PEA Executive Committee
Meeting Minutes
For
September 9, 2004

Members Present: Marsha Howell, Betsy Newman, Dave Petersen, Bryan Earl, Stacie Gomm, Rob Barton, Kevin Reeve, Shauna Crane and Debra Parrish.

Members Excused: Jay Greene, Liz Allred, Kelly Olsen.

Other PEA Members present: Sarah Phillips, Marla Boyer, Brandee Faupell.

1. Sarah introduced Marla as a new Employee Relations person. Her direct line is 7-5475. She and Marian Olson will be leading the Ad Hoc Committee to Oversee Revising Performance Appraisals. They asked for two names from the PEA Association to serve approximately 6 months about 2 hours a month. (Betsy Newman and Gordon Collins are serving).

Sarah also gave information about the HR Professional Association National Conference, Oct 3-6 in Salt Lake. She was looking for volunteers to help with registration and stuffing packets. Anyone who volunteered would be reimbursed for mileage and meals. Anyone interested to contact Sarah.

We also asked some questions concerning why HR was suggesting changing status of PEA and CEA. Sarah talked a little about the new law or Exempt and Non-exempt employees and possible public relations issue. Said that there was approximately 200 employees that would be affected by the new laws. (Brandee Faupell later suggested that we do some more research before combining the two associations. The new laws do not require that we do.)

2. Meeting minutes reviewed and Stacie made the motion to accept and was seconded by Shauna. Minutes approved by all present.

3- Committee Reports-

- **Scholarship Committee: Betsy**
  - Betsy reported that she and Bryan had met and the major objective will be to find ways to increase contributions. Brian will be working with the Development Office on several items including historical data on PEA Scholarship contributors and their contributions. Betsy is working to update the scholarship applications packets to more clearly define and outline the selection criteria and get the information distributed on campus. Marsha will check on if there is any budget for committee expenses. They will have contribution signup sheets available again at the November Luncheon. Betsy will forward their goal worksheet to Marsha. Information about recipients will be posted in the Newsletter.

- **University Relations: Rob and Shauna**
  - Everyone was very pleased with website and newsletter. Suggested to Rob that we get a counter for the page so we can see how many go to the page. Marsha said that she would have information for them on the candidates to get into the October Newsletter.

- **Professional Development: Dave**

- Brown Bag will be with Terry Hodges on October 5th. Committee decided that they would not provide lunch.
- PEA Banquet will be on November 11th. They want to keep the cost down. Don't have the cost for the banquet yet. They will recognize employees of quarter and year.

- **Professional Relations: Kevin**
  - He would be awarding the employee of the Quarter to Evelyn Lee at the November Banquet. We need to increase awareness of our employees. They have talked to Statesman about putting photo and interview in paper. More information to go in newsletter of what PEA members are doing.

4. General Business: Marsha

- Re-admission Fees- Russ Price had asked if fee couldn't be waived for professionals. Marsha checked and the fee is a Student Rule so it cannot be waived for PEA members.
- One-time Christmas Bonus – It is state money and will be issued on Dec 10th. $515 gross for full time. Will be prorated for others. Think that dept. will cover for other full-time that are paid on soft money, but not sure.
- Christmas Vacation – Extra Days – As it stands now there will be no extra days. Suggested that CEA and PEA Lobby for the school to be closed that week if it saves money.
- Completed Goal worksheets – We ran out of time to discuss. Turn your information into Marsha later.