MONTHLY PLANNING & INFORMATIONAL MEETING
MEETING MINUTES

June 10, 2004
TSC Senate Chamber Rm 336

Executive Members Present: Eugene Higham, Marsha Howell, Jay Greene, Betsy Newman, Stacie Gomm, Liz Allred Teresa McKnight, and Debra Parrish

Executive Members not Present: Bryan Earl, Rory Weaver, Miriam Cajal, Dale Smith, LuAnn Parkinson.

Other Professional Employees Present: (New Committee Members) Rob Barton, Kevin Reeve, Dave Petersen,

1. **Review of June Meeting Minutes** – Jay Greene
   Marsha moved to approve. Gene seconded. None opposed. Meeting minutes stand.

General Business –

- Jay introduced Dave Petersen as the new chair of the Professional Development Committee. Everyone approved this move and thank Dave for accepting the position.

- We will meet July 8th at Noon in the Purchasing Conference Room. Senate Chambers not available.

- Gene announced that the Summer Quarter Professional Employee Awards went to April Barker and Ryan Merrill.

- Jay passed the gavel to Marsha. We appreciate so much what Jay has done for the PEA. Marsha has asked Jay to continue with doing the PEA accounting. Jay has accepted. P-cards will be issued for PEA purchases. (If you need one and haven't talked to Marsha, let her know your know.) Jay will get filing cabinet and boxes to Marsha. Board of Trustees meeting will be in August. First report for Marsha to provide.

- Bryan asked to be excused. He reported that there was nothing new from the Parking Committee.

- Rob reported that he is working on the web page. He would like to do a newsletter and asked for information. Betsy suggested that we track how many hits we get on the web page. Need to use principle of "mirror story" to get out of PEA what you put in. What does PEA do for you? – What do you do for PEA? Talked about costs. Marsha wants to do a letter prior to the November meeting.

- Liz accepted the position of Chair of the Legislative Committee. Debra offered to help. If you know of anyone else, contact Liz.

All adjourned to attend Brown Bag lunch.