Minutes
Date: Friday, January 11, 2013
Time: 1:00-2:00pm
Location: KL 232

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

Board Members Present:
President- Rachael Martin
Vice President- Katie Unruh
Past President-Annette Garcia (teleconference)
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect- Pam Taylor
Chair for Communications- Nichole Kosier
Chair for Programs, Events & Outreach- vacant

Staff Assembly Members Present:
Donna Birch-Trahan, Karen Meade, De Acker

1) Welcome and Convene Meeting: Started at 1:03pm

2) Public and Campus-wide Committee Representatives Remarks:
   a) Chief Information Officer Search Committee, Karen Meade - No new information.
   b) Vice Chancellor for Planning and Budget Search Committee, Annette Garcia. The next search committee meeting is scheduled for January 17, 2013.

3) Approval of Minutes
   a) The December 14, 2012 Minutes are approved pending section 2b name correction.

4) CUCSA
   a) Staff Engagement Survey/Roadshow update – The CUCSA Staff Engagement Survey results have been sent to all campuses. Rachael will collaborate with Human Resources to schedule and organize the CUCSA roadshow visit to Merced. The roadshow schedule should be finalized by the end of January.

5) Unfinished Business
   a) Staff Assembly Scholarship – update verbiage (in progress, no new updates).
   b) Program, Events, and Outreach (PEO) – The SA E-Board voted in Ellie Jorritsma for the PEO position. Rachael Martin moves to approve, seconded by Pam Taylor. Approved by all. The Staff Assembly E-Board welcomes Ellie to begin attending all E-Board meetings.
   c) Proposal to change Executive Board meetings
1. Beginning in February, the SA E-Board will meet the third Friday of each month for two hours from 12:00pm – 2:00pm in KL 232, unless otherwise noted.

2. The last bi-weekly E-Board meeting will be January 25; 2013 in KL 232.

   d) Budget call for Chancellor’s Office - Rachael submitted the 2012-2013 proposal with the inclusion of a student assistant position. The student assistant position needs further clarification. Rachael will submit additional information and meet with the Chancellor to review the details of the position.

6) Officer Reports and Internal Committee Updates
   a) President
      1. Voting process and Bylaws sub-committee. Progress has not been made.
      2. Communication strategy sub-committee. Nichole has volunteered to chair this sub-committee. Rachael will work with Nichole to make progress on this sub-committee.
   b) Past President (Nothing to report-NTR)
   c) Vice President
      1. Campuswide Committees – the call for campuswide committee deadline is January, 14 2013. The two open positions are the Classroom, Academic and Office Building (CAOB) and the Chancellor’s Advisory Committee on Sustainability.
      2. Staff Excellence Award – planning for the committee will commence by the end of January.
   d) Secretary (NTR)
   e) Finance Officer
      1. Account balances: The Operating account balance is $1411.66. The Agency account remains the same.
      2. Internal processes - NTR
   f) Finance Officer Elect
      1. Donation from UCLA Travel for the staff appreciation picnic – two airline tickets in continental US. The letter has been created and will be sent to UCLA.
   g) Communications
      1. Membership report- 292
   h) Programs, Events and Outreach
      1. First Fridays and First Wednesdays
         i. The January 02 campus First Friday had 95 attendees.
         ii. Rachel Peters has offered to help with First Fridays. Please contact her if assistance is needed.
      2. Staff Appreciation Week – Ellie Jorritsma will chair this committee. Planning will be begin by the end of January.

7) New Business, Announcements and Information

8) For the “Good of the Order”
a) Donna Birch-Trahan stated that information regarding additional Lync and Office 365 trainings will be announced by the end of the day.

b) Nichole advised that any calendar appointments made on Friday Jan. 18th after 8pm will not migrate back over to Outlook.

The next Staff Assembly Executive Board meeting will be on January 25 from 1:00-2:00 pm in the KL232

**Adjournment: adjourned by Rachael at 1:38pm, seconded by Katie.**