Minutes
CEA Executive Board
TSC Room 225
September 7th - 11:00 a.m.

Call to order & approve minutes  Jill
Motion:    2nd:  Jill

A quorum was not present but two corrections were added for last months minutes. In attendance should have been Karen “Hoffman” – not Karen “Low” and “CEA engaging is” should be replaced with “CEA engaging in” on the second page, second paragraph.

I. Committee Reports & Assignments

Salary & Benefits:    Deb
Discussion with Controller
Deb visited with the Controller and he was supportive of the proposal of leave donations if a majority of the employees supported the idea. He presented the idea to a meeting of University Directors and there was concern of the cost of leave being lost and lack of replacement personnel if employees who were out sick used this program. He talked to Deb and she explained that an employee would only be able to use the program once they had exhausted all of their personal annual leave and sick leave and that after the designated time they would be placed on short-term or long-term disability according to code. She reinforced that employers would not recoup costs or employee’s time for this but they also would not be losing any additional time, since the employee would be off from work, whether they were on paid leave or not. This would be a program to boost morale for employees. There would be limits on how much leave any one employee could donate and strict policies on who could receive these benefits. They would only be able to receive this shared leave in case of medical need.

Employee Enhancement:   Lisa
Future Brown Bags
Discussed other forums for Brown Bags, possible topics included: Research on campus, Athletics (changes w/WAC status), Fair Labor Standard Act from HR, USTAR, Cooperative Education or Extension, Financial planning (done before but well received) by Jean Lown.

Employee Relations:    Shannon
Shannon is working on rewriting the code for the Grievance policy. Questioned whether email could be sent to department heads, deans, etc. regarding the nominations for employee of the quarter since those are the people who usually nominate the employees. Maren said that she had already set this up and would continue to notify administrators of the nomination process.

Scholarships:     Dorothy
Discussed the CEA Breakfast fundraiser for Scholarships. It will be held earlier in the day, at 7:30. The timing at the end of June didn’t seem to be a problem.
Employee Recognition  Maren & Suzanne
Proposed we ask employees if they would prefer having four quarterly employees of the year and then a yearly employee of the year being chosen from those four – or recognizing all 4 employees equally at the CEA luncheon at the end of the year. Maren would verify if the President’s office would be willing to split the once yearly award amongst all 4 recipients if the employees chose not to have a yearly employee of the year.

Media & Public Relations:  Amy
Newsletter

Plans are in place for a newsletter to go out in October. If the Employee of the Quarter is recognized by then that will be announced in the newsletter along with the employee questionnaire. (See below)

II. UHESA Conference  Jill & Karen
Karen and Jill attended the Utah Higher Education Staff Association (UHESA) conference at Weber State. All Public Universities Staff Associations Presidents are invited, including classified, professional and faculty (Some University Associations are organized differently than USU). Next year the event will be held at USU. Discussed options on where to hold the event included possibly the Bear Lake Training Center or the Conference room in the Business Building on the 9th Floor (because of the view). The meeting would be held in August so attendees could stay in Dorms. It is a 1 1/2 day meeting with one overnight stay. They enjoyed the dormitory evening and felt it contributed to the shared experiences of the event. Suggestions for when it is held here were solicited for speakers. At Weber State they had inspirational as well as informational speakers. The University President was present at the beginning and welcomed the Association to their campus. They also discussed the possibility of having participants receive Cache Valley baskets (items from Blue Bird Candy [Aggie bars], Gossner Cheese, Ice cream coupons from Aggie Ice Cream, Pepperidge Farm cookies, etc.) Also different universities brought shirts representing different colleges and these were given out as door prizes. It was a good way to talk about the different colleges on each campus.

III. Other

Employee input will be requested on the newsletter for the following items:

1. Proposal for shared annual leave for medical – yes or no
2. CEA Week – suggestions for improvement
3. Brown Bag lunches – suggestions for topics for forums
4. CEA Awards - Quarterly employees recognized or stay with current system of Yearly employee being chosen from quarterly employees.
5. Newsletter, Email and Website

Questions will be returned to Enid Kelley at UMC 5210.

Meeting Adjourned.

Next Meeting: Thursday, October 5th