CEA Board Meeting Agenda
TSC Room 225B
April 2, 2008

Conducting Meeting – President Karen Hoffman

In attendance: Karen Hoffman, Pat Anderson, Craig Miller, Maren Seamons, Heidi Harris, Enid Kelley, BrandE Faupell, Dave Cowley

Approval of Minutes
Quorum was not available, so minutes were not approved

Tuition Benefits & Leave - Dave Cowley

The new policy for a criminal background check was briefly discussed. Legislation passed in 2007 requires the entire system of higher education to have a background check system in place. Each agency was required to write their own policy.

Tuition benefits – New policy is being proposed that graduate courses taken by employees can be tax-exempt instead of taxed as they currently are. Undergraduate courses already meet this policy. IRS regulations restrict the amount of tax-exemption to $5250 benefit, but our tuition at this point does not exceed that limit.

A new process will be put in place so that employees are aware of the new graduate tax-exemption - The application will be online – employees will need to apply every semester for registration approval now to ensure the University meets IRS regulations. The policy will be effective Fall 2008.

Spouses of all employees will now qualify for immediate educational benefits, in the past, only Professional employee spouses were given immediate educational benefits.

Committee Reports & Assignments

Salary & Benefits: Kevin Johnson, they will begin putting information about benefits in each newsletter.

Employee Relations Michelle Wilson, not in attendance

Employee Recognition Maren Seamons & Suzanne Thorpe – will meet next week to start requesting donations.

Employee Enhancement Annette Rindlisbacher, not in attendance

Media & Public Relations Jennifer Hoppie, not in attendance

Scholarships Pat Anderson – they will continue to ask for more applications
CEA Week – Craig Miller – It would be good to have more teams for the CEA Basketball Tournament. – There are 2 Facilities maintenance teams and one Facilities team. It was recommended that we can we add hourly or PEA members as long as there are at least 3 CEA members on the team. We may look at seeing if there are other sports that members would like to compete in during CEA week. The gym is reserved for the third week in May – Tue, Wed, Thur. Craig will send an email to Enid for flyers. Craig will ask catering to set up 4 buffet lines instead of 2 – We will invite members to get in line as soon as they come in, and ask catering to set up early for the buffet.

Combining Employee Relations & Salary & Benefits Committees – Karen Hoffman – the bylaws allow the change, but we will need a quorum to make this change. Responsibilities for the Employee Relations committee would be to provide a brochure to all new employees, update brochures, and web information. They would also sit on grievance committees and USU Hearing Committee and CEA Elections.

Replacement for Jen Hoppie in the Media & Public Relations Committee. Jennifer Barton from Econ was approached as possibly taking Jen’s place as the Media and Public Relations.

It was suggested that we review the policies and establish guidelines for scholarships – and ask about changes. And so we’ll have a committee, - Enid will chair the policy committee. Pat Anderson, Heidi Harris, Maren Seamons will serve on the committee.

Annette has asked to step down as chair, but would like to serve on the committee. If we didn’t combine the committee we would ask Heidi to chair the committee to avoid losing a vote. We will discuss the pros and cons of combining and voting rules. We will have Heidi move into the position vacated by Michelle Wilson.

Bookstore Committee member is needed (from Employee Relations committee) – maybe Kevin could serve on this committee. Karen will contact him.

Meeting was adjourned.

Next Meeting – May 1, 2008