



MONTHLY PLANNING & INFORMATIONAL MEETING

Minutes

November 1, 2016

1. **Welcome: Amanda Davis (excused)/ Trisha Hunsaker**
2. **Approved Minutes for October**
3. **General Business: Amanda Davis (excused)/ Trisha Hunsaker**

Recommend committee members to propose an operational budget for their entity to meet the needs of the committee to run smoothly. Present it to December's meeting. Invite President Cockett to attend December's meeting and future monthly meetings.
4. **Budget and Finance: Maura Blair (excused)**

Still no update yet.
5. **Committee Reports**
 - a. **Benefits & Advisory: Scott Olsen / Wade Perkins**

Get in contact with HR with updates on leave benefits due to DOL. Invite HR to meet with SEA quarterly. Supposedly there was a committee created to represent each personnel. However, SEA was overlooked.
 - b. **Legislative Committee: Maren Stromberg / Rikki Wheatley-Boxx**

No report
 - c. **Employee Relations: Marilyn Atkinson (excused) / Amanda DeRito**

No new report. Ongoing monthly new employee email list is retrieved to send welcome emails to new employees to both Logan and regional campuses. Average in 20 new employees monthly.
 - d. **Employee Recognition: Nancy Hyde (excused) / Jessica Hansen**

Rachel Curry was the employee of the month for July. Still in search for employee recognition for the month of October.
 - e. **Employee Development: Christine Ballard /Chenese Boyle /Jen Caines**

SEA launch party is on November 2nd in the Walnut Room from 8:30am – 10:30am. There will be no winter social due to the Launch party. There will be an upcoming spring event as well as the annual Luncheon to be held on May 16th and 24th in the Ballroom.

f. Employee Scholarship: Melanie Bowen / Christina Ayres

As of June 2016, the remaining scholarship amount from just PEA was \$14,652. CEA is unknown. New SEA scholarship guideline proposal available and emailed out to everyone. Please read through the application and give feedback. It's proposed to help pay for future professional development conferences in extreme circumstances where dept. is unable to cover due to budget. The main focus of the scholarship is still for education. Payroll deductions forms for the scholarship fund will be at the Launch Party.

g. Media & Public Relations: Michael Bishop / Nathan Laursen

SEA website is still under construction. Requesting each committee send in a blurb about their role and in SEA. Newsletter TBA.

h. Regional Campus Representative: Tammy Firth / Lauri Merrill

No report

6. Next Meeting: December 6, 2016, 12pm in Champ Hall Conference (Old Main Rm 136)