Agenda presented to board members in advance of the meeting. The minutes will follow in same order as the agenda.

A. CALL TO ORDER:
The regular meeting of the Exempt Professional Assembly Board was called to order by the EPA President, Leeann Fields, at 12:10 p.m. on August 17, 2011. The meeting was held via conference call between the DDC and AMC campuses.

B. ATTENDANCE:
Present:
Leeann Fields, President 2/2
Danny Felipe Morales, Vice President 2/2
Terry Dargevics, Treasurer 2/2
Naomi Wahls, Member at Large DC 2/2
Resa Cooper-Morning, Member at Large DC 2/2
Omar Montgomery 1/2

Excused:
Jason Robinson, Ex Officio 0/2
Kerri Martinez, Member at Large AMC 0/2
Cameron Cook, Secretary 1/2

Open Position:
Member at Large AMC

Meeting Quorum:
The required quorum of 60% representation was present for the meeting.

C. APPROVAL OF MINUTES:
The minutes of the board retreat meeting on July 26th, 2011 were unanimously approved.

D. OLD BUSINESS:
1. Website updates: the officer page information is not listed in consistent order. Question/answer form on web page not being used yet. So, announce it during the September general assembly meeting as roll-out of availability and provide demo.
2. Leeann introduced Omar Montgomery as the new DDC campus member-at-large. Still have vacant position for AMC at-large member. Leeann will send out announcement to AMC EPA listserv requesting a volunteer for a 2-year term.
3. Status of changeover in board for listserv/web access: Jason has been removed from listserv access to EPA-all, EPA-DDC, and EPA-AMC. Leeann and Danny now have access to these. Set-up of CU network shared drive access: a shared drive has been set up under the umbrella of Central HR on their university server. All board members have been given access to map to the drive except those who don’t have server access. Those current exceptions are Cameron and Kerri. Since server access incurs a monthly cost to the employee’s budget center, alternatives will be researched.
4. Welcome letter for new exempt employees: Leeann will send out a draft to board for review/approval. Once approved, Leeann will start sending out “welcome” letter emails to new exempt employees on both campuses based on lists provided from Central HR.
5. General meeting attendance- what to do with this info? Suggestion made to establish program to provide attendance award – like a $50 gift card on each campus for attendance drawing. Eligibility will be attendance at 3 out of 4 general assembly meetings held during a year. Danny will set up a system for electronic sign-in at
each meeting through laptops at each campus location. Terry will process finance paperwork to get program approval.

6. Relationships with Classified Staff organization: meeting pending with Deborah Makray and Leeann and Danny regarding collaboration and overlap issues.

E. NEW BUSINESS:

1. Agenda for next General Assembly meeting: someone from the Wellness Center wanted an opportunity to speak at the meeting briefly. After discussion, it was decided to have the theme of the meeting be “Wellness in the Workplace”. The initial business portion of the meeting will include introduction of new board appointments, a demo of the website features, and announcement of the attendance program if approved by then. Then we will work on getting 3 other speakers besides the person from the Wellness Center. Naomi was going to look for someone to speak on mental health employee benefits and resources, Resa was going to touch base again with the Ombud’s office regarding the program they wanted to offer to the EPA. They could come to the meeting and describe the program in order to garner interest. And someone else (I forget who) volunteered to get someone from risk management to discuss office ergonomics.

2. Recognition – discussed the need to identify ways to recognize staff accomplishments, especially when it comes time for staff award nominations in the spring.

3. Due to lack of time, the Professional Development, Guest Speakers, and Standing Committee discussions were skimmed over and will be taken up again at the next board meeting.

F. FINANCIAL REPORT

Terry reported that the organization budget for FY12 is $1,540. Current balance is about $1,200 after lunch expenses for general assembly in July, and breakfast for board retreat.

H. SUB-COMMITTEE REPORTS

No reports to give as committees need to be reactivated.

1. Nominations/Election
2. Professional Development
3. Networking

I. ADJOURN

This meeting was adjourned at 1:00 p.m. The next meeting will be the first General Assembly meeting of FY12, on Wednesday, September 21, from 11:30 a.m. – 1:00 p.m. Meeting will be held by videoconference between both campuses.

Minutes submitted by:
Terry Dargevics
8/25/11