

MONTHLY PLANNING & INFORMATIONAL MEETING

MINUTES

August 19, 2009

TSC 336

11:00 a.m.

Executive Members Present: Doug Garrett, Taya Flores, Joe Vande Merwe, Shannon Johnson, Matt Lovell, Conna Meeker, Eileen Campbell, Jenn Putnam

Executive Members Excused: Bill Jensen, Steve Mecham, Stephanie Hamblin, Stephanie Pettinghill

The meeting was called to order at 11:00 a.m. by Doug Garrett.

1. Meeting Minutes for May

Matt motioned to approve the May minutes pending a few updates and corrections. Taya seconded the motion, which passed unanimously.

2. General Business:

- Doug and Bill attended the Utah Higher Education Staff Association (UHESA) meeting at SUU. Representatives were there from across the state. This group meets monthly via conference call and comes together annually (sometimes quarterly when able). Most of the topics covered were about the legislature and what may happen this coming year with more budget cuts and the potential of no one-time funding. Another item discussed was the idea of identifying goals for each organization. Doug asked the group to think of specific things we could do as an organization to help/improve USU. As an FYI, Karen Hoffman (former USU CEA President) is now the secretary of UHESA.
- Doug reported that the next EBAB meeting is scheduled for September 1. VP Hunsaker was approached about the lack of meetings and Doug talked to HR about it. The Hartford is now the new long/short-term insurance provider; medical insurance is out to bid this fall; supplemental insurance will be looked into; and the retirement health savings plan is through TIAA-CREF.

- 3. Budget and Finance: Eileen** – Annual operating budget is \$2,000. Our year-end expenses were \$2,038.22. Our balance is now \$0. Eileen will check on the status. Doug will also talk to Fred about covering some travel expenses for PEA EC members, such as the annual trip for UHESA and other meetings. Doug and Bill paid all of their own expenses.

4. Committee Reports:

- a. Parking: Stephanie Pettinghill** – Not in attendance.
- b. Scholarship/Endowment: Shannon**

The scholarships for fall semester were awarded in the spring. All new committee members are encouraged to donate to the scholarship fund. Doug also received the latest list of new employees and will share it with Matt and Shannon so they can welcome them to the PEA and encourage them to donate and get involved.

c. Legislative Committee: No report at this time.

Doug mentioned that there is a very active legislative committee at the state level that Matt is now a member of. Doug will forward notes on to Matt. Matt will start a binder for record keeping. He will also check with RCDE for ideas and verify the number of professional employees at the different sites.

d. Professional Development: Taya

Other than the luncheon, events are poorly attended. Should we redirect the funding to other things? Are people stretched too thin to attend? If we get rid of them, do we lose more support? What should be the purpose of these events: educate, inform, socialize, network? Should we pair with CEA in the fall to draw more people? The annual Ski Night is still scheduled to happen this year.

e. Employee Health Benefits Committee: Steve – Not in attendance.

Steve asked to be excused but sent forward a report about the Sept.1 EBAB Meeting.

f. University Relations: Joe

Doug talked to VP Hunsaker about putting an “Ask the President” on the PEA website to at least give employees the chance to float their ideas and ask questions. The PEA EC would review the submissions and forward those approved by the committee on to the President. Joe will check on to make that happen.

The next newsletter will go out September 25. It will include a “Welcome” message from Doug. Doug encouraged everyone to at least provide an update on their area for the newsletter. Please submit these to Joe by Sept. 16.

g. Professional Relations: Stephanie Hamblin – Not in attendance.

h. Calendaring Committee: Matt

Matt changed all of the meeting dates on the UAU calendar.

The next meeting will be held on Wednesday, September 16 at 11 a.m. Doug reminded everyone to think about a goal for the committee and ideas for the newsletter. GO AGGIES!!!