CEA Board Meeting Minutes

TSC Room 225B
April 15, 2010

Conducting Meeting: Taci Watterson, Vice President

In attendance: Jennifer Barton, Tracy Jones, Trish Kingsford, Maren Seamons

Excused: Niki Godfrey, Heidi Harris, Kevin Johnson, Deb Megill, Vicky Yeates

1. Approval of Minutes:

Review of February and March 2010 meeting minutes.

Correction to last month’s meeting minutes: the controller’s office did not pay for PEA members to attend their banquet, so it’s assumed that they won’t be supporting CEA either.

Approval will be postponed until the May meeting because no quorum was available.

Taci suggested that each person in charge of a committee send a representative from their committee if they are unable to attend a CEA board meeting.

2. CEA Bylaws:

The committee did a quick overview of the CEA bylaws to talk about needed changes.

- Section IV – Vacancies – has unclear language.
- Change the wording of dates of board meetings to “monthly” rather than a specific day in the event that the times need to be changed due to board members’ schedules.
- Committee meetings wording to “quarterly or as determined by committee chair” rather than monthly.

The CEA website should be maintained by the Media and Public Relations committee. Jen and Tracy will both get access to be able to do updates.

2. Committee Reports & Assignments

Salary & Benefits – Kevin Johnson

Not available.

Employee Relations – Heidi Harris

Not available.

Valerie Donahoe will be taking over the Employee Relations committee.
Employee Enhancement – Nicole Godfrey

Not available.

Scholarships – Vicky Yeates

Not available.

Media & Public Relations – Jennifer Barton
Information about what we’re doing for CEA week is needed so that we can do a printed newsletter. She would like to showcase a photo/position description for the new board members. Should we also have a group picture of the CEA board taken to include in the newsletter?

Employee Recognition – Trish Kingsford

Welcome to Trish who is taking over the Employee Recognition committee since Taci Watterson has been elected as our Vice President.

This committee will be meeting to vote on the employee of the quarter for next month. We will do a 4th employee of the quarter in time for the CEA banquet. So far they have had 11 gifts donated for the banquet; 4-5 of those are in the $50 dollar range. Enid Kelley and Aneka Christensen from Athletics have both agreed to serve on this committee.

Budget – Maren Seamons

Nothing new to report.

3. Other
There was discussion about having an anonymous comment section added to the website for people to contact us.

Tracy will touch base with HR for an up-to-date listing of Classified employees and then update the email list-serve.

More discussion was held regarding the upcoming CEA week. The arrangements for the food have not yet been made. It was suggested that we could have a picnic out by Old Main, perhaps have Café Sabor/Hamilton’s or someone cater for us if we could get a better price than we get through USU catering. Some felt that we should be using USU catering as they ARE part of USU CEA. It was also expressed that employees should do more to express appreciation to the places that donate gifts, but this is largely out of our control.

Maren gave her report on the Board of Trustees meeting that she attended in Deb’s place [a copy of her notes is attached at the end of these meeting minutes].

Meeting was adjourned.

Next meeting will be May 20, 2010.
Introductory Items

Introduced: Media reps and Me – as filling in for Deb

Chair’s Report

Tyler Tolson, ASUSU

New elections and transition is taking place. They are restructuring processes and looking at responsibilities to become more visual with their peers. A Student Food Pantry has been started. Working towards a common hour in which no classes will be held for a 1 hour convocation to be held regularly. Beginning Town Hall Meetings to discuss a new Student Recreation Center Student Awards presentation – Robins Award April 24th a Reception will be held April 16.

Ralph Binns, Alumni Association

Revenue/Development enhancement is going well. They recently awarded a Merit Award and Distinguished Service Award to Alumni. Homecoming events are being planned. This year they held events in conjunction with games held away for local alum. They are no longer supporting Master Card program as a fund raiser. The Aggie License plate and plate holder program is going well. They gave out approximately $161,000 in scholarships (does not include Legacy). There are 270 student currently enrolled on the Legacy Scholarship making it possible for them to attend at in tuition fees rather than out of state. Alumni Association is offering some travel opportunities.

David Cook, Audit Committee

The external auditors reported favorably in all areas of the audit.

Sydney Peterson, AGB Annual Conference

She will be looking at going to an electronic agenda for future meetings, this is what most Universities are doing. Over the next year she’ll work on what items need to be paper and which can be reviewed electronically only. This will be a great cost savings as well as convenient for many.

After hearing from other university representatives, Sydney stated that she is very grateful to have a wonderful board of trustees to work with.

Next meeting will be held May 7.

August Trustees workshop will need to be moved. There are several conflicts with the original date. August 13 was offered up.

Merlin Olsen Memorial – there were many greats in attendance, i.e. Children actors from Little House on the Prairie, NFL leaders and Hall of Famers. It is wonderful to have and had this great man associated with USU.

President’s Report

Comprehensive Campaign – there are a number of programs and projects they are
working toward funding. Such as, School of Business addition to the Eccles Building and College of Agriculture building.

Legislative – Michael Kennedy reported on the sessions briefly.

Budget portion was originally set from the 2009-2011 was 22%, there was a one-time back fill the new figures are for the 2010-2011 and 8% cut with a 3% back fill – Permanent this time.

CEU Merger – Progressed well only 1 voted against the merger. There was not fiscal note attached but later they were able to obtain $½ million to apply to the transition.

Ag Building funds – Originally state monies were contingent of Federal funding but federal requirements didn’t meet the state requirements and was not a good match. After reworking the proposal and much discussion the funding finally passed in the last minutes of the session.

Fred Hunsaker is retiring from the Senate, next year?.

Research Matters magazine was handed to Trustees and special points of interest noted to review. Utah State GREATS is included.

Consent Agenda


Action Agenda

Name change proposal – Dept. ob Biological and Irrigation Engineering, College of Engineering to Dept of Biological Engineering. No financial commitment.

Degree added – Dept. of Family, Consumer and Human Development, Emma Eccles Jones College of Education and Human Services, to Master of marriage and Family Therapy (MMFT). No financial commitment.

Tuition Increases for 2010-11 – Total 7.5% = $160 per semester per student

Tier I will be a 1.5% Increase – set by State

Tier II approved 6% increase to fund as follows:

Offset of Budget cuts - # students impacted = A Team; Math Sates Tutoring; CAPS; Child Care w/ Eccles Education

Student Fees Increase = $9.87 semester

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