

MONTHLY PLANNING & INFORMATIONAL MEETING**Minutes****September 6, 2016****1. Welcome: Todd Hugie/ Brian Joy/ Amanda Davis**

All new member introductions and reported their roles and responsibilities to the committee.

2. Approved Minutes for August**3. General Business: Amanda Davis / Trisha Hunsaker**

No report

4. Budget and Finance: Maura Blair

No update yet. Currently has no access to expenses.

5. Committee Reports**a. Benefits & Advisory: Scott Olsen / Wade Perkins**

Scott met with Grievance Committee. The committee consist of exempt and non-exempt. It was a great experience with learning about other organizations on campus.

b. Legislative Committee: Maren Stromberg (excused) / Rikki Wheatley-Boxx

Represent staff employees concerns to the legislature. Suggested to get in contact with Neil Abercrombie to possibly speak in the SEA meeting sometime.

c. Employee Relations: Marilyn Atkinson / Amanda DeRito

First to get in contact with new employees

d. Employee Recognition: Nancy Hyde/ Jessica Hansen

Select new employees of the month. Recognizing employees and soliciting nominations. Need to look into annual budget to possibly sending newsletter through mail.

e. Employee Development: Christine Ballard /Chenese Boyle /Jen Caines

Date has been selected for the winter social to be on December 5th. Will be working with Richard Peterson to reserve Walnut room or East Colony or Ballroom. Need budget first to figure out further planning. Also plan for an October Launch Party of the unification of PEA and CEA.

f. Employee Scholarship: Melanie Bowen / Christina Ayres

No report

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

Responsible for SEA website, newsletters, and advertising. Brian and Todd will meet with Michael if needed to get ideas to create new website with logo, etc. Michael will complete and finalize the website.

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

Responsible in reaching out to other campuses to have them included and be involved in the SEA.

6. Next Meeting: October 4, 2016, 12pm in TSC Rm 332 (Senate Chambers)