **Benefits & Advisory: Guy**
   No report

   g. **Parking: Justin (excused)**

   h. **Calendaring: Kimberly (excused)**
   A full report of the Calendaring Committee response from the recommendations to the Faculty Senate will be presented in a future meeting.

A survey was sent on March 19 to faculty, staff and students regarding opinions of fall/spring academic calendars. Based on survey results, the committee recommends academic calendar proposals for Fall semester 2017 and Spring semester 2018, following the traditional academic calendar at USU. (attached)

The committee recommends a proposal for Summer semester 2017, adopting two consecutive 7-week sessions and one concurrent 14-week session for all USU campuses. This summer calendar replaces the recently implemented summer calendar consisting of one 4-week followed by one 7-week calendar for the Logan Campus and USU Eastern, and aligns with the summer calendar used by USU Regional Campuses and Distance Education.

The committee recommends revising the approved summer calendars for 2015 and 2016 to consist of two consecutive 7-week sessions and one concurrent 14-week session for all USU campuses.

6. Next Meeting: Monday, May 5, 2014 at 12:00 PM (TSC Senate Chambers)