Conducting Meeting: Taci Watterson, President

In attendance: Natalee Champlin, Monica Neilson, Mary Price, Jen Barton, Deb Megill, Trish Kingsford, Dorrie Barnes

Excused: Valerie Donohoe

1. Committee Reports & Assignments

   Salary & Benefits
   Deb Megill reported that a change to the cost for the Short-Term Disability benefit is being considered. Instead of the enrolled employee paying $4 a month and the university paying the remaining $5, the employee who chooses to enroll would pay the entire amount, saving the university $100,000. Discussion ensued regarding sick leave. Sick leave is not a benefit; USU has an insurance policy to cover. Departments can decide individually whether they will allow excess annual leave of one employee within a department to be given to another employee who has exhausted their sick leave and will have to take leave without pay.

   Employee Enhancement
   Monica Neilson discussed having a brown bag each quarter. Taci recommended having a brown bag with several presenters who could inform us re: short term disability, retirement and other employee benefits available. There were approximately 500 in attendance at the CEA/PEA swim night on August 3rd. The faculty was invited this year so that contributed to the increase; a few students also came. We do not have a total amount yet as the cash collected was sent with the PEA representative. Taci will follow up with Bill Jensen on the deposit amount, which is split half and half with PEA and CEA.

   Scholarships
   Trish Kingsford discussed with us the need for setting a date for the CEA luncheon. For a fall coffee break fundraiser, departments could have the option to pre-order for their staff (bagels, etc., not drinks) and CEA “runners” could deliver the orders to the offices. Discussed Week of Welcome (WOW) sales of treats or tailgate during homecoming. Possibly offer sno-cones for sale at homecoming by reserving a section in the parking lot. Trish will check with Alan Anderson re: Sept. 10th or Sept. 24th game.

   Media & Public Relations
   Jen Barton has updated the website, but still needs photos of some people. She needs to get the newsletter out the first week of September. Discussed possibly decorating wreaths and auctioning off for food bank; will get information this week. Jen needs a Presidency message from Taci. We need to have information to Jen by Aug. 31st, plan on putting the Employee of the Quarter in the newsletter.
Employee Recognition
Mary Price discussed with us the need to schedule the date for the recognition banquet for next year. Taci mentioned that there will be changes to the banquet: first, there will be no speaker; second, information re: the scholarship winners will be shortened. During the meeting the date was scheduled with TSC Scheduling for the banquet to be held in the entire Stevenson ballroom for Monday, March 26th, 2012. Discussed having a Hawaiian/tropical theme, possibly inviting Polynesian student group to do a performance.

2. Other
   A. Newsletter can be sent online except to Facilities and Housing employees as they do not have regular access to computers.
   B. Taci requested approval to have PDP print business cards with CEA funds. Approved.

3. Approval of minutes:
   Deb Megill motioned that we approve the June and July 2011 minutes, Jen Barton seconded. Motion approved.

Meeting adjourned 12:05 p.m.