Minutes
Date: Friday, November 16, 2012
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
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, De Acker, Karen Meade (failed conference call due to technical difficulties)

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

2. Public and Campus-wide Committee Representatives Remarks
   a. Joe Wilensky provided an update on the on-campus voting in the California Room. The on-campus voting location was very successful with about 1600-1700 voters and was one of the best precincts in the area. Joe thanked the campus community voters.
   b. Megan Topete asked questions regarding the Career Tracks submission process, approval process, reconsideration committee and general time frame. Rachael will follow up with Human Resources to gather the requested information.
   c. Joe Wilensky provided an update on the Campus Physical Planning Committee. Please see online notes via the Staff Assembly website for additional information.
   d. Rachael Martin via Danielle Waite’s email notes provided an update on the Council on Campus Climate, Equity and Inclusion.

3. Approval of Minutes
   The November 02, 2012 minutes are approved.
4. CUCSA
   a. The live webcast with President Yudof discussion included budget scenarios with the passage of Proposition 30. The Regents approved the budget and there is a staff merit increase of 3% in the budget.
   b. UC Merced is still considered the pilot campus for the new UCOP Career Counseling program.
   c. CUCSA Leadership will commence with the Engagement Survey Roadshow to review the engagement survey with each UC location. Local assemblies are asked to help organize/arrange the roadshow.

5. Unfinished Business
   a. Staff Assembly Scholarship draft letter and award verbiage
      i. The E-Board discussed the alternatives to specifying “independent” or “dependent” in the award language.
      ii. Stephanie Peterson and Nichole Kosier motioned to use the term “dependent” child of a UC Merced faculty or staff member. Katie Unruh supported the motion.
      iii. The E-Board voted and approved usage of the term “dependent” for the scholarship verbiage.
   a. Staff Assembly Polo Shirts will be added to the communications strategic plan.
   b. Rename the Executive Board meetings
      i. The E-Board agreed not to change the name meetings
      ii. Nichole will continue to make all communications as inclusive and open as possible.
   c. UCLA Faculty/Staff Appreciation Day. Stephanie Peterson will FedEx the tickets to UCLA and complete the recharge process.

6. Officer Reports and Internal Committee Updates
   a. President - The Chancellor’s Office is organizing a toy drive to commence after the Town Hall. Staff Assembly will help advertise the event.
   b. Past President – NTR
   c. Vice President –
      i. Campus Committee- Karen Mead from Purchasing was voted in as the Staff Assembly representative for the CIO campus committee.
      ii. Staff Excellence Award – NTR
   d. Secretary – NTR
   e. Finance Officer –
      i. Account balances – The Operating Account is $1613.90 and the Agency Account is $8624.92
      ii. Internal processes – NTR
   f. Finance Officer Elect – NTR
   g. PEO
      i. First Fridays and First Wednesdays
      ii. Canned Food Drive- all barrels were delivered to 17 locations. The Chancellor’s Office will match up to $500.
iii. Staff Appreciation Week - Pam will contact UCLA about the donation of the two airline tickets once Rachael finds the letter draft from CROPS or Annette.

h. Communications
   i. Membership report – 294 members
   ii. Nichole will send out an explanation of the opt-out option for members.

7. New Business, Announcements and Information
   a) Town Hall #2 is scheduled for December 19 from 1-2pm in 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
Meeting adjourned: 2:03pm  Motioned by Rachael Martin and seconded by Lezly Juergenson