CEA Board Meeting Minutes
TSC Room 225B
February 17, 2011

Conducting Meeting: Deb Megill, President

In attendance: Jennifer Barton, Valerie Donohoe, Tracy Jones, Trish Kingsford, Vicky Yeates

Excused: Taci Watterson

1. Approval of Minutes:

No quorum present, so January minutes will have to be approved at the next meeting.

2. Committee Reports & Assignments

Salary & Benefits – Kevin Johnson

Not available.

Employee Relations – Valerie Donohoe

Valerie received an updated list of new employees and will be sending out "employee welcome packets" to all new classified employees that have been hired since November.

Employee Enhancement –

Nothing to report.

Scholarships – Vicky Yeates

The deadline for this year's scholarship applications is March 11th, and the awards will be given at the CEA luncheon. The form has been redone and is now posted on the CEA website. There is $1400 in the scholarship account, which is down a bit from normal because we moved up the date of the luncheon. There was discussion about whether we should give one large ($1000) or two smaller ($650) scholarships. We will wait to see how many applications we receive and then make a decision.

Valerie will be sending out donation forms in the packet that she sends out to new employees in the hope of getting more donations.

Media & Public Relations – Jennifer Barton

All of the links on the updated website are now fixed, and the directory has been updated.

The spring newsletter should be ready to be sent out the first week of March.
**Employee Recognition – Trish Kingsford**

The committee was able to get airplane tickets for two in the west from Christopherson Travel for this year's grand prize at the CEA luncheon. The committee hasn't been able to get as many prizes donated as in past years because of the economy. There is also a need for more people to help out on this committee.

We need to put out another call for "employee of the quarter" nominations.

At the January meeting we discussed changing the eligibility for this award from 5 years to 4 years, which would help us get more applicants for the award. There were not enough members present to vote on the issue, so it will be tabled for the March meeting.

**Budget – Maren Seamons**

Not available.

3. Other

A. CEA luncheon: The Luncheon is currently scheduled for March 31st, but it was reported that Taci would like to move it back to a later date due to current job demands on her time (VP is in charge of coordinating the luncheon). Discussion was held on what other dates might work. Unfortunately there seem to be many potential problems in doing this: we are unlikely to be able to get another date in the TSC if we reschedule; April and May are busy months for Facilities employees who would likely be unable to attend; we have already gotten gifts for the three employees of the quarter, etc. Deb will email Taci to see what we can do to help in the planning of menus, etc., to help keep the date as currently planned.

We could move the luncheon to fall for 2012 if we thought that would be a better time for future years.

We still need to find a speaker. It doesn't have to be someone on campus. Please send any suggestions to Taci.

We need to differentiate the tickets this year so that only CEA employees are eligible for the prizes.

B. Open positions: We need to have a call out soon for the elections on our open positions: Vice President and Treasurer. The Secretary position can either be voted in or appointed for one year. Additionally, we still need chairs for the following committees: Scholarships (Vicky needs to step down), and Employee Enhancement. Valerie will mention the open positions in her next letter to new employees.

Deb has agreed to take over the Salary & Benefits Committee when she steps down as President.

C. The BAC committee: Taci and Deb will be our representatives for the CEA. There will be 6 members total, two from each employee group which consists of the Faculty Senate, the PEA, and the CEA. They have had their first meeting with Dave Cowley to
lay out concerns. They also discussed upcoming changes to the insurance program, showing what they're looking at and the reasons for the changes. No final decisions have been made yet. A lot depends on what happens during the legislative session.

If/when there are changes, it was felt that there needs to be more communication to employees. If we won't be having a meeting, it would be helpful to have a video or something like that to explain the changes. We would also like to have more input before any decisions are made.

Meeting was adjourned.

Next meeting will be March 17, 2011.