In attendance: Karen Hoffman, Pat Anderson, Heidi Harris, Kevin Johnson, Maren Seamons, Craig Miller, Taci Watterson, Jennifer Barton, Enid Kelley

Missing: Debbie Tidwell

1. Approval of Minutes – February and March’s minutes were approved. Maren Seamons motioned to approve both months, Kevin Johnson seconded. Minutes were approved unanimously.

2. CEA Executive Board nominations – Karen Hoffman encouraged committee members to recruit nominations for each position that will be up for election this year: vice president, secretary, and treasurer.

We had 4 representatives of 5 in attendance. They were very informative. They helped us better understand some of their recent decisions on budget cuts and the reality of what those budget cuts meant. Almost every one of the legislators mentioned that USU’s efforts to work with the budget shortfalls and their collaborative effort by taking a furlough were praised. Fred Hunsaker commented directly on how it affected USU. Legislators also talked about the stimulus packages and how some were accepted such as road projects in Logan. One of the Cache County projects is 400 North will be increased to 4 lanes on the west side. It was noted that some stimulus packages were not accepted. They tried to make sure they were accepting money that met with their needs and criteria.

There were about 45 people in attendance. The bookstore donated 5 blankets to give to the legislators. We gave 4 blankets to the legislators in attendance and we were given permission to use the additional blanket at a future forum and will probably use it at the forum in June. In April we are doing a joint program with PEA and CEA – we paid to send out the flyers in March and PEA will pay for the April forum. It will be Monday, April 20th. We had a poor turnout for this forum. Karen would like to heavily encourage CEA to support future forums, our board and committees should attend all events.

4. Budget Meeting with President Albrecht - Monday is our meeting with President Albrecht at 11:00 a.m. It is open to all staff. It will be a great opportunity to meet with President Albrecht and it will be open for questions. There was concern that some department administrators will not support the 11:00 time to release staff to attend. There was feedback from some committee members that employees are still feeling scared and intimidated. There were concerns about employees being given additional responsibilities with no additional pay because of reductions in force.
4. **Tobacco Task Force Committee** – Kevin met with the tobacco task force committee. They received a $5000 grant to move their programs forward. The committee has talked about a partial ban of smoking on campus. They will talk to different groups, as part of their educational commitment, speakers will include people who have given up smoking to talk to the groups instead of a non-smoker. They are taking steps on how they would police the non-smoking areas on campus.

5. **CEA Week – Craig Miller**

- **May 27-28:** Basketball Tournament
- **June 8:** Forum
- **June 9:** Coffee Break
- **June 10:** Luncheon

CEA week is scheduled for June 8-10th. The basketball tournament will be held May 27-28th. They need to order t-shirts and will work with Taci two weeks before the tournament. The CEA brown-bag forum is scheduled for the 8th. Pat will work with vendors to ask for donations for the coffee break. Pat was encouraged to contact Lee’s quickly.

Speakers are being contacted to by Craig and he contacted catering. We will try and keep it between $10-$11 per plate. He will see what options are available. A temporary service permit is needed for coffee break, Karen will contact Bear River Health. There is about a $25 cost for the permit.

6. **Committee Reports and Assignments**

**Salary & Benefits**

- **Kevin Johnson**

  They did not meet last month because of the furlough.

**Employee Relations**

- **Heidi Harris**

  As partners with Salary and Benefits committee they also did not meet.

**Employee Enhancement**

- **Maren Seamons**

  Maren reported on forums in the previous portion of the meeting.

**Scholarships**

- **Pat Anderson**

  Pat will ask Enid to send out requests for people to apply by email. They are still encouraging employees to contribute through monthly payroll deductions. $131.01 a month is donated from 35 people plus $2 from someone who saw it in the newsletter. If we do not get enough applicants we have the option to not award the scholarships and roll them over to the next year.

**Media & Public Relations**

- **Jennifer Barton**
Jennifer will send the newsletter the week after we meet in May so that it comes out before CEA week and two weeks before the basketball tournament.

Employee Recognition Taci Watterson
They are continuing to meet with vendors asking for donations. They have two nominations for employee of the quarter.

There were concerns addressed that employee of the quarter awards had no external review. Facilities awards employee awards that receive nominations and the committee seeks additional recommendations before an award is given. The discussion was tabled until next month. We should continue to encourage people to nominate more employees. We were also encouraged to remind employees that they can nominate their peers.

Craig Miller motioned to adjourn., Maren Seamons seconded. The meeting was adjourned.

Next Meeting: May 7, 2009