Board Members Present

Staff Assembly Members Present

1) Welcome and Convene Meeting

2) Public and Campuswide Committee Representatives Remarks
   a) Campus Physical Planning Committee Update – Joe Wilensky
   b) Human Resources Performance Evaluations Update – Rachel Hadley
   c) AA/EEO Committee Update – Mary Ann Coughlin
   d) Ombuds Advisory Board Committee – Oliver Nandkishore
   e) University-Engagement Community Committee – Rachael Martin via Anne DiCarlo’s email notes

3) Approval of Minutes
   a) November 16, 2012 Executive Board Meeting

4) CUCSA
   a) Next Meeting December 05-07, 2012 (No E-Board Meeting)

5) Unfinished Business
   a) Staff Assembly Scholarship
      1. Recipient contacted
      2. Financial Aid contacted – updated verbiage
   b) UC Faculty/Staff Appreciation Day
      1. Stephanie will FedEx tickets to UCLA and complete recharge process

6) Officer Reports and Internal Committee Updates
   a) President
      1. Career Tracks Forum with HR – Proposed date December 20
      2. Budget call for Chancellor’s Office
      3. Engagement Survey Roadshow
   b) Past President
   c) Vice President
      1. Campuswide Committees
      2. Staff Excellence Award
d) Secretary

  e) Finance Officer
     1. Budget call information
     2. Account balances
     3. Internal processes

f) Finance Officer Elect
    1. Donation from UCLA Travel for the staff appreciation picnic – two airline tickets in continental US.

g) PEO
    1. First Fridays and First Wednesdays
    2. Canned Food Drive
    3. Staff Appreciation Week

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

7) New Business, Announcements and Information
   a) Town Hall #2 scheduled for December 19 from 1-2pm, COB 102
   b) Proposed Summer 2012 calendar – comments or questions
   c) SA E-Board Meeting 12/14 location change – OSL Conference Room, KL184H
   d) Sub-committee to create a formal voting process and update the Bylaws
   e) Sub-committee to create a communication strategy
      1. Pins, shirts, Catspots, SA scholarship payroll deduction advertisement
      2. Internal/external committee participation
      3. Brochure/website
      4. Participation/election strategy
      5. Calendar of events – Secretary and Communication chair collaboration

8) For the “Good of the Order”
    a) The Lantern Café will close for remodeling December 14 – January 14. The DC will be open 7am – 2pm daily Monday – Friday.

Next meeting will be on December 14, 2012 from 1:00-2:00 pm in the OSL Conference Room, KL184H

Adjournment