

Monthly Planning and Information Meeting
MINUTES
February 17, 2010
TSC 336
11:00 a.m.

Executive Members Present: Doug Garrett, Taya Flores, Stephanie Hamblin, Bill Jensen, Jr., Shannon Johnson, Matt Lovell, Steve Meacham, Stephanie Pettingill, Joe Vande Merwe, Jenn Putnam

Executive Members Excused:

Guest: Betsy Beardall, BrandE Faupell

The meeting was called to order at 11:00 a.m. by Doug Garrett.

1. Meeting Minutes for January

Joe motioned to approve the minutes; seconded by Steve; approved unanimously

2. General Business:

• **HR Policy Discussion (BrandE)**

BrandE gave presentation on some of the proposed HR policy changes. Minor changes were suggested for FMLA, Military Leave, Annual Leave, Long Term Disability, Disciplinary Procedures, Applicant Information, Termination, and Appointment of Opportunity. Members were provided copies of the proposed changes ahead of time (see attachment for reference). Many of the changes were required to maintain compliance with federal regulations; and a few were proposed in light of the enhanced partnership with CEU effective July 1, 2010. There were very few questions and the committee agreed to let BrandE or Marla know if any concerns were raised.

• **Luncheon with VP Cowley and BrandE Faupell**

Thank you to all who were able to attend the luncheon meeting. Leadership from both CEA and PEA were brought together for discussion. Items included the culture of USU as well as within CEA and PEA, combining CEA and PEA into one staff organization, distinctions between the two groups, etc. Doug volunteered to send a follow-up email to VP Cowley and BrandE to reiterate issues with a potential combining of the two groups and further outline the benefits provided by having both. Matt offered to research which other schools currently have two separate organizations and Stephanie, Jenn and Stephanie will do some research on previous years the discussion was brought up.

• **Replacement for Eileen Campbell**

Betsy Beardall was in attendance at the meeting and accepted the unanimous appointment as Budget and Finance Committee Chair. Executive members are encouraged to re-submit their proposed budgets to Eileen ASAP so plans for the PEA luncheon can move forward. Thank you, Betsy!!

3. Committee Reports:

a. Parking: Stephanie Pettingill

There are a few proposed changes being reviewed:

- switching the lot in front of the TSC to the Gold Lot east of Industrial Science to create less traffic jams in and out of the terrace and the cross walks—it would provide more parking stalls for students and the premium would be lowered to compensate for the added distance;
- taking out the Gold Lot on the other side of the Business building;
- charging \$5 in the terrace and/or B Lot for athletic events;
- extending the hours of the parking terrace beyond 9:30 p.m.

b. Scholarship/Endowment: Shannon

Joe sent the email announcement out—twice. Thanks for the 110% effort ☺ Matt and Taya volunteered to help on the committee if necessary. The due date for the application is March 19th.

c. Legislative Committee: Matt

Steve forwarded the retirement legislation: proposing 1% per year, so if you work 35 years, you would get 35% of your salary. They are also proposing that state employees would not be able to retire and then get rehired in the public sector in Utah.

UHESA suggested following up with the legislators visited with via email. Doug mentioned he will be following up with a few and encouraged others to do the same.

d. Professional Development: Taya

Just remember the PEA Luncheon on March 29!!

e. Employee Health Benefits Committee: Steve

Steve wasn't able to attend the EBAB meeting but will get the information from Marla and report back next month.

f. University Relations: Joe

Newsletter content is due February 19th.

g. Professional Relations: Stephanie Hamblin

Tracy Sorenson was the PEA Employee of the Quarter and was completely surprised in staff meeting. So far there are 3 nominees for the 3rd quarter. Nominations are due March 10. All 3 quarter winners will be recognized on the luncheon program on March 29. A question was raised about whether or not President Albrecht also awards an employee of the year award? And should we forward our 3 quarter finalists to HR for the employee of the year?

h. Calendaring: Matt

Matt was unable to attend because of UHESA Day at the Capitol. The 2013 calendar was discussed and the holidays were tweaked slightly. More info to come.