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

Staff Assembly Members Present:
Steve Leer
Joe Wilensky
De Acker

1. Welcome and Convene Meeting
   a) Welcome and convene meeting at 1:04 p.m.
   b) Introductions were made of assembly members as this was the first regular meeting of E-Board.

2. Approval of Minutes
   a) Annette Garcia has motioned to approve the minutes for May 31, 2012; Katie Unruh has seconded the minutes. Minutes approved.
   b) Minutes for June 28, 2012 are on hold until edits and corrections are completed.

3. Officer Reports
   a) President- Rachael will reorganize the agenda to be more engaging and focus on community-building communication.
   b) Past President- Annette is working on Staff Assembly shirts. Annette also suggested a public comment time before the E-board meeting agenda.
   c) Vice President- Katie campus committees are shaping up, E-Board votes today.
   d) Secretary- Lezly will bring the extra Staff Appreciation Week door prizes and tickets to Pam at next meeting.
   e) Finance Officer- Stephanie Peterson – there are remaining purchase orders that need to be processed; he will work with Pam to finalize the orders.
f) **Finance Officer Elect**-Pam would like a better understanding of the budget and is working with Stephanie. The donated airline ticket for Staff Appreciation Week should be started now.

g) **PEO**-Stephanie Marquez suggests more presence at First Fridays. Castle sign-up sheets are now being set-out and picked up.

h) **Communications**-Nichole has been updating the website and changing menus. De Acker suggested a link to Ombudsperson from the website.

4. **Announcements and/or Information:**
   a) Town Hall review (held on Aug. 20, 2012) with 117 attendees (including web streaming viewing).
   b) A Career Tracks forum with Human Resources will be held on August 30 from 1-2pm in the Bobcat Lair; an announcement will be sent to the opt-in list.
   c) Chancellor Leland answered the submitted questions but there was not enough time for Q & A. A suggestion was made to provide a remote microphone for audience members as questions that were asked from audience members were not repeated which left listeners confused.
   d) Human Resources on-line site has a good FAQ section pertaining to Career Tracks.
   e) Review of the SA E-Board Orientation was positive with the expectation that the goals and norms created contribute to how the E-Board operates.
   f) Reviewed on-going goals of the E-Board and Annette Garcia agreed that the goals were appropriate.
   g) Annette will have more information regarding the Staff Assembly polo shirts and the question was raised if staff assembly members could buy them; possibly with a pre-order?
   h) For better communication with SA, the E-Board suggested the following: Nichole: maybe a Happenings and an email, was too much? Annette suggested more careful use of the happenings and lastly that we use just the opt-in group.
   i) **SA Info-Digest**: Rachael has requested E-Board to submit their biographies.

5. **Treasurer and Membership Report**
   a) No report was given at this time.

6. **CUCSA**
   a) The September 07, 2012 meeting is cancelled as the President, Vice President and Past President will be at the CUCSA meeting September 05-07, 2012.

7. **Campus-wide Committee Updates**
   a) E-Board meeting ended at 1:46pm to hold a closed-door session for voting on campus-wide committees.
   b) Katie will contact the committees and then notify the newly-elected members.

8. **Internal Committee Updates**
a) None at this time.

9. **Unfinished Business**
   a) 2012-13 Operating Budget
   b) Scholarship Award for 2012-13
   c) Staff Pins

10. **New Business**
   a) New Employee Orientation SA Presenter
   b) De Acker – Ombudsperson
   c) Joanne Dunlap – Human Resources
   d) SA Shirts
   e) Update membership flyer
   f) Update website
   g) Canned Food Drive

11. **Calendar of Events**
   a) HR Career Tracks Forum is set for Thursday Aug. 30th, 2012 from 1-2pm in the Bobcat Lair, KL 169

12. **For the “Good of the Order”**

   Next Meeting: Friday, Sept. 21, 2012

**Adjournment**
Meeting adjourned 1:46pm
Submitted by Lezly Juergenson