PEA Executive Committee
Meeting Minutes
For
October 14, 2004

Members Present: Shauna Crane, Stacie Gomm, Rob Barton, Marsha Howell, Dave Petersen, Betsy Newman, Bryan Earl, Kevin Reeve, Liz Allred, and Debra Parrish.

Members Excused: Jay Greene, Kelly Olsen

Other PEA Members present: Matt Lovell, Marla Boyer

1. Meeting minutes were reviewed and approved by Rob. Seconded by Betsy. All approved with no changes.

2. Stacie presented information on Calendaring Committee. Copies of 2006 and 2007 calendars submitted are attached to meeting minutes. Extra days at Christmas not up to committee to include.

3- Committee Reports-

- **Scholarship Committee: Betsy**

  Betsy reported that Bryan finalized solicitation letter. It will be sent by email. Donators will be able to finish online. Contributions will be on secure server. Betsy will make a verbal call to confirm contribution. She will also send a Thank you card. She will have something at each place for the November banquet also.

- Betsy also reported on HR Ad-Hoc Committee. They are not going to reinvent the Performance Review. They are looking for suggestions and concerns. Some of our suggestions were:
  - Do away with ranking - we restrict ourselves with forms. Need to provide simples guidelines. 1. Job responsibilities. 2. Place for Employee to write what they want. 3. Place for Supervisor. 4. Goals to achieve within the Department.
  - Discussions with supervisors should be happening more often than once a year.
  - Make sure that whatever is decided that President and Provost launch the proposal.
  - HR needs to share research they have collected.
  - More needs to be done to make sure supervisors are trained. Many faculty supervisors are not interested. HR is trying to do more training for supervisors. A lot do not realize that they need the training. Will need to be required by all.
  - Staff feedback on supervisors not qualified needs to be followed up on.
  - Need to have clear information on rankings - what it means exactly.

  Any more suggestions needed to be sent to Betsy before Wed the 20th.

- **Parking Committee:** Bryan reported on the new parking terrace. It will have 602 stalls, 300 for students, 100 for faculty and the A2 parking that was lost in the new construction. Some of the stalls will be available next fall. Night shuttle has been shut back from 5-9 to 5-7 pm. Parking is working on a new resolution concerning state vehicles. Have to have a special permit. Bryan received a preliminary copy of resolution. (attached)

- **Professional Development: Dave**
  Dave presented the agenda for the conference and Banquet. The committee will be sending a letter to Dept Heads and Deans asking for support in cost and allowing attendance. There will not be a cost for the mini workshops, only the banquet. Dave said that they may need some dollars to subsidize the banquet. He turned in a receipt for expenses to Marsha for the Brown Bag. They will have people around campus available to be able to purchase tickets.

  Dave also asked if it was possible to change the time of the PEA Executive Meeting. Have it earlier in the day. Some discussion concerning times others could be available because of teaching schedules. Possibly of starting as early as 9 or 10 or 11. Debra to check on room availability. Next executive meeting to be on Nov 4th at noon in TSC Rm 336.

- **Professional Relations: Kevin**
  Kevin will not be present for Nov 11th , he will have Kelly present the Professional Employee of Qtr. Last award was to Evelyn Lee, but she has retired.

  Kevin was appointed to the search committee for the Vice President for Information Technology to find a replacement for Barbara White. He will be real busy with the search committee. There are several professional employees on the committee. They hope to have someone on by Jan 1st.

- **University Relations: Rob and Shauna**
  The web page is great and feedback on newsletter is good. Want to make sure that information is getting to the outlying areas.
  Question was raised on results of Brown Bag with Terry Hodges. Should there be something put in the newsletter. Consensus of group was that there was no reason presented to combine the two. No benefits to either group. Shauna and Marsha will have something put in her information in the newsletter.
  Shauna to post information on "Meet the Candidates" at the Whittier Center on Oct 25th 7:00 pm.

- **Legislative News: Liz**
  Liz will have information on candidates running to be posted to newsletter going out on Nov 1st
  Liz will arrange to have the candidates that were elected in Nov to PEA/CEA Brown Bag in Dec. Encourage attendees to ask "kind" questions. If you have questions that you want asked get them to Liz. She will have them talk about the challenges for Higher Ed and their goals and funding.

- **Health & Benefits**: Concern was expressed that information had come that the Faculty Senate was soon going to vote on allowing live-in couples to be included on our insurance, yet Marsha has not been notified of any meetings of the Health & Benefits committee. She will follow-up on that.

Remember to go to the Diversity Awards on Tuesday, Nov 2, 9-10:30 in the ECC Auditorium. Liz will be given an award.

Meeting adjourned.