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

Staff Assembly Members Present
Megan Topete, Angela Dixon, Joe Wilensky, Therese Minehan

1. Welcome and Convene Meeting
The meeting began at 1:03pm.

2. Public and Campus-wide Committee Representatives Remarks
   a) Voting - Joe Wilensky. If you are registered in Merced County you could vote on
      campus in the California Room from 7am-8pm on Nov. 06, 2012.
   b) UCM Alert System - Joe Wilensky. The campus alert system for the smoke and
      subsequent evacuation of the Classroom and Office Building on November 01,
      2012 was late and people did not get the text alert. No emails arrived until several
      hours later. Rachael will contact UCM Police to inquire about the system and
      will report back.
   c) TAPS Advisory Committee Update – Katie Unruh. TAPS is currently drafting a
      Vehicle Immobilization Policy and Procedure for the Merced campus to be put
      forward to the VC for Administration, followed by campus leadership, for
      approval. The policy is designed to eliminate excessive unpaid citations and will
      be significantly less expensive than the cost of towing and storage fees for which
      the registered owner is responsible.

3. Approval of Minutes
   October 19, 2012 minutes are approved.

4. CUCSA - A live web chat is currently underway with President Yudof. Annette
   participated as Secretary of CUCSA and will report on topics of interest.
5. **Unfinished Business**
   a) **Update on Staff Assembly Scholarship**
      1. Annette sent Rachael the proposed letter of award and award language. Rachael will send information out to the E-Board to prepare officers for the scholarship discussion.
   b) **Staff Assembly Polo Shirts $28.00**
      1. Pam will create an Intel form
      2. Nichole will create an email announcement
   c) **UC Faculty/Staff Appreciation Day**
      1. 12 tickets were sold for the UCLA football game.
      2. Rachael will follow up on how to finalize the payment and return of ticket details.

6. **Officer Reports and Internal Committee Updates**
   a) **President** - NTR (Nothing to Report)
   b) **Past President** - absent
   c) **Vice President**
      1. Campuswide Committees – The discussion regarding the search advisory committee for the CIO will be postponed until item 9 of the agenda.
      2. Staff Excellence Award - NTR
   d) **Secretary** - NTR
   e) **Finance Officer**
      1. Account balances – the Operating Account is $1,113.90 and the Agency Account is $8,624.92
      2. Internal processes - NTR
   f) **Finance Officer Elect** - NTR
   g) **PEO**
      1. First Fridays and First Wednesdays. 105 participants signed in for the November 02, 2012 on-campus First Friday.
      2. Canned Food Drive will begin on Nov. 13 - 2012 and will end on Dec. 07, 2012. Staff who indicated on the opt-in form they wanted to volunteer will be contacted to help with this event.
      3. Staff Appreciation Week – NTR
   h) **Communications**
      1. Membership report – There are currently 294 opt-in members.
      2. Update on ideas, progress made on website and organization of information
         i. A volunteer section was added to the website.
         ii. Nichole asked for continued feedback about the website.
      3. Staff Assembly brochure – Nichole is working on updating the brochure.

7. **New Business, Announcements and Information**
   a) **Revisit the scholarship verbiage to determine if the language needs to be updated.**
      This action item is postponed until the next meeting.
   b) **Proposal to rename Executive Board meetings to encourage general membership participation.**
      1. Officers discussed the pros and cons of renaming the meeting.
2. A decision to either keep the name the same or change it was postponed until the next meeting.
c) Review Secretary’s potential new task of updating the SA calendar of events.
   1. The board agreed that the new task was reasonable for the Secretary to undertake.
   2. The President, Secretary and Communication officers need to meet off line to work out the details for the remaining 2012-13 academic year.
d) Communication strategy. This action item is postponed until the next meeting.
   1. Pins, shirts, Catspots, SA scholarship payroll deduction advertisement
   2. Internal/external committee
   3. Brochure/website
   4. Participation/election

8. For the “Good of the Order”

9. Closed E-Board voting session – CIO Search Advisory Committee
   Katie motioned to move into a closed voting session. Rachael seconded the motion. Closed session was approved at 1:54pm.

Next meeting will be on November 16, 2012 from 1:00-2:00 pm in KL 232.

Adjournment
Meeting adjourned: 1:54pm. Motioned by Katie Unruh and seconded by Rachael Martin.