Minutes
Date: Friday, March 15, 2013
Time: 12:00-2:00pm
Location: KL 360

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
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect- Pam Taylor (absent)
Chair for Communications- Nichole Kosier
Chair for Programs, Events & Outreach- Ellie Jorritsma

Staff Assembly Members Present:
Joe Wilensky, Karen Meade, De Acker

1) Welcome and Convene Meeting: Started at 1:09pm

2) Public and Campus-wide Committee Representatives Remarks
   a) Chief Information Officer Search Committee, Karen Meade - no new updates.
   b) Vice Chancellor for Planning and Budget Search Committee, Annette Garcia –
      Staff Assembly and campus constituents are invited to meet with candidate Daniel
      Feitelberg on March 20 at 11am in KL 232. Daniel currently serves as Acting
      Vice Chancellor for Planning and Budget.
   c) TAPS Advisory Committee, Katie Unruh
      1. Interactive map apps will be added to the TAPS website for bus stops in the
         city.
      2. The committee plans to meet four times before commencement to discuss
         parking and transportation issues.
      3. Shaver Lake and AOB parking lots will removed after commencement, the
         relocation of the lots is currently under consideration.
      4. Castle parking is under consideration for additional parking. There are 359
         parking spaces at Castle and perhaps an Express Shuttle will allow for more
         commuters to park there.
   d) CAOB Committee, Joe Wilensky - Funding decisions for CAOB are currently
      underway.

3) Approval of Minutes
   a) February 15, 2013 Minutes: Approved by Rachael Martin, seconded by Annette
      Garcia
4) CUCSA
   a) Staff Engagement Survey Roadshow Review, Rachael Martin, Annette Garcia
      1. The roadshow was successful on many fronts. Specifically, HR and Staff
         Assembly’s collaboration on a joint budget proposal for the addition of a 1.0
         FTE Career Counselor.
      2. Past President will assume the responsibility for moving the Staff Engagement
         Survey and the identified issues forward.
      3. Career Counseling Pilot Program, Annette Garcia - will meet with UCOP to
         discuss next steps for the Career Counseling Pilot Program and will report
         back.
   b) CUCSA March Meeting Review, Rachael Martin, Katie Unruh, Annette Garcia -
      Please refer to the SA website for the complete CUCSA meeting notes.

5) Unfinished Business
   a) Staff Assembly Scholarship: No new updates
   b) 2012-2013 Budget proposal to Chancellor’s Office, Rachael Martin –Chancellor
      Leland requested Staff Assembly’s budget request be redirected to the Campus
      Budget Committee. Staff Assembly President will complete and submit the
      budget request accordingly.

6) Officer Reports and Internal Committee Updates
   a) President:
      1. Bylaws revision sub-committee – the meeting is scheduled for March 20
         to discuss the voting process and Program, Events and Outreach position.
      2. The student intern position will be included in the campus budget
         proposal.
   b) Past President:
      1. UC President Search – Thanks to CUCSA’s input the UC President Search
         Guidelines were updated.
   c) Vice President:
      1. Campus-wide Committees, Transition Advisory Committee – Staff
         Assembly representative will be voted on and will be proposed to the chair
         of the committee for approval. The committee will meet four times before
         commencement and members will take observation notes while riding Cat
         Tracks in order to improve services.
      2. Staff Excellence Award (SEA): The SEA judges’ invitation to join the
         committee is underway. The deadline to submit nominees is March 28,
         2013.
   d) Secretary:
      1. Calendar update: The calendar is up-to-date.
   e) Finance Officer:
      1. Account balances: Same as last month
      2. Update on PostDoc Orientation - There is no orientation for Post-Docs but
         they do get a payroll presentation. Staff Assembly can contact Academic
         Personnel to determine if flyers can be distributed during the presentation.
   f) Finance Officer Elect: (absent)
g) Communications:
   1. Membership Report: 294
   2. Communication Strategy sub-committee: Will convene for the 2013-14 academic year but the logo is done.
   3. The Staff Assembly website is about done and the brochure needs final review by the next meeting.

h) Programs, Events and Outreach:
   1. First Fridays and Welcome Wednesdays: The correct amount of food has now been placed and ordered for each event.
   2. Staff Appreciation Week (SAW): the SAW sub-committee will meet on March 20 at noon in KL326. Volunteers are needed for different events for the week.

7) New Business, Announcements and Information
   a) Town Hall on March 28, 2013, 1-2pm
   b) Staff Assembly leadership quarterly meeting with Chancellor Leland: March 26 at 9am
   c) Staff Excellence Award deadline is 4pm on March 28, 2013
   d) Staff Appreciation Week is May 20 – 24, 2013

8) For the “Good of the Order”
   Nichole will add to the event calendar to Tweet or Facebook on UC Day.

Next meeting will be on April 15 from 12-2pm, KL360.

Adjournment: 2:10pm