I. **Call to Order**

II. **Guest Speaker(s)** – Ms. Debra Cortinas  
   Director of Human Resources  
   Topic: Salary Survey

III. **Approval of Minutes** – Elizabeth Perez

IV. **President’s Report** – Ben Soto  
   • Event Feedback  
   • Administrative Professionals’ Day  
   • Budget Requests  
   • PC Lunch  
   • Campus Safety  
   • Elevators

V. **Vice-President’s Report** – Franklin Harrison

VI. **Treasurer’s Report** – Jorge Fonseca

VII. **Old Business**

VIII. **Committee Reports**  
   • Benefits and Employee Development – Noelle Wilson  
   • Bylaws and Constitution – Dee Dee Hubenak  
   • Nominations and Election – Michele Roth  
   • University Relations – Vacant

IX. **Adhoc Committees**  
   • Annual Employee Luncheon – Elizabeth Perez  
   • Dorothy Yeater – Cassie Eyring  
   • Employee Excellence Awards – Franklin Harrison

X. **University Committee Reports**

XI. **New Business**

XII. **Good of the Order**  
   • **Kudos**

XIII. **Meeting Adjournment**