

Monthly Planning and Information Meeting
MINUTES
May 10, 2011
TSC Room 220
1:00 p.m.

Executive Members Present: Betsy Beardall, Tonya Davis, Carl Ellsworth, Bill Jensen, Jr., Chuck Kimber, Lisa Leishman, Steve Mecham, Matt Lovell, Jenn Putnam, Melissa Scheaffer

Executive Members Excused: Melanie Ivans, Doug Garrett

1. Meeting Minutes for April

Steve motioned to approve the minutes and Melissa seconded the motion. All were in favor of the minutes being approved.

2. General Business: Lisa and Bill

a. THANK YOU!

Lisa thanked everyone for their service this past year. A lot has been accomplished and she wanted everyone to know how much she appreciated their time and efforts.

b. Elections: Bill

There were 234 PEA members who voted (approximately 25%). Many thanks to Bill for all of his hard work! The following people were elected and have accepted their respective positions. A record of final results will be included with the minutes.

Vice President/President-Elect: Craig Whyte
Secretary: Stephanie Hamblin
Treasurer: Kathy McConkie
Legislative Liaison: Danene Dustin
By-Law Change: Approved (204; only 18 disapproved)

Carl will post the announcement and include a short bio from each of the newly elected members. We will plan to meet with the new group at our final luncheon, scheduled for June 7 at 12 p.m. Lisa will work on a location and menu, as well as the recognition plaques for the outgoing members.

3. Budget and Finance: Betsy

There is currently \$784 in our account. Upcoming expenses are the plaques for outgoing committee members and the final luncheon of the year to be held on June 7.

4. Committee Reports:

a. Parking: Chuck Kimber

Nothing new to report.

b. Scholarship/Endowment: Tonya Davis

There were not as many applicants this year compared to past years. However, those who applied were very deserving. The committee awarded 3 graduate students \$900 each for the year and 5 undergraduate students \$700 each. Special thanks to Carl for all of his help. All of the recipients have been notified. They must accept the scholarship via email as well as provide a photo and a brief statement of thanks to all of the donors, which will be posted on the PEA website.

Steve and Lisa will deliver Welcome Packets to new PEA Employees. There were approximately 20 new hires between November and February. The committee agreed that delivering packets once per quarter would suffice.

c. Legislative Committee: Matt

Nothing new to report.

d. Professional Development: Melissa Scheaffer

There will be a Brown Bag on May 24 at 12 p.m. in Library 154. The location will allow us to broadcast to the RCDE locations and videotape it so we can post it on the PEA, CEA, and HR websites. The speaker will be Steve Nieleman(?) from Health Equity. He will be discussing the High Deductible Insurance Option and Health Savings Account. Lisa will include a short testimonial about the benefits of the Health Savings Account that could potentially be included in advertising, as well as the upcoming email to all members.

Melissa requested that all committee members keep their eyes and ears open for potential speakers for the annual luncheon next March. If you see someone motivational, please forward a name to Melissa.

e. Employee Health Benefits Committee: Steve Mecham

Open Enrollment is now taking place through June 15. It will be a hard deadline this year, so get the word out and submit any changes ASAP. Due to recent changes in healthcare reform, married children can now remain on your insurance until they are 26. The Student Health and Wellness Center will be open to USU staff and faculty this summer. You can make an appointment between 8:30-10:00 a.m. or 5:00-6:00 p.m., Monday-Friday. There is a \$25 co-pay.

Steve will follow-up with HR regarding discrepancies brought up about the High Deductible Option. The information on the website summary and in the detailed plan were not the same—clarification was requested on whether or not the deductible would count toward the out-of-pocket maximum?

f. University Relations: Carl Ellsworth

The website has been updated with the new University template.

g. Professional Relations: Melanie Ivans (excused)

Questions were raised regarding the review and selection process: how long are nominations left in the pool for continued consideration? The committee recommended that any nominations should remain in the consideration pool for one year from the time they are initially submitted. Immediate follow-up will take place with all those who nominated someone who wasn't selected for that quarter as a reminder that their nomination will remain in the pool for the next quarter until a year has expired. Carl will see that this is clarified on the website so those making submissions will know they do not need to continue nominating the same person each quarter for up to one year. All nominations will also be routed to pea@usu.edu to avoid negligence when positions and people change in future years.

h. Calendaring: Matt

The 2014-15 calendar has been approved.

5. Other:

Next meeting will be Tuesday, June 7 at 12 p.m. in the TSC (to be determined for the luncheon).