Draft Minutes
Date: Friday, December 14, 2012
Time: 1:00-2:00pm
Location: OSL Conference Room, KL184H
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 (absent)

Staff Assembly Members Present
Paul Roberts, Sonia Johnston, Angela Dixon, Megan Topete, Karen Meade, Steve Lerer

1) Welcome and Convene Meeting
Meeting commenced at 1:06pm

2) Public and Campus-wide Committee Representatives Remarks
a) CAOB Advisory Committee – Paul Roberts
   1. Paul announced he would be stepping down from the SA representative
      position on the committee.
   2. The Classroom and Academic Office Building (ACOB) will be built across
      from the current COB building. There will no longer be a bus loop where it is
      currently located. Phase 4 will widen Ranchers Road. The funding is approved
      but no confirmed funds yet until July 2013.
b) Council on Campus Climate, Equity and Inclusion (CCCI) – Annette Garcia
   1. The CCCI principles are being updated then will be vetted once finalized.
c) Chief Information Officer (CIO) Search Advisory Committee - Karen Meade
   1. Nominations for the CIO search are currently being accepted; all nominations
      can be sent to Sam Traina.

3) Approval of Minutes
a) November 16, 2012 minutes are approved.
b) The November 30, 2012 minutes are approved pending the correction of Nichole
   Kosier’s last name and the inclusion of “Ombuds” Advisory Committee.

4) CUCSA at UC Davis
a) December 05, 06, 07th meeting review – Rachael and Annette. Please review detailed CUCSA December notes found on the Staff Assembly website.

5) Unfinished Business
   a) Staff Assembly Scholarship: verbiage needs to be approved (in progress)
   b) UC Faculty/Staff Appreciation Day ticket process is completed.

6) Officer Reports and Internal Committee Updates
   a) President
      1. Career Tracks Forum with HR – mid January
      2. Budget call for Chancellor’s Office: Submitted the 2012-2013 proposal
      4. Voting process and Bylaws sub-committee (in progress)
      5. Communication strategy sub-committee (in progress)
   b) Past President
      1. “Employee Association” (versus a support group) historical documents to Kim Groesbeck
   c) Vice President
      1. Campus-wide Committees: There are two new vacancies: CAOB, Sustainability.
      2. Staff Excellence Award: Call out for volunteers for committee starting in January 2013
   d) Secretary: NTR
   e) Finance Officer
      1. Account balances: Operating: $1411.66, agency account remains the same
      2. Internal processes
   f) Finance Officer Elect
      1. Donation from UCLA Travel for the staff appreciation picnic – two airline tickets in continental US. (in progress)
   g) Communications
      1. Membership report: same, 294 members
      2. Logo proposal: This is about the SA logo not the new UC logo.
      3. Website update
      4. Staff Assembly brochure: Nichole is waiting to hear from Communications.
   h) PEO (Chair for Programs, Events and Outreach)
      1. First Fridays and First Wednesdays: on target
      2. Canned Food Drive has ended and there were 374 items collected excluding a few locations who have not reported in.
      3. Staff Appreciation Week: Committee will begin meeting in January, may have a co-chair, PEO will be the chair
      4. Announcement: Vacancy is available for PEO, Stephanie Marquez is leaving UC Merced; the position is about a two hour per week commitment with some heavier times that can call for four hours per week.
7) **New Business, Announcements and Information**
   a) Town Hall #2 scheduled for December 19 from 1-2pm, COB 102, there were 21 submissions.
   b) PEO announcement: Stephanie Marquez will be leaving. Board is tasked to propose names for this position. There will be no open-call.
   c) Proposal to change Executive Board meetings: Board will consider changing to two hour meetings once a month.
   d) No Executive Board meeting on December 28, 2012

8) **For the “Good of the Order”**
   a) Toy Drive, December 19 from 2-3pm, outside COB 102
   b) Office 365 will be in place after the break. Your clients will need to be reconfigured.

Next meeting will be on January 11 from 1:00-2:00 pm in the KL232

**Adjournment:** 2:05pm approved by Rachael Martin