CEA Board Meeting Minutes
TSC 225B
January 21, 2010

Present:  Deb Megill, Tracy Jones, Taci Watterson, Jennifer Barton, Maren Seamons, Jill Ballard
Excused:  Heidi Harris, Kevin Johnson, Niki Godfrey

I. Approval of Meeting Minutes
Review of November and December meeting minutes. Since a quorum was not present, approval had to be postponed until the February meeting.

II. Committee Reports

Salary & Benefits – Kevin Johnson
Not available

Employee Relations – Heidi Harris
Heidi has resigned from this position. We will need to find someone to step in as chair of this committee.

Employee Enhancement – Niki Godfrey
Not available

Scholarships – Jill Ballard
We need to get a new form for scholarships on the website. A deadline for the scholarship applications needs to be set for at least a month prior to the CEA luncheon when the scholarships are awarded. May 15th was suggested. We are still in need of one more person to serve on the scholarship committee.

Media & Public Relations – Jennifer Barton

Employee Recognition – Taci Watterson

CEA Week will be held June 14-18, with the luncheon being held on June 16th. A proposition was made last year to have co-ed baseball, or volleyball, or a golf tournament to get more involvement. What will get more women involved?

Finding donations for give-aways at the CEA luncheon will be more challenging this year because of the economy. The PEA holds theirs in March and they’re having a lot more difficulty this year, already. Should we change the focus of the CEA luncheon so it’s not all about door prizes? It was also felt that the attendance
problem is employees not receiving support from their administrators to attend the luncheon. It was suggested that we solicit a letter from higher administration encouraging administrators to allow their employees to attend the CEA luncheon rather than just sending a letter from the CEA president. Deb will email Dave Cowley and Joyce Albrecht asking for support for CEA. The question was also raised as to whether the CEA employees care. A suggestion was made to conduct a survey of employees to see what direction they want us to go with the luncheon.

Discussion was also held regarding the timing of the luncheon each year. Summer time is a busy time for everyone; should we do something in the winter instead? Ideas included a “stress-free Friday” where we could contract with a massage school, etc. or we could have it in April in conjunction with Administrative Professional’s week. We could also work with the Wellness Coordinator for ideas with this.

The idea of creating a CEA Facebook page was also brought up. We could announce a “big people’s” lunch, etc. Everyone feels like that would be a great idea. Facebook would be a great way to have more interaction.

Budget – Maren Seamons

Only 53 people showed up for CEA/PEA sponsored ski night; we needed 80 to break even on the costs involved. CEA and PEA will have to cover the difference out of our budgets. Numbers could have been low because of the date (right after the New Year holiday). PEA has notified us that they no longer want to be involved with this event because it is mostly students, not CEA or PEA members, who participate. The PEA has expressed interest in doing some other, less-costly, event together. A swim-night at the Logan Aquatic Center was one idea that was mentioned, as well as a movie night, or ice skating. Participation may be better due to the closer location. The purpose of these types of activities is to help raise money for the scholarships. It was suggested that we contact the ASUSU to see if they want to take over the ski night.

Discussion was held about the forums. Maren doesn’t feel like they’re doing what they should and we’re wasting money on them. We do need to continue with the legislative forum and maybe one other, or we could find another way of doing them.

Discussion about the need for a P-Card was held. It’s easier to have one, but we could do requisitions or get personal reimbursements for expenses. Maren has not been able to reconcile receipts from past years’ charges, but most expenses were minimal. The biggest expense was for UHESA dues, which were done on a requisition, and travel authorizations for attending the UHESA meetings.
III. Other Business

Craig Miller has left the university, so Deb is now President. We need to get a new Vice President to start soon to make decisions about CEA week. We have received three nominations for the VP position. We also need to search for someone to fill Heidi’s position in Employee Relations. Kevin has also expressed interest in stepping down from the Salary & Benefits committee due to work demands in his office.

There is a budget meeting with President Albrecht on January 22\textsuperscript{nd}, 9:00 a.m. We are not sure if we'll have an opportunity to ask questions or offer comments. We should mention the worry about people not wanting to participate with the CEA for fear that they will be seen as “goofing off.”

There is an IT Tech. meeting on Feb. 2\textsuperscript{nd} at 3:00 p.m. Maren and Jenn may be able to go to that.

Deb received an email from an MS student, Devon Robb, who wants to do an online survey of CEA and PEA employees regarding their retirement plans. He would post the results on our website when done. There would be an opportunity for a reward to participants. Tracy will respond to him.

Feb. 4\textsuperscript{th} is the legislative day for UHESA.

Jenn made a motion to adjourn; Taci seconded.

Meeting was adjourned.

Next Meeting: February 18, 2010