

## PEA Executive Committee Meeting Minutes 3 October 2011

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Attending: Bill Jensen, Kathy McConkie, Tonya Davis, Danene Dustin, Steve Mecham, Matt Lovell  
Excused: Lisa, Stephanie, Melissa

1. Welcome - Bill Jensen

2. Approval of Minutes

Because there was not a quorum, the minutes from the September meeting were not approved. That will be done in November's meeting.

3. Next Meeting

The next meeting is scheduled for Monday, 7 November, 12pm. Steve, Craig and Kathy will be gone. Stephanie will be asked to find out if this is a good day to meet for everyone else.

4. General Business – Bill Jensen

Conna Meeker, who serves on the IT Users Advisory Committee, is halfway retired (only works four hours a day) and has indicated that she would like to be replaced on the committee. This is an appointed position, not an elected one, and Bill asked if anyone had an idea of someone who could finish Conna's term. Matt Lovell volunteered to do it but said that is there was someone else who would be willing and able to allow them to serve.

PEA Banner: We would like to get a PEA banner, freestanding, that can be used at various events. Kathy will work with PDP to see get one designed and printed for a reasonable amount (~\$100?). Bill will check with CEA to see if they would like one as well.

5. Business and Finance – Kathy McConkie

Bill is going to request that the residual from last fiscal year be carried forward into this fiscal year.

6. Scholarship/Endowment – Tonya Davis

Tonya is going to have Carl feature this year's scholarship recipients in the newsletter.

She is also working on a thank you note to all donators.

She will have the packets ready for new employees by November's meeting, and members of the executive committee volunteered to take them around to the new employees (Steve, Craig, Bill, Danene, Kathy, and Lisa - Steve volunteered Lisa ☺). The list of new employees will be generated by Stephanie.

7. Legislative Committee – Danene Dustin

Bill is the USU legislative representative and participates in a monthly phone conference call. He will include Danene in the next conference call.

Bill said that this is the time of year that our PEA members should be contacting their legislators with regard to any issues (such as salary increases). This is not their busy time and the legislators will have more time to listen.

Danene will be setting up her committee and will be looking for volunteers, including staff in RCDE. She will ask for volunteers in the upcoming newsletter.

Bill said that we should have only two to three talking points for the legislators.

- Benefits
- Raises
- ?? (need suggestions)

The day at the capitol has not yet been set. We are waiting for UHESA to make that decision. They should know sometime in November or December.

#### 8. Employee Health Benefits Committee – Steve Mecham

Steve reported that the last benefits committee meeting was cancelled.

Bill will talk to Dave Cowley about dropping short-term insurance. The committee feels that it targets a specific population, young mothers, and this isn't the right message for the university to be sending. Our two options: 1) Keep as is, or 2) Have employees pay the premium.

#### 9. Calendaring – Matt Lovell

Matt reported that calendaring is almost over. He said that it looks like the change for summer semester will go forward.

He will be meeting next spring at which time they will be planning for 2015.