Board Members Present

Staff Assembly Members Present

1) Welcome and Convene Meeting

2) Public and Campuswide Committee Representatives Remarks
   a) Chief Information Officer Search Committee – Karen Meade

3) Approval of Minutes
   a) December 14, 2012 Minutes

4) CUCSA
   a) Staff Engagement Survey/Roadshow update

5) Unfinished Business
   a) Staff Assembly Scholarship – update verbiage
   b) Program, Events, and Outreach - open position
   c) Proposal to change Executive Board meetings - two hour meetings once a month
   d) Budget call for Chancellor’s Office - submitted the 2012-2013 proposal with the inclusion of a student assistant

6) Officer Reports and Internal Committee Updates
   a) President
      1. Voting process and Bylaws sub-committee
      2. Communication strategy sub-committee
   b) Past President
   c) Vice President
      1. Campuswide Committees – call for open positions
         i. Classroom, Academic and Office Building
         ii. Chancellor’s Advisory Committee on Sustainability
      2. Staff Excellence Award
   d) Secretary
   e) Finance Officer
      1. Account balances
      2. Internal processes
f) Finance Officer Elect
   1. Donation from UCLA Travel for the staff appreciation picnic – two airline tickets in continental US.

g) Communications
   1. Membership report
   2. Logo proposal
   3. Website update
   4. Staff Assembly brochure

h) Programs, Events and Outreach
   1. First Fridays and First Wednesdays
   2. Staff Appreciation Week

7) New Business, Announcements and Information

8) For the “Good of the Order”

Next meeting will be on January 25 from 1:00-2:00 pm in the KL232

Adjournment