Monthly Planning and Information Meeting
MINUTES
February 6, 2012
TSC Senate Chambers

Executive Members Present: Bill Jensen, Tonya Davis, Danene Dustin, Carl Ellsworth, Stephanie Hamblin, Lisa Leishman, Matt Lovell, Kathy McConkie, Melissa Scheaffer, Craig Whyte

Executive Members Excused: Melanie Ivans, Chuck Kimber

1. General Business: Bill Jensen
    a. New Employee Packets – Melanie Ivans (committee) will take over the New Employee Packets. Stephanie and Lisa volunteered to help deliver the packets as needed.
    b. Board of Trustee Review – Discussions were had about the capital additions. Also discussed was the ARC – student voting will happen the end of February.

2. Budget and Finance: Kathy McConkie
    a.
    The PEA banner is finalized. Bill will be responsible for the storage of the banner. Craig will follow up on a Thank You gift for Hilary Frisbe (Professional Employee) who donated the design as well as a Thank You note to PDP for donating the printing of the banner.

3. Committee Reports:
    a. Parking: Chuck Kimber (excused)

    b. Scholarship/Endowment: Tonya Davis
        a. The deadline for scholarship applications is March 9th. Tonya is looking for volunteers to read applications. Last year PEA awarded four $500 undergraduate scholarships and two $700 graduate scholarships. Tonya will report the balance of the scholarship account at our next meeting.
        b. Tonya is working to have the scholarship applications available on-line for next year's application cycle.

    c. Legislative Committee: Danene Dustin
        a. UHESA Day at the Capitol is February 16, 2012

    d. Professional Development: Melissa Scheaffer
        a. The PEA/CEA brown bag presentation "Health Advocate Benefit Program" is available on the Human Resources website.
        b. The Aquatic Center is tentatively available for July 11th or 18th. Melissa will schedule one of these dates this week.

c. PEA Banquet will be held on April 16th. Lisa, Kathy and Stephanie volunteered to serve on the committee with Melissa as chair. Craig's office will host an on-line RSVP form so that we have as accurate count as possible.

e. Employee Benefits Advisor Board: Steve Mecham (excused)

f. University Relations: Carl Ellsworth
   a. Please take a moment to review the PEA website, particularly each Committee site. Notify Carl with any web/text updates.
   b. Carl is working on the PEA newsletter. Please submit articles to him by February 10th. Carl will have the newsletter out by February 20th.

g. Professional Relations: Melanie Ivans (excused)
   a. Melanie and her committee are still looking for nominations for the PEA Employee of the Quarter. Note: The Professional Employee of the Year award is awarded by Human Resources.

h. Calendaring: Matt Lovell
   No items to report

Next Meeting: March 5, 2012 in TSC Senate Chambers 336