CEA Board Meeting Agenda
March 6, 2008
TSC Room 225B

In attendance: Karen Hoffman, Craig Miller, Suzanne Thorpe, Maren Seamons, Annette Rindlisbacher, Kevin Johnson, Heidi Harris, Debbie Tidwell, Enid Kelley, BrandE Faupell, Dave Cowley, Marla Boyer, Jennifer Hoppie, Pat Anderson

Not in attendance: Michelle Wilson

Conducting Meeting – President Karen Hoffman

Approval of Minutes – December and January’s minutes were approved. Craig Miller motioned for approval, Debbie Tidwell seconded. Minutes were approved unanimously.

Karen notified the board that we need to change some committee members – Jen Archibald’s position since she will be going professional and looking at combining the Employee Relations and Salary and Benefits committees into one. This will affect Michelle Wilson’s position. Suggestions were solicited. Marcella Gardner may be a good choice for Employee Relations. Media and Public Relations need a person, possibly Norma Richards – or someone from the College of Business.

Irene Whittier also needs two people from our board to serve on the outstanding employee award committee. Debbie Tidwell and Enid Kelley will serve.

Committee Reports & Assignments

I. Committee Reports & Assignments

Employee Relations       Michelle Wilson – not in attendance

Employee Recognition     Maren Seamons & Suzanne Thorpe

The committee has received some positive response with smaller donations but no large ticket items have been received for the CEA luncheon. They have considered grouping some gifts together as a “Get-away package” that would be the “large award.” Suggestions were made to contact travel offices – Jill Smith from Moonlight Travel, or Christopherson Travel. They will contact local merchants in May for donations.

Employee Enhancement    Annette Rindlisbacher –

The University can give us half of the ballroom on March 24th for the Legislative Forum. We will have a lunch available and will ask Catering about a discount lunch menu. Vice President for Business and Finance, Fred Hunsaker, may
contribute money if we put in a proposal and ask for a registration for the lunch. Board members were asked to make personal invitations to their contacts. The question was queried if employees reply to the list-serve who receives the email. We will try and follow that process up. (Follow-up. Whoever sends out the email receives the response, so if Enid sends it and the recipient “hits reply” it goes to her email.)

Media & Public Relations   Jennifer Hoppie

The newsletter will be updated before it is sent to employees. She asked for a new president’s message from Karen since the old one is outdated.

Salary & Benefits   Kevin Johnson and Heidi Harris – They went through old data. They looked at benefit packages from 2002-2004. They will double-check web site for broken links. They will begin putting information in the newsletter, and focus on different benefits each quarter. It was suggested to possibly combine the Salary and Benefits committee with Employee Relations.

Scholarships   Pat Anderson –
Two applications were received, they are due May 16th. She will send out a reminder to the CEA members by email. She will also include an announcement in the newsletter. CEA board members were asked to send out emails from individuals to local email lists.

II. Relocation tax policy - BrandE Faupell

They have updated the relocation tax policy to comply with IRS tax law and policy. If the University pays employees directly for their relocation they will be taxed. It will be included as gross income. They will need to document it themselves. If the University pays the moving company directly it is not considered income. Then there are no tax issues. It is effective immediately. We will need to follow up with people that have already received their offer letters and inform them that they will need to follow the new policy.

Motion to adjourn, Jennifer Hoppie, Craig seconded.

Meeting was adjourned.

Next Board Meeting: April 3, 2008