

MONTHLY PLANNING & INFORMATIONAL MEETING

Minutes

July 12, 2016

1. **Welcome: Todd Hugie/ Brian Joy (excused)/ Amanda Davis**
2. **Approved Minutes for June**
3. **General Business: Todd Hugie/ Brian Joy/ Amanda Davis**
Approved by-laws. UHESA conference is Thursday and Friday, July 14 and 15. Agenda will be emailed out. SEA luncheon has is moved back to August 15th at noon to welcome new Junior members and farewell to senior members.
4. **Budget and Finance: Christine Downs Cisneros (excused)/ Maura Blair (excused)**
PEA: Remaining operating budget: \$30.49

CEA: Remaining in operating budget: -\$1200.19
5. **Committee Reports**
 - a. **Scholarship/Endowment: Melanie Bowen / Deb Megill**
PEA: Remaining scholarship budget is \$14,642.61. In process of reviewing scholarship applications. Suggestions on how many recipients to award (~5-7 awards). Looking to combine scholarship funds together accordingly to what by-laws will permit.
 - b. **Legislative Committee: Maren Stromberg (excused)**
No report
 - c. **Professional Development: Chenese Boyle/Christine Ballard**
No Report
 - d. **University Relations: Michael Bishop (excused)**
No report
 - e. **Professional Relations: Nancy Hyde/ Marilyn Atkinson**
HR approval to combine funds and award employee of the month monthly. Find ways to acquire more employee nominations; emails, banners. Students can also nominate staff. Involve Deans and Dept. Heads, Faculty Staff Senate they can also nominate their staff.
 - f. **Benefits & Advisory: Scott Olsen / Wade Perkins**
DOL has salary test and duties test. It is to be implemented December 1st. HR will be notifying employees of change in August.

g. Parking: Tammy Firth / Trisha Hunsaker
No Report

h. Calendaring: Jessica Hansen
Providing more information in the Academic Calendar

6. Next Meeting: August 15, 2016, 12pm in Alumni Center (Luncheon/Meeting)