Monthly Planning and Information Meeting
MINUTES
January 20, 2010
TSC 336
11:00 a.m.

Executive Members Present: Doug Garrett, Taya Flores, Shannon Johnson, Matt Lovell, Steve Meacham, Joe Vande Merwe, Jenn Putnam
Executive Members Excused: Bill Jensen, Jr., Stephanie Hamblin, Stephanie Pettingill
Guest: Eric Worthen

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

1. **Meeting Minutes for October**
   Matt motioned to approve the minutes; seconded by Steve; approved unanimously

2. **General Business:**
   - **Meeting with President Albrecht on Friday, January 22, 9-10 a.m.**
     The leadership of PEA and CEA will meet with the President—please be there.

   - **Replacement for Eileen Campbell**
     Eileen is no longer at USU so Doug will look into the process for replacement according to the bylaws.

   - **UHESA Conference Call today at 1:30 p.m.**
     Doug will be there for the first part; Matt and his legislative committee plan to attend as UHESA Day at the Capitol is being discussed (February 4, 2010).

3. **Committee Reports:**
   a. **Parking: Stephanie Pettingill**
      Excused.

   b. **Scholarship/Endowment: Shannon**
      Application is ready to go. A separate email to the PEA Distribution list will be sent February 5. It will also be highlighted in the upcoming issue of the newsletter and possibly mentioned in the Statesman's Backburner. The due date is March 19th.

   c. **Legislative Committee: Matt**
      Matt would like to send an email to the PEA members about UHESA Day by January 29th. A final decision has not yet been made on recognizable apparel (i.e. t-shirts, pins, etc.). Matt is planning to meet with Michael Kennedy, VP of Government Relations, on Friday to discuss issues and key message points with legislators.
      Joe posts a list of legislative committee members once they are formed, along with a link from PEA to the legislature's website (with photos).

   d. **Professional Development: Taya**
      Ski night on Thursday, January 7th; 82 people confirmed and 53 people attended. Because of this, instead of raising funds for scholarships, we owe $260 (split with CEA). Three years previously, we opened up the discounted night to students and last year 106 people attended. It was discussed whether or not we should turn the night entirely over to Student Involvement. The committee talked about other options that may not be so limiting for people, and Taya agreed to check on the initial $500 deposit paid to Beaver Mountain.
      The annual luncheon will be held March 29; President Albrecht will be the keynote and Marla from HR will come spend a few minutes talking about employee benefits.
      After the meeting Taya schedule the Logan Aquatic Center exclusively for PEA and CEA on August 12.

e. Employee Health Benefits Committee: Steve

There are current training sessions being held on the new Retirement Health Care Savings Plan.
Development is underway for a benefits communication plan which would be a monthly communication to members highlighting a benefit at a time.
Discussion is taking place regarding the Wellness Program at USU and possible incentives to get more employees to participate, with incentives being equal to improvement level.
Reviewing a possible Health Advocate Plan: a program where you can get support and help with problems regarding your health. View at www.healthadvocate.com.

f. University Relations: Joe

Next newsletter is set to be released on February 19th. Please get content to Joe by February 12th.

g. Professional Relations: Stephanie Hamblin

Excused; later sent an email reporting that Tracy Sorenson was the PEA Employee of the Quarter. An award will be made later this month. We are still looking for nominations for the upcoming quarter.

h. Calendaring: Matt

No central meeting. Matt can update the master calendar for us. We only need to send him the information needing to be schedules.