Monthly Planning and Information Meeting
MINUTES
April 12, 2011
TSC Room 220
1:00 p.m.

Executive Members Present: Betsy Beardall, Bill Jensen, Jr., Lisa Leishman, Steve Mecham, Matt Lovell, Melanie Ivans, Melissa Scheaffer, Chuck Kimber

Executive Members Excused: Tonya Davis, Carl Ellsworth, Jenn Putnam, Doug Garrett

1. **Meeting Minutes for March**
   Melissa motioned to approve the minutes, Bill seconded the motion, all were in favor of the minutes being approved.

2. **General Business: Lisa**
   a. **David Ottley – Affirmative Action/ Equal Opportunity**
      Dave from the Affirmative action / equal opportunity office discussed with the committee the need to update Policy 303 "Affirmative Action/Equal Opportunity" in accordance with federal and state rules and regulations. The new policy will mostly clarify the old policy and add a references section.

3. **Budget and Finance: Betsy**
   There is currently $848 in our account. Upcoming expenses are to pay for the piano player at the PEA Luncheon, the plaques for employee of the quarter and outgoing committee members, and the final luncheon of the year to be tentatively held on June 7th.

4. **Committee Reports:**
   a. **Parking: Chuck Kimber**
      Many employees were disappointed about the reorganization of the orange lot parking passes. The RCDE building was a planning issue, not a parking issue. The parking by the library and arts are might be next to be cut back.

   b. **Scholarship/Endowment: Tonya Davis**
      Scholarship deadline is coming up. So far there are 14 applicants for the scholarships. Tonya will e-mail HR to verify if the applicants are related to the PEA and they should be awarded in the next two weeks.

   c. **Legislative Committee: Matt**
      There is nothing new to report.

   d. **Professional Development: Melissa Scheaffer**
      The annual luncheon was a success. Planning a brown bag luncheon with the CEA to cover HSA / High deductible insurance options. The date was supposed to be April 19th, but might have to move the date.

   e. **Employee Health Benefits Committee: Steve Mecham**
      No recent meetings. President Albrecht announced that all employees in the medical benefits pool will be receiving $600 by the end of the month as a one-time distribution. The distribution is solely based on whether or not an employee has the University's insurance and not which plan they are on. Since this is one time money the premiums were not reduced.

   f. **University Relations: Carl Ellsworth (excused)**

g. Professional Relations: Melanie Ivans

Debbie Jensen from the resource center was the recipient of the spring employee of the quarter.

h. Calendaring: Matt

Went over the calendar for the 2014 / 2015 school year.

5. Other:

Next meeting will be Tuesday, May 10 at 1 p.m. in the TSC Senate Chambers (third floor).