CEA Board Meeting Minutes
Business Bldg. 715
November 20, 2014  11:00 a.m.

Conducting Meeting:  Taci Waterson-Balls, President
In attendance:  Deb Megill, Megan Maples, Monica Neilson, Diane Buist
Excused:  Brian Joy, Darla Moore, Annette Grove, Nancy Christensen

Opening – Taci Waterson-Balls – BrandE Faupell (Human Resources) discussed Policy 376 – Extra Service Compensation.  This policy only applies to Exempt Staff and Faculty only.  This policy does not apply to Classified Employees because they are eligible for overtime.  This policy needs to be implemented prior to December 26, 2014 in order to comply with current OMB rules.

Salary and Benefits – Trisha Hunsaker has accepted to join us as the Chair for this position.

Employee Enhancement – Monica Neilson
Monica is over the upcoming Holiday Social scheduled for Dec. 17th from 9:00 to 11:00 a.m.  It will be an Open House in #507 ECC (University Inn). Monica has a student helping to contact for donations.  The room is arranged, invitation finished. Monica has several people and vendors for food donations.  She has received several NO responses and many of those contacted have not responded at all. Monica was hoping that catering would supply the drink. Catering has agreed to match instead of donate. Monica will check to see how much Danish we can get for $150.00 for the catering match.

Employee Recognition - Annette Grove – was excused
Annette has received a few employee recognition applications. She will get the donations going as soon as she can.

Employee Relations – Nancy Christensen – was excused

Scholarships - Deb Megill – the scholarships have been updated. Has been changed from 5 years to 3 years to apply. Those that can apply are employee, spouse, child, grandchild and the deadline is the end of Feb. The decision is made the middle of March. Deb will push scholarship criteria after the first of the year and make contact with Utah State Today, etc.

Media & Relations – Diane Buist – has updated the webpage with updated scholarship and employee of the quarter criteria & fillable forms. Please check the webpage and make sure everyone’s information is up to date. The newsletter went out for Fall. Diane will get with everyone in January to see what new information can go in the Winter Newsletter.
Other Business:
1. Our website is cea.usu.edu
2. Next meeting we are going to look at the bylaws to see what need changed. Do we need to change how many need to be here to vote as a quorum, we don’t have as many on the board so can we change that. Change on how many years worked here to be considered for the employee recognition.
3. Diane will attend the calendar meetings, Annette will attend the University employee recognition meetings and Trisha will attend the Salary & Benefits meetings.
4. Darla will check to see if we need to do a system dump and clean out the CEA mailing list. She needs to check with Jody at HR about sympa. Diane would also like access to the mailing list.

Meeting adjourned at 12:00

The Holiday Social on December 17th will count for the December Meeting

Next meeting will be January 15th, 11:00 Business Bldg 715