Monthly Planning and Information Meeting
MINUTES
March 8, 2011
TSC Room 220
1:00 p.m.

Executive Members Present: Betsy Beardall, Tonya Davis, Carl Ellsworth, Bill Jensen, Jr., Lisa Leishman, Steve Mecham

Executive Members Excused: Chuck Kimber, Jenn Putnam, Doug Garrett, Melissa Scheaffer, Matt Lovell, Melanie Ivans

1. **Meeting Minutes for February**
   Minutes were not available

2. **General Business: Lisa**
   a. **Proposed Changes to the By-Laws**
      Proposed changes to the by-laws: Change President role to President elect and Vice President to President elect. Betsy motioned to change section 3 to say "past president and the president elect shall succeed to the position of president" and to change the terms for past president, president, and president elect to one year terms each. The benefits advisory chair position will be a three year term. Carl seconded the motion, all in favor. Carl motioned that representative of university committees to be voting members. Bill seconded the motion, all in favor.

   b. **Board of Trustees Report**
      Several announcements and reminders were presented to the Board at their last meeting from PEA/CEA including: PEA Awards, newly-selected Professional Relations Chair, welcome packets, UHESA Day at the Capitol, Benefits Advisory Committee, PEA/CEA Brown Bag, and other upcoming events.
   c. **Job Classification Project**
      Feedback has been received from numerous employees on campus regarding the recent HR project: employees are afraid of being fired; supervisors said the survey took too much time to fill out; timing was poor; people think they are going to be reclassified and paid less; budget cuts are looming and morale is low; outcomes must be shared and distributed – people need to see results.

3. **Budget and Finance: Betsy**
   No new expenses to cover. In the middle of getting OCE's processed for the PEA luncheon.

4. **Committee Reports:**
   a. **Parking: Chuck Kimber (excused)**

   b. **Scholarship/Endowment: Tonya Davis**
      Scholarship deadline is coming up. We need to announce it at the PEA Luncheon and create a "thank you" card for donors to the PEA Scholarship.

   c. **Legislative Committee: Matt (excused)**

   d. **Professional Development: Melissa Scheaffer (excused)**
      The annual luncheon will be on March 15 (Tuesday). Thanks to everyone for their help!

Swim Night is scheduled for August 3.

e. **Employee Health Benefits Committee: Steve Mecham**
No recent meetings. Please remind everyone that open enrollment is coming up.

f. **University Relations: Carl Ellsworth**
Items for the upcoming newsletter: Employee of the Quarter, scholarship deadline, PEA Luncheon, elections, swim night, open enrollment for benefits.

g. **Professional Relations: Melanie Ivans (excused)**

h. **Calendaring: Matt (excused)**

5. **Other:**
Next meeting will be Tuesday, April 12, at 1 p.m. in the TSC Senate Chambers (third floor).