

Minutes

Date: Aug. 24, 2012

Time: 1-2 pm

Location: KL 232

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