CEA Meeting Minutes
August 19, 2010
TSC 225B

Attending:
Kevin Johnson
Trish Kingsford
Deb Megill

Excused:
Taci Watterson
Jennifer Barton
Tracy Jones
Vicki Yeates
Maren Seamons
Valerie Donohoe

1. Reports:

Salary and Benefit  – Auxiliary Services has run with the idea of letting the campus community know what is available through their services for the general employees. Plans are being made for an Open House in October, to be in the ballroom, most likely from the hours of 1 to 4 pm or 2 to 4 pm so that people can come and just drop in. Booths and agents from each of the auxiliary services would be there to answer questions and tell about services. All of the services will be providing give away’s or discounts that will be available to employees.

Employee Recognition  – A. Wanted some clarification on 3 employees of the quarter this year. Deb said only 3 this year to accommodate the earlier CEA week that we are planning.

B. Wanted some guidance on getting out to the employees to nominate others for Employee Recognition. Deb asked that she get her letter or flyer to Tracy Jones and have her put it on the CEA list serve. If she would like flyers, that maybe we could have some sent to the department heads to encourage their nominations. (Think about trying to get discounts from PDP and Distribution for printing and mailing at the Open House)

C. Thank you letter are still in the works. Will try to get them ready and have Deb sign before too long.

President’s report  - A. Having pay periods every 2 weeks – Talked with Alan James the Controller’s Office Paymaster - Yes, this could be done, but will take a lot of time and money. One of the reasons that we don’t do it now is the cost and expense of having to do it twice a month. There is no mandate that says we are only paid once a month, but changes would have
to be made at all levels to accommodate the change, and banner would have to be revamped and all the employee’s records changed. He didn’t see that administration would go for it.

B. Changing the By-Laws

1. Highlight the changes that we would like to do/ strike thru the ones that would be changed

2. Send to Dave Cowley for review

3. Dave will either accept or deny the change and we are done, or we can change and resubmit for review. Dave has the final word.

C. Website access should now be granted for both Tracy and Jennifer. I talked/e-mailed Blake and he says that it should be done.

D. Meeting with PEA President (Lisa Leishman) and Vice-President (Bill Jensen)

1. Swim Night – It was agreed that if it went well, we would do this every year as a combined night for our employees. Each group will pay half and the proceeds will be split evenly between the two scholarships. That will be a $250 dollar commitment for each group each year. It was felt that it was a much better entertainment for most of the employees.

2. Asking for a membership fee so that we could do more things like this and the baseball night came up. (Think on this one.)

3. Baseball night – Taci is organizing this for us. We thought it would be better to get somewhere where there is more than one diamond, to expedite the process of elimination and have it in one or two nights, depending on the amount of participation. There are some diamonds that belong to one of the LDS churches that is over by the Logan Rehab Center that may be a good location. (Taci – Kevin knows someone that may be able to help with that. He is checking. Call him when you can.) Discussed having a fee to be on the teams so that we could get some shirts. Discussed having Coke trailer there for refreshments. **Anyone who can help Taci with this will be greatly appreciated.**

4. Having a once a month meeting with Dave Cowley personally to discuss issues that are coming to our attention as Executive Committees. This would be with the PEA and we would voice/discuss issues that we are being made aware of in our areas of employment. Lisa has worked closely with Dave and feels that we could make some differences if we could do this together as employee groups. It would also show our commitment of working together. (A hot topic that I am eager to hear your feelings about)

**General Discussion – A.** Having our web-site updated and putting in a “Shout – out Box” or a “Comments” box put on the web site.
B. Changing our Employee Enhancement committee to a committee that takes care of the website and monitors it for problems and the “Comments” or “Shout-out” area and develop plans or contacts to follow up on those comments.

C. Having our Salary and Benefits committee take on the commitment to organize “open houses” instead of the “brown bag” lunches. We could probably have more participation in “open houses” as most (CEA) employees need to use their lunches for personal errands, exercise, or appointments.

That was it for the three of us. Please let me know if there is anything that you would like to comment on or have issues with before our next meeting Sept. 16th.

Thank you,

Deb

P.S. Thank you Maren/Tracy for doing what you could to get the word out about Swim Night. I got a letter that was forwarded to Lisa and I about how much they liked/appreciated the night and thought it was a blast. The comment was also made that we should have this on a yearly basis. They thought it was the best employee event yet. I apologize for not being there. I had to work that night.