Conducting Meeting – Karen Hoffman

In attendance: Karen Hoffman, Pat Anderson, Heidi Harris, Kevin Johnson, Taci Watterson, Jen Barton, Enid Kelley, Maren Seamons, Kari Brown, Jeffrey Gillins, Craig Miller and Debbie Tidwell were excused

1. Approval of Minutes – Jen Barton motioned to approve the minutes, Heidi Harris seconded. Minutes were approved.

2. Alternative work schedules - Jeffrey Gillins – A graduate student group from MHR at USU presented a study on alternative work schedules. USU Human Resources has asked them to study an alternate work week – specifically 4 – 10 hour days and telecommuting. They are gathering information. It was clarified that USU is not implementing this policy they are only gathering information.

Kari asked for feedback on what are our feelings about the feasibility of implementing alternative work patterns at USU? Some workers in Facilities already use alternative work schedules. The committee was asked to clarify that the study proposal was based on the premise that policy would be offered to individual offices and not an across the board schedule. It would not affect the students courses or academic calendar. This was confirmed. It was asked why the University is considering this study? Other institutions have done it for energy savings. Some possibilities include reducing individual carbon footprints or even reducing the amount of time an office is open.

Comments on the benefits: gas savings for individuals, benefit to customers for extended hours (such as keeping an office open for 10 hours), having time to volunteer or to spend time with family, ability to work at second jobs on days off, productivity is increased in customer service offices if they are able to work without customers in the office with extended work hours but still have the office opened from 8 to 5 for customers, many day care operations now stay open longer hours to accommodate working parents who already work longer hours in different industries, uninterrupted extra time to do chores at home during the week, opportunities would increase for recreational time during the weekend. It could improve a wellness issue, by reducing stress and improving physical fitness opportunities, baby boomers could also use time off to help aging parents, it could be a way to stay competitive in the local market and could help with recruiting.

Comments on alternative schedules: some employees in other companies work 9 hour days and have every other Friday off.
Comments on the longer working hours: Employees working 10 hours might have a decrease in productivity. Some employees felt that when they worked 12-14 hour days they lose productivity. Employees felt 10 hours a day was good. It was concluded that productivity based on longer work hours would be unique for each employee.

It was commented that right now there are differences in individual department policies. It would be beneficial to have this as a University-wide policy that is supported by administration. Additional comments included that this is a trend across the country and that there was general support for this kind of policy if it should be implemented. There was general support for 4 – 10 hour days and many supported an option for a day off in the middle of the week. The project will be completed by the end of the semester.

3. CEA Board Announcements – Karen Hoffman officially welcomed Taci Watterson as the new chair of the employee recognition committee.

4. Committee Reports & Assignments

Salary & Benefits

Kevin Johnson
They have been enthused with their current projects. They have been researching and working with Carolyn Shugart from the Wellness center about work release time for wellness issues. Carolyn is going to see if she can promote this program through her administration chain. The committee is going to do some more research on peer institutions both in the state and to compare other measures that are successful. They are also looking at time off from work for volunteer time – UVSC has a program for time off for volunteering. It would have to be approved by a committee. The State of Utah currently has work release for volunteer opportunities.

Employee Enhancement

Maren Seamons
There will be a brown bag forum on Nov 18th presented by SAAVI. They want to make sure that all employees know this a program for employees and students. Maren is working with Conference services to make sure that the brown bag forums are not in conflict with the training that Conference Services provides.

Maren talked to Beaver Mountain and they will send her a letter to confirm that we have the third week in January for the employee ski night. We don’t currently take the money for ski night it is given directly to Beaver Mountain. We are going to add $2 to the price of the ticket to add to the CEA and PEA scholarship funds. $1 would be given to each organization per ticket. We need to clarify how to get those funds to the University. Could Beaver take the money and see if they could give the money back to us for the scholarship? Or would we need to take the money and then make one payment to Beaver Mountain minus the scholarship donations? Maren will confer with Beaver Mountain.
Employee Relations    Heidi Harris
Their committee will meet the 3rd Tuesday beginning in January.

Scholarships          Pat Anderson
A reminder from Pat that she is waiting for committee members to donate a minimum of $1 a month. Pat encouraged us to talk to our co-workers about donating to this scholarship fund.

Media & Public Relations   Jennifer Barton
The CEA Newsletter will be emailed to everyone today so that we can print and mail the newsletter in time to advertise the Ski Night and the Be Well Holiday challenge. Kevin is to be highlighted in the newsletter next month. Jennifer asked for spotlights on what your committee does for the newsletter and possibly have a recipe rather than a spotlight on the individual. She asked for committee members to submit new ideas for the newsletter.

Employee Recognition    Taci Watterson
Taci would like to use the website to promote vendors who have supported the CEA. She would then give the vendors a promotion sheet advertising that fact. She encouraged us to please support the vendors who support CEA. Taci would also like a photo gallery on the web for CEA events. Promoted the idea of “BFD” (Better, faster, different) in recognizing employees at the University who follow this principle. She has seen it work in different companies and would like to promote the idea on campus. We could submit names of people that they work with – involve more people with each other. Facilities has a recognition team recognizes good work and as a simple thank you gives them ice cream tokens - it’s another way that employees could pat each other on the back. It could be a way to increase employee recognition. Taci thanked Maren for her help and for passing so much information to the committee.

Karen sent the letter to President Albrecht asking for extra time off for the holidays. PEA also sent a letter. We tried to keep it low key and to recognize we were grateful for their consideration.

Kevin Johnson motioned to adjourn. Maren Seamons seconded. The meeting was adjourned.

Next Meeting: December 4, 2008