Agenda

Date: Friday, October 19, 2012
Time: 1:00-2:00pm
Location: KL 362

Ready Talk Call-in Info: 1-866-740-1260, access code 2284501

Board Members Present:

Staff Assembly Members Present:

1. Welcome and Convene Meeting

2. Public and Campuswide Committee Representatives Remarks

3. Approval of Minutes
   a. October 05, 2012

4. CUCSA

5. Unfinished Business
   a) Update on Staff Assembly Scholarship
   b) Staff Assembly Polo Shirts $28.00:
      a. Pam will create an Intel form
      b. Nichole create an email announcement
   c) UC Faculty/Staff Appreciation Day is Nov. 03, 2012
      a. Nichole create call for participation
      b. Stephanie P. collect money/distribute tickets

6. Officer Reports and Internal Committee Updates
   a) President
   b) Past President
   c) Vice President
      a. Campus Committee
      b. Staff Excellence Award
   d) Secretary
   e) Finance Officer
      a. Account balances
      b. Internal processes
   f) Finance Officer Elect
   g) PEO
      a. First Fridays and First Wednesdays
      b. Canned Food Drive
c. Staff Appreciation Week

h) Communications
   a. Membership report
   b. Update on ideas and progress made on website and organization of information
   c. Staff Assembly brochure

7. **New Business, Announcements and Information**
   a) Revisit the scholarship verbiage to determine if the language needs to be updated.
   b) Proposal to rename Executive Board meetings to encourage general membership participation.
   c) Review Secretary’s potential new task of updating the SA calendar of events.
   d) Communication strategy.

8. **For the “Good of the Order”**

9. **Closed E-Board voting session**

Next meeting will be on November 02, 2012 from 1:00-2:00 pm in KL 232

**Adjournment**
Meeting adjourned