Board Members Present:

Staff Assembly Members Present:

1. Welcome and Convene Meeting

2. Public and Campuswide Committee Representatives Comments
   a) Staff Representative, Chancellor's Advisory Committee on Sustainability, Gina Johnston

3. Approval of Minutes
   a) August 24, 2012
   b) September 21, 2012

4. Unfinished Business/Review Action Items
   a) Staff Assembly funding processes
      a. Stephanie and Pam update on new procedure for processing funding.
   b) Staff Assembly Scholarship
      a. Annette - contacted the recipient to ask permission for the release of name.
      b. The SA E-Board will revisit the scholarship verbiage to determine if the language needs to be updated.
   c) Update on Staff Assembly pins
      a. Rachael and Stephanie – update on purchase from Image Masters.
   d) Staff Assembly Polo Shirts:
      a. Rachael - quantity quote from Image Masters
         i. 12-24 shirts = $27.86, tax included
         ii. 25-49 shirts = $26.79, tax included
      b. Nichole create an email announcement
      c. Nicole will create an Intel form
   e) UC Faculty/Staff Appreciation Day is Nov. 03, 2012
      a. Annette will ask Stephanie to take money and the tickets and contact point people to market at each of the UCM locations.
      b. Rachael will contact UCLA to indicate participation

5. Officer Reports and Internal Committee Updates
   a) President
      a. President’s Newsletter
b) Past President
c) Vice President
   a. Campus Committee
   b. Staff Excellence Award
d) Secretary
e) Finance Officer
f) Finance Officer Elect
g) PEO
   a. First Fridays and First Wednesdays
   b. Canned Food Drive
   c. Staff Appreciation Week
h) Communications

6. New Business, Announcements and Information
   a) President
      a. Search advisory committee for the CFO and VC of Budget and Planning
         i. Select E-Board staff representative with familiarity with budget processes and service on budget committee(s)
         ii. October 9th from 2:00 pm to 2:45 pm Staff Assembly Leadership meet with search firm, location TBD.
         iii. October 9th from 11:30 to 1:00pm Staff Assembly representative attend search advisory committee working lunch meeting
      b. Revisit the scholarship verbiage to determine if the language needs to be updated.
      c. Rename Executive Board to be encourage general membership participation
d. Review Secretary’s potential new task of updating the SA calendar of events
   b) Communications
      a. Update on ideas and progress made on website and organization of information
      b. Staff Assembly brochure

7. For the “Good of the Order”

Next meeting will be on October 19, 2012 from 1:00-2:00 pm in KL362

Adjournment
Meeting adjourned