CEA Board Meeting Agenda  
TSC Room 225B  
June 5, 2009 – 11:00 am

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

1. Approval of Minutes
Change the minutes to read “Absent” instead of “Missing” – Heidi Harris motioned to approve the minutes, Debbie Tidwell seconded. Minutes were approved unanimously.

2. CEA Week – Craig Miller

May 27-28: Basketball Tournament

June 8: Forum – flyers were sent to departments and a longer email with more details will be sent out early Monday morning from Enid with the CEA list.

June 9: Coffee Break
Donuts will be donated for the scholarship fund – Debbie will check with Stokes about donations, if they can’t donate Craig Miller will contact Lee’s about half-price donations. Enid will send out email reminders. Enid has a food handler’s permit. Bagels from Old Grist Mill will be given free. Val Christensen donated them instead of the previous donation of bagels purchased at a reduced price. Pat will check with Catering about having us on the schedule for the outdoor space by TSC. A bucket and a rag and gloves will be on hand. The sign is in Karen’s office. Make sure we put signs on the tables, Karen will create flyers. Taci volunteered to create a sign. All items will be a $1. We will get free donuts from Maceys using their $50 gift card.

Shifts to man the station
7:30 -8:30 - Heidi Harris, Taci Watterson, Craig Peterson
8:30-9:30 – Karen Hoffman, Enid Kelley, Pat Anderson
9:30-10:30 – Maren Seamons, Debbie Tidwell, Kevin Johnson

June 10: Luncheon
Need a bio on Dave Cowley, Karen will contact Laura for a bio. Craig hasn’t contacted basketball winners yet, but 4 tickets for scholarship winners and employees of the quarter will be distributed.

Programs are ready but we will wait for vendors until the last minute. Craig got centerpieces from Facilities greenhouse. They will be given out as prizes. Debbie will contact Logan River golf course and her contact with wholesale
steaks and the Sports Academy. Debbie will send the any contact info to Taci. Maren will contact LaTienda for lottery tickets.

Taci will print tent cards for reserved tables for the scholarship recipients, Dave Cowley, and the CEA Board. Craig will call catering and give the final count to them.

Debbie – we have about $600 dollars left in the budget but most of that is obligated.

We will announce at the luncheon the newly elected CEA representatives. Monday the 15th we’ll have a lunch with old and new board members. Olive Garden soup and salad meet at 11:30. Karen will make reservations. Each member will pay for their own lunch.

3. Committee Reports and Assignments

Salary and Benefits Kevin Johnson
Every thing is on hold – they have not met

Employee Relations Heidi Harris

Employee Enhancement Maren Seamons
Maren contacted the Innovation Campus – they are part of the Research Foundation – they have some employees who are USU staff but most are not part of USU. She invited all employees to the luncheon – Enid asked for list from Maren from innovation campus. Asked board to think about “block parties” instead of brown bag forums. We could contact each area and department administrators and have them encourage staff to attend. We’ll have informational forums addressed to each area. Give them information about CEA, scholarships, employee benefits etc. We would do this just for one year. There was support for this idea. We would contact colleges and individual units on campus. Possibly get more employees involved in CEA. We would go to individual buildings regardless of population sizes.

Scholarships Pat Anderson
They had 4 applications and chose 2 – Jill Ballard will chair the committee next year. Craig will contact her. Jen asked if we could get the scholarships pictures before the luncheon. They will do it before the lunch starts. Pat will retire as of June 15th.

Media and Public Relations Jennifer Barton
Jennifer won’t put a newsletter out until after the week of July 4th. It will have all the info from CEA week and then the costs associated for the production will be on next year’s budget instead of this year’s budget.
**Employee Recognition - Taci Watterson**
The committee picked the fourth quarter employee – they will be an employee at the graduate school. They are still soliciting gifts to give to employees of the quarter. They have had 7 companies turn them down. The bookstore is talking about eliminating donations and turning them into scholarships. Heidi suggested the bookstore may be interested in turning donations into the scholarship fund if they want to continue to contribute to CEA.

**UHESA meeting report** – Karen Hoffman. UVU have a staff development – that lasts three days – morning and afternoon session. Staff are required to go. They have a golf tournament and a Monday night activity for families to attend. Department heads support it and their culminating event is a service project. CEU does the same thing. Karen put it out as a possibility for us to adopt. They had speakers and were given a certificate of completion at the end. A service project might improve our reputation around the valley.

Maren Seamons motioned to adjourn. Pat Anderson seconded. The meeting was adjourned.

Next Meeting: July 2, 2009