

MONTHLY PLANNING & INFORMATIONAL MEETING

Minutes

June 7, 2016

1. Welcome: Todd Hugie/ Brian Joy (excused)/ Amanda Davis

July meeting moved from 5th to 12th.

2. Approved Minutes for May

3. General Business: Todd Hugie/ Brian Joy/ Amanda Davis

Trisha Hunsaker and Amanda Davis will handle next year's nominations and will be emailing instructions regarding the election process.

The SEA by-laws are complete. Copy of by-laws are emailed out for review and give feedback or corrections by Friday, June 10th, 5pm. 2/3 majority vote to ratify the by-laws (3 members from CEA and 3 members from PEA). Aiming to finalize by end of the June for new elections to start in July.

UHESA is on July 14-15 and hosted by USU. UHESA represents approximately 33,000 Utah Higher Ed employees. Approximately 25-30 people are expected to attend. A planning committee has been formed and the planning process has started. The conference will be covered by UHESA for members of the planning committee. Others must be covered out of own pocket or their committee budget. Please email Todd if anyone is interested in attending. Agenda will be refreshments, discuss UHESA by-laws, "Bring a Friend" campaign to promote going back to school to finish their degree. Nancy is the guest speaker to talk about staff development. Also on the agenda is the discussion on use of social media for staff association. There will be an election held on that Friday for UHESA as well as on site nominations.

4. Budget and Finance: Christine Downs Cisneros/ Maura Blair

PEA: Remaining operating budget: \$38; Remaining scholarship budget: \$14,245. Receive \$478/m in scholarship donation. Luncheon totaled \$5700 which was covered by Dave Cowley's office.

CEA: Remaining in operating budget is \$540, after a few year-end expenses there will be ~\$400. It was discussed that some of the funds would be used to purchase supplies that we could carry over to use next year. Also purchasing Thank you cards to be signed and sent out to those helped and donated items for the CEA luncheon.

5. Committee Reports

a. Scholarship/Endowment: Melanie Bowen / Deb Megill

PEA: Remaining scholarship budget is \$14,245. Received 7 new donations from luncheon. PEA scholarship applications will close June 30th. So far there are over 25 applicants.

CEA:

Remaining scholarship budget is \$13,467

b. Legislative Committee: Maren Stromberg (excused)

No report

c. Professional Development: Chenese Boyle/Christine Ballard/ Monica Lewis

No Report

d. University Relations: Michael Bishop

SEA by-laws complete. Time to send a newsletter acknowledging “Employee of the Year,” elections, and scholarships.

e. Professional Relations: Nancy Hyde/ Marilyn Atkinson (excused)

No Report

f. Benefits & Advisory: Scott Olsen / Wade Perkins

Open enrollment is closed

g. Parking: Tammy Firth / Trisha Hunsaker

Be careful where we drive and park over the summer

h. Calendaring: Jessica Hansen

No Report

6. Next Meeting: July 12, 2016, 12pm in TSC Rm 336 (Senate Chambers)