

**Monthly Planning and Information Meeting**  
**MINUTES**  
**August 10, 2010**  
**Controller's Conference Room**  
**1:00 p.m.**

**Executive Members Present:** Betsy Beardall, Tonya Davis, Bill Jensen, Jr., Chuck Kimber, Lisa Leishman, Jenn Putnam

**Executive Members Excused:** Carl Ellsworth, Doug Garrett, JanaLee Johnson, Steve Mecham, Melissa Scheaffer

The meeting was called to order at 1:00 p.m. by Lisa Leishman.

**1. Meeting Minutes for May**

Bill Jensen motioned to approve the minutes; Betsy Beardall seconded; unanimously approved (once Steve's last name is corrected—sorry Steve ☺.)

**2. General Business: Lisa**

**a. Utah High Education Staff Association (UHESA) update (Bill)**

UHESA is made up of representatives from all intuitional staff organizations across the state. Bill attended the annual conference and will now be the Legislative Chair for the state. One goal is to have a united front for legislative issues and any addresses made to legislators. Another item being discussed is the number of staff organizations at each institution—some have separate organizations for classified and professional employees and others have one large staff organization. The UHESA group is evaluating what all of the groups do on each campus. UVU shared that their organization has really pushed for more staff recognition, which has helped. The other institutions liked USU's scholarship program—we are the only institution who has the program attached to our staff organizations. Funding models for budgets is also being explored—some institutions charge per person and some have a centrally-funded amount to work with.

**b. Involvement of PEA members from RCDE**

There are around 900 PEA members and around 30 work in RCDE. Discussion has taken place about having representation on the executive committee for RCDE—further discussion will also take place as decisions are made about CEU's organizations and whether or not to combine. Should we broadcast meetings in the future?

**c. Direction and goals for the committee**

-PEA will be partnering with CEA to meet monthly with Dave Cowley, VP for Business & Finance to address staff concerns.

-Welcome Packets: CEA is hand-delivering packets to new employees monthly to welcome them, meet them in-person, explain the association, and introduce scholarship opportunities. PEA used to hand-deliver packets and then went to a letter because of time constraints. Everyone agreed packets would be a better option and could include a dining card, bookstore coupons, parking tokens...and we could also check with the University Inn about something as well. Carl is over University Relations and could head this up—Chuck confirmed that he is available for such an assignment. Everyone on the committee agreed to contribute two hours each year to deliver packets.

-Lisa will do a President's Message in the September Newsletter letting employees know that PEA is a voice for them.

**3. Budget and Finance: Betsy**

July 1 annual budget: \$2,000

Let Betsy know if you want to spend any money. We are expecting \$160 for recognition plaques; \$100 for elections; \$250 for the aquatic center; \$100 for UHESA dues. Currently the endowment balance is \$30,696; \$12,868 in the spendable.

#### **4. Committee Reports:**

##### **a. Parking: Chuck Kimber**

No meetings scheduled yet—it is a “meet as needed” committee so Chuck will keep us posted.

##### **b. Scholarship/Endowment: Tonya Davis**

Tonya has received one inquiry about allowing a nephew to be considered. Should we expand the requirements to include extended family members? Should we inquire whether the employee is financially responsible for that family member? Scholarships are meant to benefit professional employees. The committee voted to continue as currently awarded and not to expand requirements.

##### **c. Legislative Committee: Matt**

Matt emailed all of the RCDE employees to request help and increase our ability to connect with legislators. He had a few respond and agreed it was a good idea to have someone from the legislator’s voting area approach them about the talking points and issues as determined by UHESA and USU. Everyone agreed it was helpful to have brochures with name and photos so you recognized your own representatives and senators. UHESA will plan on sending a letter again at the beginning of the legislative session encouraging members to attend. Please let Matt know if you plan to attend.

##### **d. Professional Development: Melissa Scheaffer (excused)**

Swim night is Thursday, August 12, 7:30 – 9:30 p.m. Please arrive at 7:15 to help collect donations—remember it is the Cache County Fair so parking will be a challenge. Suggested pricing is \$1 per person; \$2 per couple; \$5 per family. We will check to see if Carl can send out an email reminder about the event.

##### **e. Employee Health Benefits Committee: Steve Mecham (excused)**

##### **f. University Relations: Carl Ellsworth (excused)**

##### **g. Professional Relations: JanaLee Johnson (excused)**

##### **h. Calendaring: Matt**

#### **5. Other:**

Next meeting will be Tuesday, September 14, at 1 p.m. in the TSC Senate Chambers (third floor).