Board Members Present:
President- Rachael Martin
Vice President- Katie Unruh (absent)
Past President- Annette Garcia (absent)
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect- Pam Taylor
Chair for Communications- Nichole Kosier
Chair for Programs, Events & Outreach- Ellie Jorritsma

Staff Assembly Members Present:
Sherry Ward, Diane Caton, Yazil Navarro

1) Welcome and Convene Meeting: commenced at 1:05pm
   a) President announced 2013-14 Staff Assembly Executive Board election results
      and welcomes new officers to Staff Assembly.
   b) 2013-14 election results are:
      1. President, Katie Unruh (position inherited after Vice President position)
      2. Vice President, Joe Wilensky
      3. Past President, Rachael Martin (position inherited after President position)
      4. Finance Officer, Pam Taylor (position inherited after Finance Officer Elect
         position)
      5. Finance Officer Elect, Diane Caton
      6. Secretary, Sherry Ward
      7. Programs, Events and Outreach, Ellie Jorritsma
      8. Communication, Nichole Kosier

2) Public and Campuswide Committee Representatives Remarks
   a) Chief Information Officer Search Committee, Karen Meade (absent, no updates
      announced)
   b) Vice Chancellor for Planning and Budget Search Advisory Committee, Annette
      Garcia (absent, no updates announced)
   c) Vice Chancellor for Business and Administrative Services Search Advisory
      Committee, Rachael Martin. The search committee for Mary Miller’s replacement
      met on June 13, 2013 to discuss the committee charge, position overview and
      begin a timeline of events. The first slate of candidates will be reviewed in
      August, the second slate by early September, with airport interviews by the end of
      September.
d) Campus Budget Committee Update, Rachael Martin. Chancellor Leland will release the campus budget this month. The Student Fee Advisory Committee recommendations were supported and the Chancellor has supported and released the budget.

3) **Approval of Minutes**
   a) May 17, 2013 Minutes: moved to approve by Rachael Martin; seconded by Lezly Juergenson.

4) **CUCSA**
   a) June 05-07, 2013 meeting review – The June meeting will be reviewed in August.

5) **Unfinished Business**
   a) Staff Assembly Scholarship – Incoming President will reconfirm the scholarship information.
   b) Bylaw revision: Exiting President will update the bylaws with the new verbiage.
   c) Communication strategy: The communication strategy continues to be a high priority. Decisions still need to be made for how to proceed with staff pins and shirts.
   d) Exiting President will send an end-of-year survey to membership before July 01, 2013.
   e) Status update on Development and Alumni Relations’ waiver for gift administration fee: The donation waiver request was sent to the Chancellor and the donations for Staff Appreciation Week are exempt from the 5% fee normally charged by Development and Alumni Relations.

6) **Officer Reports and Internal Committee Updates**
   a) President: NTR (nothing to report)
   b) Past President: absent
   c) Vice President: absent
   1. Campus-wide Committees (see above)
   2. Staff Excellence Award
   d) Secretary: NTR
   1. Calendar update
   e) Finance Officer
   1. Account balances: Operating acct: $4490.39, Agency acct: $10,503.47
   f) Finance Officer Elect: NTR
   g) Communications:
   1. Membership report: 284
   2. Brochures: still on-going with edits, $611 in budget for the printing
   3. Outreach to Post-Docs will continue
   4. Website: Logo is ready to go and will be implemented
   h) Programs, Events and Outreach
   1. First Fridays and First Wednesdays: attendance rates have reached an average rate for First Fridays and attendance has increased a small percentage for First Wednesdays.
   2. Staff Appreciation Week: This year’s SAW was a success. To improve next year’s week the committee should meet earlier and have a finalized budget in place.
7) **New Business, Announcements and Information**
   a) Bylaw revision vote – the 2012-2013 and opt-in membership voted and approved the proposed bylaw revisions for article VII: Meetings, section C: Voting.

8) **For the “Good of the Order”:**
   First Wednesday, July 3rd and First Friday, July 5th are cancelled due to the holiday.

**Adjournment:** 12:51pm

9) **Closed session**
   a) Year End Report and Officer Transition meeting review
   b) Staff Assembly goods stock pile – clean out

Next meeting - to be announced.