

## MONTHLY PLANNING AND INFORMATIONAL MEETING Minutes August 12, 2008 11:00 am

**Executive Members Present:** Doug Garrett, Matt Lovell, Shannon Johnson, Marv Bennett, Lisa Leishman, Taya Flores, Paige Geslin, Joe Vande Mewe.

**Executive Members Excused:** Michelle Bogdan

Others Present: Marian Olson

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

1. **Minutes**: Reviewed last meeting minutes and approved without edit.

- 2. Legislative Rep Resigned. Rob mentioned that Geoff resigned as the legislative rep for the PEA and reviewed the bylaws concerning replacement. In reviewing possible names, Allison Straquadine came up as the person that ran in the latest election for the legislative rep but she is no longer at USU. Marian Olson expressed an interest in the position and is looking for an opportunity to actively participate in PEA. Her interests and background fit well with the position. Marian was nominated (Shannon Johnson) and seconded (Lisa Leishman) and unanimously approved.
- **3. Timing of Meeting.** Doug asked if the timing of the meeting was satisfactory for everyone. Lisa mentioned that it is apparently good for those that are in attendance ;-), but we should probably check with those who were not at the meeting. She will follow up.
- **4. Benefits.** Marv asked if the VP would continue to attend the EBABS meeting as they have in the past. Lisa and Doug will work that out. He would like to take a proposal forward for an employee funded supplemental insurance plan. More to come.
- 5. Scholarships.
  - **a.** Shannon reported that she and the CEA rep met with Vice President Hunsaker about administrative support for the scholarship programs. He was very supportive (in fact he wrote a \$500 check to each organization). In addition he took some payroll deduction cards to his administrative meeting for distribution.
  - **b.** Shannon also asked if we should consider charging a few additional dollars for the annual CEA/PEA ski night, with the additional funds going into the scholarship fund.
  - **c.** It was also suggested that at Brown Bags / other PEA events that a "bucket" be set out for those attending to contribute their loose change.
  - **d.** A question was asked if the administration (Administrative positions but exempt employees, so they are part of PEA) were aware of the scholarship fund. Joe noted that Rob did a comprehensive update of

- the system and cross-referenced it with the PEA mail list. Joe will sample the email list and verify that exempt administrative employees are included.
- **e.** CEA sponsors "Coffee Breaks" periodically throughout the year to support their scholarship efforts and it was recommended that we could do the same.
- **f.** Last year we distributed approximately \$6,000 in scholarships. As part of the evaluation process, additional points will be awarded in the criteria for contribution to the scholarship fund.

## 6. Legislative.

- a. Marian gave a comprehensive summary of the legislative activities of the university (just kidding). She did request directions that the executive committee would be interested in her pursuing. It was recommended that she contact the UHESSA rep as they are working on similar issues that PEA would be interested in.
- b. It was also recommended that requests for funding issues important to PEA be directed to legislators directly and not be included as part of the university or USHE budget request. The coming years are likely to be financially tight for state appropriations and it would be more fruitful to have a legislator carry a separate issue forward independently of the higher ed request.
- 7. Professional Development. Taya met with CEA reps. And they are willing to co-sponsor Brown Bags and Coffee Breaks. She will be working in the coming months to calendar some "welcome back" type events.
- 8. Benefits. Marv brought up his issues earlier in the meeting.
- 9. University Relations.
  - a. Newsletter. It was decided that the newsletter should emailed quarterly with additional brief, pertinent emails as needed in between. Suggested content of the newsletter included:
    - i. Highlight of a less known benefit or resource (i.e. mental health counseling)
    - ii. Upcoming Brown Bags / Coffee Breaks
    - iii. Kudo's of PEA members for outstanding performance
    - iv. Scholarships
    - v. Executive Committee "thought of the quarter". A thought or life lesson on leadership, success, etc. Exec. members would take turns writing the article
    - vi. List of how PEA members can help
    - vii. Wellness issues

We discussed creating a newsletter for mid September distribution as a "welcome back". Desired contents should be submitted to Joe by August 29<sup>th</sup>.

b. Professional Employee Orientation. It was proposed that members of the executive committee take turns attending the monthly new professional employee orientation. Marian will check with Deanne Christensen to see if we could take 2 minutes at the beginning of the meeting to introduce PEA. If approved, Joe will work up a schedule and a standard message and content to be delivered.

- 10. Professional Relations. Paige met with Doug and Marian for briefing on what they had done in the past in this area. She suggested that an electronic copy of the "Professional Employee of the Quarter nomination form" be created and added to the web page. Joe will work on developing and loading the page.
- 11. Calendaring. No new issues at this time.

Meeting was adjourned at 12:00 pm