Minutes
CEA Executive Board
TSC Room 225
December 7th – 11:00 a.m.

Call to order and approve minutes Jill

Minutes will be approved next month.

Glenn Ford presented a review of early retirement benefits and changes to the policy. There has been a rule change formerly the policy was under GASB 47. New policy is GASB 45 that will become effective July 1, 2007.

Early Retirement policy currently states that this is a benefit. This will be changed and be stated that Early Retirement is available. This will remove the fiscal responsibility of having the “benefit” of early retirement having to be budgeted and forecast out for 30 years as a financial obligation under the new rule change of GASB 45. The new wording will allow the early retirement to be paid for by the University on a “pay as you go” system. Early retirement will still be available but there will be an obligation of administrative approval for employees wishing to participate in this program. Questions were asked what level administrative approval would be required. Mr. Ford will review this question. They will plan on keeping policy and procedure separate so that any changes in how the policy is enforced will not need to go to the Board of Regents every time we adjust how the procedures are carried out.

I. Committee Reports & Assignments

Salary and Benefits Deb
Deb has a meeting on the 12th to meet with the shared leave committee to discuss implementation of shared leave.

Employee Enhancement Jen Archibald
Jill - There used to be a legislative forum at the beginning of the year. Judy Neilson is the legislative liaison. We may be able to schedule a forum at the end of the session in March or April. UHESA day is Feb 4th or 5th. As a group they are planning on a request to the legislature of a 4% salary increase. They are also planning on requesting that health funds continue to be funded separately and to discuss how to eliminate future loss of contract positions as employees leave the University.

Employee Relations Shannon
Shannon thanked administrators present for follow-up on the for the 2 days the President granted as holidays during the Christmas break.
Scholarships  Dorothy
No scholarship information to report this month.

Employee Recognition  Maren & Suzanne
We need to award the 2nd quarter employee. We will let them know when the award will be presented. Potential opportunities would be during the next employee forum. They recontacted existing candidates and had a strong pool and will be able to select from the current pool of candidates.

Media & Public Relations  Amy
They are working on the next newsletter. They plan on publishing after the UHESA meeting, sometime in February. They would like a full-time person dedicated to updating the website. Enid will take that responsibility for now and see if it is a good fit with current responsibilities. She will work with the USU webmaster to get the new page set up on the current USU template. Vote was taken whether we should change the site to this new template. It was unanimously approved. Surveys sent to employees suggested pictures of employees be published on newsletters and ballots etc. Board members will send pictures to Amy before the next board meeting or have pictures taken for use in publication. We will work on spotlighting board members so CEA members become more familiar with the board. The next brown bag forum may possibly be scheduled in the ballroom. We will work to have it advertised in Utah State Today and on the USU calendar that is online.

II. Survey Results

Results were presented from survey. Jill commented on the responses. Employees prefer to keep the Annual awards as they are. There was significant approval of a shared leave policy. Most members receive newsletters and information and are generally pleased with the information they receive. Ability to attend forums and CEA week was influenced by lack of interest and inability to leave job responsibilities.

III. Beaver Mountain Ski Night

Ski night is scheduled for January 11th. An announcement will be sent by email to employees. Flyers will be distributed to departments.

IV. Budget – Pat was unable to attend so this agenda item was tabled.

V. Calendar (working with schools)
Shannon discussed this with Sydney Peterson. They have not been able to come to a satisfactory coordination because the University schedules their time-tables years in advance and schools do theirs yearly.

VI. UHESA – Meeting will be February 4th or 5th.
VII. Other:
The President’s Christmas reception is scheduled for Dec 11th at 4:00 p.m. The Wellness program has been tabled until they can get more information about equipment and location. Weber State has a program in place that runs very well. 55% of employees participate in their Wellness program.

Motion to adjourn; Karen Hoffman, Amy Brazier seconded.

Meeting was adjourned.

Next Meeting: Thursday, January 4th