Agenda
Date: Friday, August 23, 2013
Time: 12:00-2:00pm
Location: KL 232
Readytalk – (866) 740-1260 Access Code 2284501

Board Members Present:

Staff Assembly Members Present:

1) Welcome and Convene Meeting
   a) Introductions

2) Public and Campuswide Committee Representatives Remarks
   a) Promise Platform – Heather Wilensky
   b) Chief Information Officer Search Committee, Karen Meade
   c) Vice Chancellor for Business and Administrative Services Search Advisory Committee, Rachael Martin
   d) CPPC – Joe Wilensky
   e) Child Care Advisory Committee – Nichole Kosier/ Joe Wilensky

3) Approval of Minutes
   a) June 21, 2013 Minutes

4) SA Leadership Meeting With Chancellor – June 29, 2013
   a) Campus Climate Survey – Results due out in August

5) SA Leadership Meeting With Interim VC BAS – August 15, 2013
   a) Career Counseling Pilot Program
   b) Mentorship Program

6) SA Leadership Meeting With AVC HR
   a) First meeting - October 2, 2013

7) CUCSA
   a) Report on June meeting.
   b) September 11-13, Santa Cruz.

8) Unfinished Business
   a) Staff Assembly Scholarship
      1. Payroll Deduction
      2. 2013/14 Recipient
   b) Communication Strategy Meeting – August 15, 2013
      1. Process for sending out communications.
   c) Staff Assembly Brochure
   d) Staff Assembly Pins
e) Staff Assembly Polos
f) Staff Assembly Cookbooks
   1. Prizes for SAW picnic?? (23 in inventory)

9) **Officer Reports and Internal Committee Updates**
   a) President
      1. Fall Newsletter
      2. Calendar of Events/Meetings – 2013/14
      3. Chancellor’s Leadership Council Meeting
      4. UC Merced SA alumni list and history of UC Merced SA.
   b) Past President
      1. End of year survey
      2. Update 2012-13 Bylaw document
      3. Town Hall Meeting – August 22, 2013
      4. Officer Orientation and Past President’s Panel – August 14, 2013
      5. New Employee Orientation
   c) Vice President
      1. Campuswide Committees
         i. New Requirements
         ii. Improve communication process
         iii. Improve accountability of committee reports
      2. Candidate Searches – Create feedback process.
      3. Monthly lunch meeting with Chancellor
      4. SA Quarterly Digest
      5. Staff Excellence Awards
   d) Secretary
      1. Calendar update
      2. Assist Vice President with supplemental documentation from campus wide committees.
   e) Finance Officer
      1. Account balances
      2. Status update on Development and Alumni Relations’ waiver for gift administration fee
      3. Create process for monthly reporting
      4. Create end of year process
      5. Meet monthly with FO Elect
   f) Finance Officer Elect
      1. Meet monthly with Finance Officer.
   g) Communications
      1. Membership report
      2. Brochures
      3. Website
      4. Flyers
   h) Programs, Events and Outreach
      1. Strategic Planning Meeting – August 30, 2013
      2. First Fridays and First Wednesdays
      3. Staff Appreciation Week
      4. PEO-Elect Position – Update/Change Bylaws
10) **New Business, Announcements and Information**
   a) Budget Discussion
      1. Budget Discussion
         i. Budget Strategy Meeting
         ii. Student Intern
         iii. FTE – Professional Development position
   b) UCLA Faculty & Staff Appreciation Day – UCLA vs. Cal – October 12, 2013
   c) Summer Session Staff Discount Implementation

11) **For the “Good of the Order”**
    a) Mentoring Ideas for Staff – De Acker

12) **Closed session**
    a) Committee Representative Voting

Next meeting - Friday, September 27th

**Adjournment**