

**Monthly Planning and Informational Meeting
Minutes
May 13, 2008**

Executive Members Present: Betsy Newman, Shauna Crane, Michelle Bogdan, Shannon Johnson, Marv Bennett, Victoria Dutson, Geoff Smith, Matt Lovell, Doug Garrett, Richard Jewkes

Executive Members Excused: April Barker-Jensen, Rob Barton, Stephanie Pettingill

The meeting was called to order at 11:03 am by Betsy Newman

1. Approved minutes for April

2. General Business: Betsy

- a. **PEA Elections:** 170 votes were calculated for this year's PEA Executive Committee positions. Incorporating the electronic ballot for elections was a success and this format will be used for future PEA elections. The committee discussed the need for increased institutional support for employees who volunteer to serve on the various PEA committees. Most institutions do not provide compensation for service. To encourage participation, the committee discussed educating PEA members on the non-monetary benefits of serving on PEA committees. The committee raised concerns regarding the current procedure for elections. Currently, the positions of President and Vice-president are put on the ballot in the middle of the terms and separate from other committee positions. The committee posed changing the by-laws. This will be an item for ongoing discussion as the new officers transition into their respective positions. The exiting executive committee members will connect with the new officers to pass on information and outline lessons learned by July. There will be a luncheon to take place on June 10 at 11:30 am to introduce the new executive officers and recognize the service of the outgoing committee members. The executive committee will meet prior to the luncheon.
- b. **Provosts Meeting:** A meeting has been scheduled with Vice Provost Fred Hunsaker and Provost Raymond Coward to discuss the process for determining merit this year. The committee's goal for this meeting is to understand the instructions given to departments for forwarding merit eligible names, the percentages available to professional, classified and faculty and how those percentages were derived. This meeting will take place on May 23rd at Old Main.
- c. **Mardyne Matthew HR:** The group continued discussion regarding background checks. Two points of concern brought forth by the committee involve liability and fiscal support. What will HR do with the information? What is the liability? Who will pay for the background checks? Mardyne reiterated this is still ongoing and that HR continues to be receptive to questions and concerns regarding this policy. New policy for background checks has been will be implemented by 2009.

3. Budget and Finance: Richard

4. Committee Reports

a. Scholarship/Endowment – Shannon

The PEA Scholarship Committee awarded four scholarships to undergraduate students and four to graduate students. The recipients and their photos will be posted on the PEA website. Out of the 21 applicants, two are currently donating to the PEA Scholarship fund. The committee discussed ideas for increased support of this fund. Shannon will bring donations cards to the next executive committee meeting.

b. Legislative Committee: Geoff

No news to report.

c. Professional Development: April and Victoria

The letters were mailed to sponsors thanking them for their donations for PEA luncheon.

d. University Relations: Rob (Matt)

Any topics to be included in the PEA Newsletter must be submitted today. Information regarding the scholarship recipients, PEA elections and the new publication schedule will be included.

e. Calendaring: Matt

No news to report.

f. Professional Relations: Doug (Betsy)

No news to report.

g. Employee Benefits Committee: Marv

No further meetings have taken place since the last PEA Executive Committee meeting. Future meetings will be called as needed. The group discussed the recent changes in health benefits for USU employees. If an employee is switching to the Health Savings Account, it is required they contact HR to schedule a meeting. An email will be sent out to all USU employees reminding them of the open house where a representative from ASI and Blue Cross Blue Shield will be available to answer any questions.

Meeting adjourned at 11:37 am.