

MONTHLY PLANNING & INFORMATIONAL MEETING**Minutes****October 4, 2016**

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

ServiceNow system is scheduled to go live on 10/24/16. Training will be available soon. We are hopeful in inviting Jodie Morgan and USU President to attend staff meetings on a regular basis to get updates and voice staff concerns.
- 4. Budget and Finance: Maura Blair (excused)**

No update yet. Still waiting on numbers and access.
- 5. Committee Reports**
 - a. Benefits & Advisory: Scott Olsen / Wade Perkins**

No report
 - b. Legislative Committee: Maren Stromberg / Rikki Wheatley-Boxx (excused)**

In regards to the DOL, there is still an option for legislative intervention. If not, the law goes into effect in December.
 - c. Employee Relations: Marilyn Atkinson (excused) / Amanda DeRito**

No Report
 - d. Employee Recognition: Nancy Hyde (excused) / Jessica Hansen**

Have not awarded for July. August, awarded to Amanda Castillo. September, awarded to Jeannie Maughan. October nominations are coming. More information available when website is up and running.
 - e. Employee Development: Christine Ballard /Chenese Boyle /Jen Caines**

Location and funds for SEA Launch Party is still in the works. Plan on middle of October.
 - f. Employee Scholarship: Melanie Bowen / Christina Ayres**

Re-evaluating the use of SEA scholarship funds to include professional development opportunities. Suggesting to limit the scholarship funds to USU employees only. It would help cover up to \$500 for the year courses taken with no limit of credits for expanding education or personal purposes. On a professional basis, it would cover registration only for conferences, workshops, or ½ tuition for a specific course used for professional development. Melanie and Christina will write up a proposal for SEA new scholarship qualifications before November's meetings for feedback.

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

PEA and CEA websites have been removed to create a merged SEA website. It has been approved and populated at sea.ou.usu.edu. As soon as it is finalized and goes live it will be sea.usu.edu. Expect to be taking group photo and individual pictures in November's meeting.

h. Regional Campus Representative: Tammy Firth / Lauri Merrill (excused)

Two objectives: we want to let people know that a new Regional Campus Representative position is now part of the SEA. Would like to send out a survey to regional campus employees with questions on how to include them and voice their concerns.

Encourage them to attend our meetings through broadcast. Under the SEA President's discretion, a hopeful newsletter to include information about the merge of the associations, SEA scholarship changes, Launch Party, and new SEA committee members.

6. Next Meeting: November 1, 2016, 12pm in TSC Rm 332 (Senate Chambers)