# Monthly Planning and Information Meeting MINUTES October 21, 2009 TSC 336 11:00 a.m.

**Executive Members Present:** Doug Garrett, Taya Flores, Joe Vande Merwe, Shannon Johnson Stephanie Hamblin, Stephanie Pettingill, Bill Jensen, Jr.

Executive Members Excused: Jenn Putnam, Eileen Campbell

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

## 1. Meeting Minutes for August

Corrections to last month's minutes:

Bill Jensen, Jr. and Steve Meacham were present and Conna Meeker was not. Under #2 General Business the split payout of endowments should be over **24** months not 12.

Bill Jensen motioned to approve the amended September minutes. Steve Meacham second the motion, which passed unanimously.

#### 2. General Business:

## • UHESA Legislative Letter

No feedback since letter was sent.

#### • PEA Newsletter

Sent 10/25/2009

It was very nice to view & informative

http://www.usu.edu/pea/files/uploads/2009\_Fall\_PEA\_newsletter.pdf.

## • USU Campaign Update

Board of Trustees will focus on 1) budget reductions 2) new agriculture building and 3) CEU affiliation.

Trying to have budget reductions be as minimal as possible.

The decoupling for the agriculture building is almost in place and ground breaking may be as early as spring. *Side-note*: this will cause all those parking the lot west of the Business building to lose their places.

CEU affiliation moving forward. The House & the Senate supporters are looking for funding.

# • Last year Budget Reductions

Provost Coward announced that the 08-09 books have been closed. The 14.5 million dollar budget cut breaks out like this:

34% reduce or eliminate open positions

23% VSIP

18% reduction/ non-renewal contracts

13% revenue shift (E&G to nonE&G)

11% discretionary funds/personnel

## • This year Budget Reductions

Cut will be 13 million by June 2010 (FY11)

personnel will be reduced

8 million offset by new revenue (Oct. 19<sup>th</sup> President's State of the University Address)

Decisions will be made by December and we will move forward.

## • CEU Update

There are 6 committees facilitating the affiliation. We will be able to move forward as soon as legislature agrees.

# 3. **Budget and Finance: Eileen** – excused

Doug was asked to remind the PEA to submit their budget request.

## 4. Committee Reports:

# a. Parking: Stephanie Pettingill

No meeting, no report.

## b. Scholarship/Endowment: Shannon

Scholarship awards will have a different matrix this year. Points will be given if the PEA member donates, relationships with PEA member will be a factor (self, spouse, child, grandchild, etc.), financial need, letter of recommendation among other points. There will be a strong focus on goals in addition to GPA, number of credits and student status (under/grad).

A sample scholarship application will be email to PEA members for review and suggestions.

#### c. Legislative Committee: Matt

There are 2 volunteers for the Legislative Committee. They are moving forward and would like to get a few more volunteers with more legislative knowledge. Doug suggested contacting UHESA, they may be a great resource. Joe suggested contacting Michael Kennedy, Special Assistant to the President, Federal and State Relations.

#### d. Professional Development: Tava

Nothing to report. Need to know budget for luncheon after all other committee members have submitted their requested budgets.

# e. Employee Health Benefits Committee: Steve

No meeting.

Side note: November  $2^{nd}$  is the Health Fair. Plans are to have the H1N1 vaccination available at no cost.

#### f. University Relations: Joe

New PEA members will be contacted about the PEA organization.

The newsletter has been sent out.

# g. Professional Relations: Stephanie Hamblin

Our first PEA Employee award recipient will be honored on October 27 in the library at 2pm. There will be a little spotlight in the Herald Journal. We will be giving him a nice plaque with goodies from sponsors such as University Inn, the Bookstore and Parking.

Those that are nominated will remain in the pool for one calendar year. We need more nominees. The PEA Exec Council is encouraged to submit a nomination. On line form can be found at: http://www.usu.edu/pea/files/uploads/PEAAwardNomFillIn.pdf

One concern Bill brought up was nominators not being notified of their application status. The process has been updated which will provide feedback to those who submit nominations.

The next applicant review will be December 8.

## 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.