Monthly Planning and Information Meeting
Minutes
2/4/2013

Excused: Danene Dustin, Rob Llewellyn, Justin Williams

1. **Welcome**

2. **Approval of the Minutes**
   Minutes for January 14, 2013 approved

3. **General Business:**
   Craig served on the Diversity Awards Committee this year representing PEA. The awards winners will be announced next month.

4. **Budget and Finance: Kathy McConkie**
   No update

5. **Committee Reports:**

   a. **Parking: Justin Williams**
      No update

   b. **Scholarship/Endowment: Leslie Hofland**
      Leslie has received three applications to date.

   c. **Legislative Committee: Danene Dustin**
      Craig and Danene will be traveling down to Salt Lake City on Tuesday, February 12th for UHESA Day at the Capitol. The Speaker of the House will present at 10:30 am and then either the Governor or the Education Director will speak in the afternoon. Danene has the Legislative Guides in hand.

   d. **Professional Development: Amanda Davis**
      The online Annual Professional Employee Luncheon RSVP has now been built.

   e. **Benefits and Advisory: Guy Ballard**
      Guy will be attending the Benefits and Advisory meeting next week.

   f. **University Relations: Kathy Phippen**
      Craig requested that an email be composed and distributed no later than March 1, 2013. The three items to be included are: (1) Employee of the Quarter nominations, (2) PEA Scholarship application, and (3) PEA

Luncheon. All of these should include brief descriptions and hyperlinks to direct to the correct nomination form/application/registration.

g. **Professional Relations: Rob Llewellyn**
No update.

h. **Calendaring: Stephanie Hamblin**
Stephanie attended the University Calendaring Committee meeting. There are on-going discussions about restructuring the academic calendar. The Calendar Committee will be meeting again next week prior to making any recommended change. Kathy requested that many graduate courses and more and more undergraduate courses are taught in block sessions throughout the semester. Particularly for spring semester, eliminating the current practice of attending Monday classes on the second holiday in February (currently students attend Monday classes on the Tuesday following the President's Day holiday) may prove challenging.

Congratulations to Carl and his family. They welcomed a new baby boy to the family.

Next Meeting: Monday, March 4th