

# CEA News

USC Aiken's Classified Employees Assembly

February 2006



## From the Chair

Much has been happening this year and we, as a university and assembly, continue to push forward. I'd like to thank all those involved in committee work for their time and dedication to making USCA a better place. Soon there will be an opportunity to assist with the planning and execution of the Employee Appreciation Luncheon. Feel free to get your creative juices flowing to help make this event successful, fun and enjoyable for all. Contact anyone from the Enrichment Committee if you have any ideas or would like to help.

Our last meeting of the year is just around the corner and at that time we will be electing committee members for those whose terms are ending. If you know of anyone that you feel would have an interest in serving in any capacity, feel free to nominate them for any of the available committee positions.

As always, any comments or suggestions you may have regarding the involvement of the CEA are always welcomed and encouraged. Again, my many thanks go out to everyone who is currently actively involved throughout the campus in various ways. It's because of the efforts that you make which make the University a better institution and the CEA a stronger organization. Keep up the good work!

### CEA OFFICERS:

#### Executive Committee:

Jeff Jenik, Chair  
Carla Hayes, Vice Chair  
Angela Taylor, Parliamentarian  
Jamie Raynor, Recorder

#### Advisory Committee:

Carla Hayes, Chair  
Michael Casdorph  
Mary Anne Cavanaugh  
Andrew Hendrix  
Angela Taylor  
Tom Hallman (ex-officio)  
Ginger Steel (ex-officio)  
Maria Chandler (ex-officio)

#### Nominating Committee:

Sarah Keeling, Chair  
Jennifer Lake  
Cindy Sparling  
Joan Stevens  
Paula Stribling

#### Facilities Utilization & Development

#### Committee (FUD):

Scott Peace, Chair  
Annette Beeler  
Carol Cutsinger  
Janet Joy  
Ahmed Samaha  
Tom Hallman (ex-officio)  
Suzanne Ozment (ex-officio)  
Deb Kladvico (ex-officio)  
Tony Ateca (ex-officio)

#### Enrichment Committee:

John Hutchens, Chair  
Sherri Jenik  
Jeff Mastromonico  
Karen Morris  
Paula Stribling  
Kendall Tubbs (ex-officio)

## CEA Meeting Agenda for February 15, 2006

- I. Welcome/Approval of November 2005 Minutes
- II. Announcement of new CEA Members
- III. Report from the Chancellor, Dr. Tom Hallman
- IV. Committee Updates
- V. Departmental Updates
  - A. Institutional Effectiveness—Braden Hosch
  - B. Etherredge Center—Jane Schumacher
- VI. Announcements from the Floor
- VII. Adjourn

**CEA on the Web:**  
[www.usca.edu/cea](http://www.usca.edu/cea)

**Did You Know?** - There is a Curriculum Lab run by the School of Education in B&E 238C which is open Monday-Thursday from 8:30am-5pm and Friday 8:30am-11am. It houses a hot and cold laminator and other materials for bulletin boards and presentations, which may be used by faculty, staff, and students for a nominal fee.

## SGA—Smoking Proposal and Resolution

From SGA—"It has been brought to the attention of SGA that members of the campus community are concerned with the current smoking policy on campus. Over the last several years, students, faculty, and staff have expressed concern with second hand smoke and its effects on their environment and health. We, the Student Government Association, developed a survey and administered it to the student population. Six hundred and twenty eight students completed the survey. Because of the results, SGA would like to propose that a smoke free zone is established in front of all building entrances. Regulation of this policy would rely on community enforcement. SGA would also like to propose that signage be placed in front of entrances informing visitors and community members of the policy. Lastly, the placement of smoking canisters to another location away from the entrances of the building would assist in the efforts to reduce smoking around the entrances of buildings. We look forward to working with the Faculty Assembly and the Classified Employees Assembly in regards to this issue. Thank you for your time and consideration."



**New CEA Members—  
Making a difference  
at USCA:**

**Karen Morgan—  
Nursing**

**Cynthia Gearhart—  
Bookstore**

**Robin Howard—  
Housekeeping**

**Catrena Cheston—  
Records**

**Welcome!**

## Human Resource Reminder –Money PLUS Participants

If you still have funds on deposit from last year, please file your claims as soon as possible. **The deadline for filing claims for 2005 is March 31, 2006.** The claim form must be received by Fringe Benefits Management Company by March 31st! If claims are not received in time, any money on deposit in your **Medical Spending Account, and/or your Dependent Care Spending Account** will be forfeited!

**New Grace Period** - If you still have money on deposit in your 2005 medical spending account and/or limited medical spending account, you have until March 15, 2006, to use that money. This means, services provided from January 1, 2006, to March 15, 2006, can be filed against your 2005 medical spending or limited medical spending account. **Deadline for filing all claims is still March 31, 2006.**

*See Carla Hayes in Human Resources with any questions or email her at [carlah@usca.edu](mailto:carlah@usca.edu).*

## USC Aiken Upcoming Events:

**February 27 (Mon)** - Mid-point in semester.

**March 4 (Sat)** - CSRA Heart Walk at Aiken Regional and USCA,  
7:30-11am

**March 5 - 12 (Sun - Sun)** - Students' Spring Break -- no classes.

**March 20 (Mon)** - President Sorensen visits CEA in B&E 140 from 2-3pm.

**April 1 (Sat)** - USCA Polo (Third Leg of Triple Crown)

**April 3 (Mon)** - Advisement for Summer/Fall 2006 begins for enrolled students.

**April 10 - 14 (Mon - Fri)** - Priority Registration for Summer/Fall 2006 for currently enrolled students.

**April 13 (Thu)** - Annual Academic Convocation.

**April 14 (Fri)** - Last day for Priority Registration for Summer/Fall 2006 for currently enrolled students.

**April 24 (Mon)** - UNDERGRADUATE AND GRADUATE CLASSES END.

**April 25 - 26 (Tue - Wed)** - Reading days.

**April 27 - May 3 (Thu - Wed)** - Final exams.

**May 4 (Thu)** - Commencement at 7:00 p.m. in the SAC Gym.

**May 5 (Fri)** - End of the Year Faculty/Staff Luncheon.





Classified Employees Assembly  
USC Aiken  
471 University Parkway  
Aiken, SC 29801

**CEA on the Web:  
[www.usca.edu/cea](http://www.usca.edu/cea)**



*CEA: Making a difference at USCA*

The Classified Employees Assembly (CEA) at USC Aiken was formed to coordinate suggestions concerning the management and operations of the Aiken campus.

The Assembly promotes the welfare of classified employees in general. It also acts as liaison medium for classified employees and the administration, faculty, and students. The CEA, however, does not function as a grievance committee or bargaining unit. Please see our bylaws on the web for more information at <http://www.usca.edu/cea>.