CEA Board Meeting Minutes
TSC Room 225B
January 20, 2011

Conducting Meeting: Deb Megill, President

In attendance: Tracy Jones, Trish Kingsford, Valerie Donohoe, Kevin Johnson, Taci Watterson, Jennifer Barton, Maren Seamons

1. Approval of Minutes:

   Review of November 2010 meeting minutes.

   Correction: Salary and benefits report should have read, "Human Resources is giving 1.5 hour lunch 3 times weekly as long as a wellness plan is on file," not daily.

2. Committee Reports & Assignments

   Salary & Benefits – Kevin Johnson

   His committee is at a stalemate with the things they have been working on. They will be meeting with Auxiliary Services in two weeks to discuss some ideas. Kevin attended a meeting with the Bookstore; they would like to know what services would be a benefit to the CEA members. They are trying to be competitive.

   Employee Relations – Valerie Donohoe

   Board members were given $25 Guest Dining Cards, courtesy of USU Dining Services. Please be sure to use them by the expiration date (March 1, 2011).

   Employee Enhancement –

   This committee still needs a chairperson.

   Maren talked about the plans being made in conjunction with the PEA for Swim Night at the Logan Aquatic Center. The PEA will book the event and then let us know the date. The money from both organizations has been committed. We cannot "charge" a set amount but instead can ask for a suggested "donation." However, we cannot refuse them admission if they don't donate.

   Maren also discussed the Brown-Bag Forum that will be held in conjunction with the PEA on Feb. 9th to discuss the results of the HR Benefits Assessment. We will send the announcement out via email and will also post it on the website.

   Scholarships – Vicky Yeates

   Not available.
Valerie will get with the Development Office to get donation paperwork to include in the "New Employee" packet that she sends out. We will also provide donation envelopes at the CEA Luncheon. We have done this in the past without much success, but we still have to keep trying. Currently we receive $126/month. It was also suggested that we could place donation jars on the tables at the luncheon.

**Media & Public Relations – Jennifer Barton**

The website is very close to being ready. She has put in over 10 hours on this project.

The newsletter will be put out during the week of March 1st. It was felt that we still need to do a printed copy since there are some employees who don't get email access. Discussion was held about the CEA purchasing copy paper and then having it run through Jenn's department copier in order to save money in the CEA budget. Deb would be willing to deliver copies to Facilities and Housing.

**Employee Recognition – Trish Kingsford**

The committee has started getting gifts for the luncheon, but there is concern over being able to find a "grand prize," given the current economy.

There will be one more "Employee of the Quarter" award given before the luncheon. At the last meeting we discussed changing the eligibility from 5 years to 4 years, which would help us get more applicants for the award. We will put this on the February agenda for a vote.

**Budget – Maren Seamons**

Nothing new to report.

3. Other

A. Day at the Capital is scheduled for February 3rd, and we need a lot of support. There will be a carpool arranged for those who can go. There should be a meeting with one of our area council members about 30 minutes beforehand.

B. The Faculty Senate invited representatives from both the CEA and PEA to attend a benefits meeting. The chair of the Faculty Senate arranged to meet with VP Cowley on Jan. 28th to try to make sure that all employee groups have more say in the benefits plan. It would be more like the EBAB committee was but would not only cover benefits but also HR policies. They would like to have 3 members from each employee group, with members serving a 3-year sting. If you have suggestions or comments, please send Deb an email before the meeting.

Someone wondered why we don't have HR forums anymore, as employees seemed to like those.

C. The CEA Luncheon is scheduled for March 31st.

D. Revision of the Bylaws was discussed again. We need to line out and include changes, then give it to VP Cowley for approval.
E. Nominations for VP and Treasurer should be submitted by February 28th. Jenn will draft an email for Tracy to send out on the list serve. We also need to find a replacement for the Secretary position. Usually these three position elections are staggered, with Secretary being done separately from the VP and Treasurer positions.

It was suggested that we put sign-up sheets out at the banquet for people who are interested in serving on the CEA.

Meeting was adjourned.

Next meeting will be February 17, 2011.
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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