

Monthly Planning and Information Meeting
MINUTES
January 11, 2011
TSC Senate Chambers
1:00 p.m.

Executive Members Present: Betsy Beardall, Tonya Davis, Carl Ellsworth, Doug Garrett, Bill Jensen, Jr., Lisa Leishman, Matt Lovell, Steve Mecham, Jenn Putnam, Melissa Scheaffer

Executive Members Excused: Chuck Kimber

1. Meeting Minutes for November

The December meeting was cancelled. Matt motioned to approve the minutes; Melissa seconded; the minutes were unanimously approved.

2. General Business: Lisa

a. Graduate Student HR/Benefits Survey Report in December

The graduate students who conducted the focus groups in November for HR made a summary presentation in December. The committee discussed having them come do a summary presentation to the membership of PEA/CEA. A Brown Bag will be held Wednesday, February 9. Bill will talk to Dining Services about being there and Lisa will get information on the studies and check with the students on their schedule.

b. UHESA Meeting Report (Bill)

Bill and Matt drafted a letter on behalf of UHESA to send to the legislature in December. It requested additional consideration for staff; in light of the governor's 2020 Plan and given we haven't had a raise in several years. (See attached.)

c. Discussion of VP Duties

Currently, USU is the only organization that has a vice president. Everyone else in the state, including our own CEA, has a president elect, president, and past president (3-year term). Lisa and Bill will work on language to propose a change to the by-laws, which will need to be voted on by the executive committee.

d. Bookstore Committee Meeting (Matt)

The USU Bookstore held their annual meeting. Guests were able to tour the facility. There is a new set-up with 8 kiosks where students can print out a list of their required books. All of the books are now alphabetized by author and not by topic/department. This change has been a timesaver for the staff and less laborious for everyone, including students. The rental of textbooks has been going well, while eBooks haven't been as popular.

3. Budget and Finance: Betsy (excused)

4. Committee Reports:

a. Parking: Chuck Kimber (excused)

b. Scholarship/Endowment: Tonya Davis

It's time to start collecting scholarship applications. An announcement will be in the newsletter this month.

Welcome Packets are ready to be distributed. There are about 60 of them, which members of the committee split up and delivered/mailed. Tonya removed individuals from the list who had switched jobs on campus and just included those who were new to the University and PEA.

A reminder about purchases made: Lisa has the PEA Pcard, which you can get from her ahead of time or submit personal reimbursement requests to Betsy afterwards.

c. Legislative Committee: Matt

UHESA Day is February 3 from 9 a.m. – 12 p.m. Please come! If you plan to attend, please let Matt or Bill know. They will have nametags available and handouts with background information on each legislator. The presence of having people there makes the most impact so come if you can. UHESA will provide attendees with a postcard that summarizes the points made in the December letter. Lisa, Matt, and Bill will also be meeting with Neal Abercrombie (Michael Kennedy's replacement) to make sure we are on the same page with USU's priorities. Matt held an internal planning meeting, which included two RCDE staff members (one from Tooele and one from Ogden).

d. Professional Development: Melissa Scheaffer

The annual luncheon will be on March 15 (Tuesday). Currently, the governor has reserved this date for a special meeting with the presidents, but President Albrecht will be there if he can. The committee discussed other possible speakers, including someone who could deliver a short motivational message.

Melissa will work with Taya on payment processing and budget reconciliation.

Tonya will send Melissa a list of current scholarship recipients.

We will recognize Employees of the Quarter.

Swim Night is scheduled for August 3. Maren Seamons has already processed the check request.

e. Employee Health Benefits Committee: Steve Mecham

The Employee Benefits Committee (EBC) held a meeting on November 16. We currently spend \$90,000 per year for the use of Health Advocate, so a report was made to discuss how that is being used. 68 employees signed up for UNUM (the new voluntary insurance plan), which was opened to USU-CEU employees as well.

The new Open Enrollment dates will be May 15-June 15.

HR has committed to communicate through multiple channels in an effort to keep everyone updated. Their staff is trying to get around and visit with department heads over the next several months.

There will be a small change in the way staff is recognized at the annual banquet: OC Tanner will provide a pamphlet and employees can order their won "gift" based on their years of service.

Steve will include the link to HR's website in the newsletter where the benefits are listed in an effort to help inform staff.

f. University Relations: Carl Ellsworth

Myra Cooks' presentation for Employee of the Quarter is scheduled for January 13 at 3:00 p.m. in Old Main 416. Bill, Jenn, Lisa, and Carl plan to attend. Carl will continue to handle Employee of the Quarter applications for now.

Please get content for January's newsletter in by January 18. Carl plans to send it out on January 20.

g. Professional Relations

JanaLee Johnson resigned; a replacement will be approved next meeting.

h. Calendaring: Matt

Yolanda Flores-Niemann is the new University Calendar Coordinator. The next meeting will be scheduled to plan the academic calendar for 3 years in the future.

5. Other:

Next meeting will be Tuesday, March 8, at 1 p.m. in the TSC Senate Chambers (third floor).