Board Members Present

Staff Assembly Members Present

1) Welcome and Convene Meeting

2) Public and Campuswide Committee Representatives Remarks

3) Approval of Minutes
   a) November 02, 2012 Executive Board Meeting

4) CUCSA
   a) Live webchat with President Yudof update – Annette
   b) Next Meeting December 05-07, 2012 (No E-Board Meeting)

5) Unfinished Business
   a) Review Staff Assembly Scholarship draft letter and award verbiage
   b) Staff Assembly Polo Shirts $28.00
      1. Pam will create an Intel form
      2. Nichole create an email announcement
   c) Revisit proposal to rename Executive Board meetings to encourage general membership participation.
   d) 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. Chancellor’s Office Toy Drive and Staff Excellence Award Planning
      2. Town Hall – December 19
      3. Budget call for Chancellor’s Office
   b) Past President
   c) Vice President
      1. Campuswide Committees
      2. Staff Excellence Award
   d) Secretary
   e) Finance Officer
1. Account balances
2. Internal processes

f) Finance Officer Elect

g) PEO
  1. First Fridays and First Wednesdays
  2. Canned Food Drive
  3. Staff Appreciation Week
     i. Donation from UCLA Travel for the staff appreciation picnic –
        two airline tickets in continental US.

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) Sub-committee to create a formal voting process and update the Bylaws
   c) 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”

Next meeting will be on November 30, 2012 from 1:00-2:00 pm in KL 232

Adjournment