CEA Board Meeting Minutes
TSC Room 225B
September 4, 2008

In attendance: Karen Hoffman, Kevin Johnson, Pat Anderson, Debbie Tidwell, Mardene Matthews, Craig Miller, Enid Kelley, Maren Seamons

1. Approval of Minutes – Correction from minutes in attendance add note that John Jones represented Kevin Johnson. Replace the word chase with check in 1st paragraph in approval of minutes. Debbie Tidwell motioned to accept with changes, Craig Miller seconded. Minutes were approved with corrections as noted.

2. Committee Reports & Assignments

Salary & Benefits – Kevin Johnson
The sub committees have been set up for the Salary and Benefits committee and the Employee Relations committee. Deb Megill accepted an invitation to serve on the Employee Relations committee. They are looking for one more member to serve on this committee. John Jones and Chris Olsen (facilities) will serve on the Salary and Benefits committee. Marcella is already serving on Employee Relations with Deb Megill and Heidi Harris. Deb is working with the Controller’s office on the shared leave pool proposal. They are looking at the administration and approval process to ensure it would be used appropriately. The committee also discussed the 360 Employer review initiative. Heidi is reviewing the review policy. This is an upward review of supervisors. It was determined that the committee would mail out the backlog of new employees new packets and then start delivering the packets in person. They will deliver in a 30 day delay period. So 30 days after they are hired they will send new employee packets.

Employee Enhancement – Maren Seamons
New forum is coming up on Sept 10 – they will plan for 50 people for refreshments. There is a conflict with the Conference Services “Value Added” Seminars that week. They will coordinate with Conference services so that they will avoid the conflict in the future. Maren will work with Taya Flores on PEA to set up on some training and some more collaborative forums.

Employee Relations – Heidi Harris
Information presented during the Salary and Benefits report.

Scholarships – Pat Anderson
Pat would like to push for more scholarship donations from the CEA board. The donations increased by $10 and by 3 people. She encouraged us to have applications set out at everything we do. Pat threw out the challenge to increase our donations – maybe challenge each other to increase our donations.

Media & Public Relations – Jennifer Barton
No report.

Employee Recognition – Pat C Anderson
No report.
3. **Other – UHESA – Karen Hoffman**
   The UHESA meetings were held at Salt Lake Community College. They had some good speakers that came and spoke on leadership. Rep Corey Holdaway spoke about the Legislature and the importance of higher education. He reported that attendance at institutions is stable or flat. It's hard to get legislators to appropriate money when enrollment is not growing. It will be a leaner year because revenue is not keeping up with expectations. Campuses reported on “things that work” at their campuses:
   - UofU has a WebMD program that if you complete a “health quotient” and a biometrics screening you save up to $40 a month off your University employee health plan premium.
   - Weber and CEU allow an additional 3 hours a week for exercise on campus.
   - SLCC employees that go to training get release time and sit on the president's council.
   - UVU employees receive an additional 8 hours of time a month if they volunteer.
   - Weber awards employees of the month. They receive a filled purple bag of donations.
   - SUU has a professional improvement training.
Karen talked about our CEA week.
   UHESA meets once a month if there is anything you would like to take forward let Karen know. UHESA meets monthly. The next site visit will be in November.

4. **Scholarship Endowment** - Debbie Tidwell and Pat Anderson – scholarships are from the interest from the endowment and that is so low that we really need to increase our contributions.

5. **Fall Coffee Break** – Craig Miller – Thursday, Oct 2nd is the date of the coffee break
   We will need to sell everything by 10:30 and then we will go ahead and meet as a board. Kevin will let Craig know the contact of the bookstore who makes signs.
   We'll have 1 hour shifts
   - 7:30 Pat Anderson, Craig Miller
   - 8:30 Debbie Tidwell, Enid Kelley
   - 9:30 Karen Hoffman and Maren Seamons
   Contributions will be asked from Maceys, Einsteins, Schreibers for yogurt and cream cheese, possibly non-fat options - get spoons for yogurt.

   Debbie Tidwell motioned to adjourn, Kevin Johnson seconded.

6. Next Meeting October 2, 2008