CEA Board Meeting Minutes

TSC Room 225B
October 15, 2009

Conducting Meeting – Deb Megill

In attendance: Kevin Johnson, Deb Megill, Tracy Jones, Maren Seamons, Taci Watterson, Jennifer Barton

Excused: Craig Miller, Heidi Harris, Jill Ballard

1. Approval of Minutes:

Review of September meeting minutes. Since a quorum was not present, approval had to be postponed until the November meeting.

2. Committee Reports & Assignments

Salary & Benefits – Kevin Johnson

The committee is still working towards a 360° review (for administration) and compensation time for employee wellness. They are wanting to talk to people who’ve had catastrophic health events to compile tips and information on how to deal with it, especially in regards to dealing most effectively with our insurance, what resources are available to us, etc. A forum was suggested to teach employees how to navigate the Blue Cross/Blue Shield website.

The idea of compensation time off for volunteering was mentioned. Also, some people have suggested arranging some volunteerism opportunities that employees could do during the furlough to bring good PR to the CEA and the University.

Employee Relations – Heidi Harris

Not available

Employee Enhancement – Currently no chair for this committee.

Scholarships – Jill Ballard

Not available
Media & Public Relations – Jennifer Barton

We are still planning on a December newsletter. There was some discussion about how much we’re charged to print the newsletter, which was $200. There were 875 copies done last time we printed it. They are also sent to Distance Campuses. It was suggested that we contact the distance education campuses to see if they have items they would like included. There was much discussion about moving to an electronic version, as it could be more exciting (in color) and interactive by having hyperlinks to items. It was suggested that we would print the first newsletter of the year and also the one before CEA week, and make the other two electronic-based. Doing this would continue to support the campus Copy Center, but would save us some money in the budget.

Employee Recognition – Taci Watterson

This committee has chosen the First Employee of the Quarter. We will be presenting the award in the near future. They are getting 1-2 submissions per quarter.

Budget – Maren Seamons

Maren has gone over the last 3-4 years budget to generalized budget categories. She would like to set us a budget for the coming year. Examples of the generalized categories include printing, travel (mostly for President/VP to attend UHESA; the legislative trip [this is not excused, we need to use our personal leave], forums (with different categories – refreshments, fliers, etc.), and CEA week (minimal expenses, but there are some). USU catering gives us a big discount. The suggestion was made to add $1 to the cost of the banquet to help supplement the costs. We were $400 in debt at the close of last year. Maren will talk to the Controller’s office to see whether we can roll over any surplus or how we could set it up so it wouldn’t be swept away. Last year forum fliers were sent to all departments but didn’t have the names printed on them. Other budget items included UHESA membership dues of $200/year, although this year the cost was reduced to $100. Karen went to UHESA for Craig, with a $50 conference registration. The CEA Week Coffee Break is self-supporting: everything is donated and all proceeds go to the scholarship fund, which is a separate account. Maren still needs to get information about the scholarship account. She will be continuing to go over last year’s receipts to get the budget finalized.

3. Other

Kevin motioned to adjourn, Jenn seconded.

Meeting was adjourned.

Next Meeting will be November 19, 2009