**PROFESSIONAL EMPLOYEES ASSOCIATION**
**MONTHLY PLANNING & INFORMATION MEETING**
**OCTOBER 9, 2003**
**12:00/Noon to 1:00 p.m.**

**Executive Members Present:** Stacie Gomm, Marsha Howell, Eugene Higham, Jay Greene, Liz Allred, Teresa McKnight, Debra Parrish, Betsy Newman

**Executive Members not Present:** Dale Smith, Irene Jorgensen, Miriam Cajal, LuAnn Parkinson, and Rory Weaver

**Other Professional Employees Present:** Leila Neilson, Mirian Olson

**Review of the September 11, 2003 minutes:** Jay Green**e**

The minutes were approved; no changes were noted**.**

## COMMITTEE REPORTS

- **Scholarship/Endowment – Betsy**

  - Waiting for scholarship web pages to be updated. Sent text to Dale via email on 9-17-03. Concern was expressed that information was still not on web. We understand that Dale has allot on his plate right now, so Jay is going to look at getting a student to do the page during the school year.
  - 2004-2005 Scholarship Applications ready to go. Waiting for decision on total dollar amount available to award. Will need this decision by December 1, 2003.
  - Would like to send an invitation to contribute to the Scholarship fund via the Professional Employees list serve.

- **Professional Development – Liz**

  The brown bag went well. Collected $88. Had seating for 100 and every seat filled. Most of attendees were professional employees. A special notice will be sent to these attendees for the 2nd Brown Bag in December to come again and bring a friend.

  - **Annual PEA Luncheon:**

    - Notices were sent to Department heads first with an invitation for them to pay for the professionals in their departments. Response from department heads has been positive.
      (Any Executive committee member whose department will not buy their ticket, the PEA will). Liz will send out a reminder notice on the 20th of October.
    - Jimmie Moore will be the MC.
    - Fred Hunsaker will be speaker.
    - There will be live jazz music.

- Drawing for prizes will be by writing the names on the back of the tickets. Attendees who forget their tickets will be given a blank ticket.
- Teresa will supply the video/DVD that was shown to the Trustees Jay would like to play at the beginning of the luncheon.
- Announcements to be made during or by handout at luncheon:
  - ✓ Employee of the quarter for Summer and Fall by Gene
  - ✓ Cruise information by Stacie
  - ✓ Utah Higher Education Staff Association (UHESA) information - Legislative day sign up
  - ✓ December Brown Bag
  - ✓ Scholarship information
  - ✓ PEA Elections – positions available –when nominations will be taken- address of PEA web page that outline responsibilities.

- We all need to encourage more to attend the luncheon and become involved in PEA and UHESA.

- **Professional Relations – Gene**

  _ Nothing to report except that he would be handing out awards for summer and fall Employee of the Quarter at the luncheon.

- **Parking Committee – Jay**

  - Reported that since Irene can no longer participate due to her involvement with Banner, he has asked Bryan Earl from Utah Public Radio to fill this position. Bryan has agreed to do so.

- **Health Committee:**

  - Note: Member appointed by President Hall. List has been submitted.

- **Calendaring Committee – Stacie**

  - Don't forget to plan for the cruise. http://cc.usu.edu/~stacieg/peacruise.html

**General Information:** (Jay Greene)

Discussion between attendees on how to get information out to the members.

- Web page needs to be updated. Jay will work on getting Dale's help.
- Most agreed that email should be used just to notify members of changes to the web page. We should be specific and have a link on the email directly to the changes if possible.
- Most agreed that the meeting minutes should be approved before posting. Minutes will be approved by email.

- There are a lot of people not on the PEA or CEA list. Jay to work with list to contact those to see if they will participate with us.
- Debra has an excel file with all the names from Personnel and their emails. She will get the new hire list monthly from Jay to update the list.

Next meeting will be November 13, 2003 from 12:00/ Noon to 1:00 pm in the Senate Room, Rm 336.

Meeting adjourned at 1:00