CEA Board Meeting Minutes
Business Bldg. 715
January 19, 2012, 11 a.m.

Conducting Meeting: Taci Watterson, President

In attendance: Taci Watterson, Natalee Champlin, Megan Maples, Mary Price, Monica Neilson, Jen Barton, Deb Megill, Dorrie Barnes

Excused: Valerie Donohoe, Trish Kingsford

1. Committee Reports & Assignments
   
   Salary & Benefits
   Deb Megill reported there is not much happening right now with Salary & Benefits.

   Employee Enhancement
   Monica reminded us that next Wed., Jan. 25th, from 12-1 p.m. is the Health Advocate Brown Bag in Library 154. Some board members plan on attending.

   Scholarship
   Trish Kingsford was ill and could not attend, but sent her contribution to the meeting by e-mail to Dorrie the morning of the meeting, as follows: “I have sent out the applications for the CEA Scholarship and have gotten several calls from interested people who are going to apply. Deadline is March 12, 2012 at 5:00 p.m. (FYI – got a call from someone who is getting married the following week to see if their future spouse could still apply and I told them no, they would have to wait until the next year). An e-mail has been sent to all CEA employees. I will send out a reminder a week before the deadline. I am revamping the evaluation forms to be a little more clear and make it easier to separate the applications into categories to be easier to distinguish different needs. I need to know what day they want to do the coffee break so I can get that planned and ready.”

   Media & Public Relations
   Jen Barton shared with us a printed copy of the newsletter, which is almost totally done. She has updated the website except phone number list. She will check spacing on “Employee of the Quarter.” Taci mentioned she would work on getting the newsletter out before the brown bag on the 25th.

   Employee Recognition
   Mary Price discussed the prizes she has been able to obtain for the CEA Banquet on March 27th. The grand prize is a trip for two to California, compliments of Christopherson Travel. She has contacted several potential prize donors. It was suggested that everyone compile a list of possible donors each person is willing to contact, and give to Mary. At the banquet the CEA Board Members sit at their own table. Usually the department the board member is from pays for their ticket, or CEA will pay for it. It was suggested to start sending out flyers re: the banquet the 2nd week of February, with ticket sales starting the first week of March. Taci mentioned that
she had spoken with Catering re: the food and prices for banquet; discussion follows regarding seating at banquet. Expected attendance at least 450.

2. Other Business: UHESA Day on Capitol Hill is February 16th. Those attending are supposed to take the time off as a vacation day, but department heads have authority to give the day off free to the employee. Those going (carpool provided) usually leave at 8:00 a.m. and are back by 3:00 p.m. Bill Jensen, Jr., will be there since Taci will be out of town.

Meeting day and time for February changed due to Taci being out of the country. Meeting will be held Thursday, Feb. 23rd at 11 a.m.

December 2011 meeting minutes were approved.

Meeting adjourned 11:40 a.m.