

ACES Board Meeting

Location: Downtown Campus, CO 112

Date/Time: July 18th

3:30 pm – 5:00 pm

Agenda

I. Call to Order (*Quorum Verification*)

Five people, Kevin, Mary, Ginny Lissa, Michelle

II. Members with “business before the board”

This time is reserved for non-board members who attend.

III. Approval of prior “meeting minutes”

We will send minutes and request approval via email.

IV. Representative Reports

a. Treasurer (Connie)

i. Transfer of money for checking to money market

1. We moved 10k to Money Market- Current-Checking:\$7,729;
Money Market: \$15,371 to take advantage of higher interest rate.

ii. PD Funds

1. There is money left over and an email has gone out. Of 40 submitted, 25 were approved and 5 needed documentation. 76K spent of 100K.

iii. Where to Google Group Edit for Exempt PD Committee

<https://groups.google.com/a/pima.edu...>

iv. We average 5-7k spending from this account year on events

v. Membership (Mary/Ginny/Lissa)

1. New members review
2. Access Google Groups - All ACES emails come through the group so if you get ACES emails, you have been added.
3. We have had 2 people request to be removed from membership.
4. Mary gets an automatic excel sheet listing all members each month.
5. Mary will request an IT service to have the sheet sent every other pay period.
6. New members will be sent a t-shirt
7. Bring a member, get a shirt

8. We want to give money back. Bring in new people, get a point, attend a meeting get a point, raffles will include tickets to games, gift cards,
 - vi. Welcome letter - Lissa will send the letter to new members.
- b. Professional Development (Tom) - The committee will be reviewing the second round of requests on August 1.
- c. Networking (Teresa/Michelle)- Teresa has been caught up in move. Mary and Kevin will go to T-Mobile to get phone to process event payments. It will be a monthly charge.
- d. Technology & Communication (vacant)- Kevin is working on a technology officer checklist. Currently recruiting for a full-time exempt officer.

V. New Business

- a. Update on Implementation of HB 2750
 - i. How does this law affect exempt employees? We are waiting on response from college management.
- b. AERC - Policy Review - Review Drafts
- c. Community Outreach - Food Bank and Walk for Scholarship
- d. ACES Elections
 - i. Introductions of all members
 - ii. Mary will share all of last election materials to May (via Google Drive)
- e. Officers to Recruit:
 - i. Technology and Communication (one year appt)-Mary and Lissa will work on interim format for communicating board minutes.
 1. newsletter
 2. maintaining google group
- f. ACES General Session for FALL-(revisit with full board @ next meeting)
 - i. September or October, but want Connie and Tom present
 - ii. When people were surveyed, people preferred offsite.
 - iii. Reach out to a speaker
 - iv. Make it an event
- g. All College Day tabling event 7-8:30am
 - i. T-Shirts
 - ii. Raffle-existing members, new members, bring a member get two tickets, send out an email prior to event asking people to stop by.
 - iii. Swag- Michelle will ask about where to order - metal water bottles
 1. portfolio
 2. phone case
 3. metal travel mug
 4. fans
- h. Verify Dates/Times for all future meetings
- i. Google Drive Training -Kevin
 - i. ACES wants to use google drive to transfer organizational knowledge
 - ii. You own what you create, you can share it with others. Be aware of edit vs view privileges when you share.
 - iii. Team Drives or “Shared Drive” may eventually be rolled out college wide.
 - iv. Discuss how “Add to Drive” works
- j. Discuss Walk for Scholarship event at next meeting.

VI. Action Items *(prior meeting)*

- a. N/A
- b. N/A

VII. Action Items *(new)*

- a. Email Celia with FY19 - ACES Board Meeting Dates (Mary)
- b. Mary will work with Ginny, Connie and Lissa on new representative roles
- c. Mary and Ginny will fulfill staff council role - sharing 3-4 key issues that ACES has taken to AERC.
- d. Lissa will send out Action items with Notes
- e. Lissa will inventory ACES shirts

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VIII. Upcoming Events

- a. Next BOG meeting: August 15, 3:30pm
- b. Next Staff Council Meeting: TBD