Monthly Planning and Information Meeting
MINUTES
September 20, 2011
TSC Senate Chambers
2:00 pm

Executive Members Present: Tonya Davis, Carl Ellsworth, Stephanie Hamblin, Melanie Ivans, Bill Jensen, Chuck Kimber, Matt Lovell, Kathy McConkie, Melissa Scheaffer, Craig Whyte

Executive Members Excused: Danene Dustin, Lisa Leishmn, Steve Mecham, Conna Meeker

1. General Business: Bill Jensen
   a. Discussion was had to decide on future meeting dates and times. It was decided that PEA will meet on the first Monday of each month at noon in TSC Senate Chambers (Location to be confirmed)

   b. At the last Benefits Advisory Board???? Meeting a discussion was had regarding eliminating the short term disability benefit. Members of the committee expressed particular concern to how this might affect mother's taking maternity leave. Bill will report back that this is a major concern and that other alternatives should be visited with regard to funding the department expense of this benefit. This led to another suggestion for Bill/Steve to take back: request to review a plan for donating sick leave.

2. Budget and Finance: Kathy McKonkie
   a. There is currently $10,416.05 in the endowment account and $1614.41 in the operating account.

3. Committee Reports:
   a. Parking: Chuck Kimber
      CVTD is in the process of conducting a wide variety of surveys. They have a particular interest in working closely with USU as 60%+ of their ridership comes from USU employees and students

   b. Scholarship/Endowment: Tonya Davis
      Tonya will forward the scholarship winners to Carl for publication on the website. She will also be sending out a Thank You email to all scholarship donors. Stephanie agreed to get a list of new professional employees from Human Resources so that Bill and Tonya can distribute Welcome Packets from the PEA to them.

   c. Legislative Committee: Danene Dustin
      Excused

d. Professional Development: Melissa Scheaffer
The PEA/CEA Swim night was once again a success. This year we doubled attendance earning $520.00 to be split equally between the two organizations. The total number attending Swim Night was 505 with 74 faculty, 212 PEA, 205 CEA, and 14 "other." Melissa will reserve the pool in January in anticipation of next year's event.

VP Cowley has tentatively offered to host the PEA Luncheon this year. Bill will confirm with him prior to our next meeting. There was some discussion about the date and number of PEA employees the ballroom can accommodate. It is expected that if this is a hosted event we will have higher than normal attendance. The President is only available on April 16th. This year we will probably use an RSVP method up to 640 persons. Melissa asked Craig to consider inviting an Alum of Utah State to come and speak.

e. Employee Benefits Advisor Board: Steve Meacham
(see note under General Business)

f. University Relations: Carl Ellsworth
Carl updated the website with the current executive members. Please have any newsletter items to him by October 3.

g. Professional Relations: Melanie Ivans
Melanie mentioned that she is looking for an individual to serve on her Committee. She is also looking for nominations for consideration of Employee of the Quarter.

h. Calendaring: Matt Lovell
A new summer calendar has been approved. There will be a 4-week May session and a 7-week Summer Session. See attachments.