

Agenda

Date: Friday, October 05, 2012

Time: 1:00-2:00pm

Location: KL 232

Board Members Present:

Staff Assembly Members Present:

1. Welcome and Convene Meeting

2. Public and Campuswide Committee Representatives Comments

- a) Staff Representative, Chancellor's Advisory Committee on Sustainability, Gina Johnston

3. Approval of Minutes

- a) August 24, 2012
- b) September 21, 2012

4. Unfinished Business/Review Action Items

- a) Staff Assembly funding processes
 - a. Stephanie and Pam update on new procedure for processing funding.
- b) Staff Assembly Scholarship
 - a. Annette - contacted the recipient to ask permission for the release of name.
 - b. The SA E-Board will revisit the scholarship verbiage to determine if the language needs to be updated.
- c) Update on Staff Assembly pins
 - a. Rachael and Stephanie – update on purchase from Image Masters.
- d) Staff Assembly Polo Shirts:
 - a. Rachael - quantity quote from Image Masters
 - i. 12-24 shirts = \$27.86, tax included
 - ii. 25-49 shirts = \$26.79, tax included
 - b. Nichole create an email announcement
 - c. Nicole will create an Intel form
- e) UC Faculty/Staff Appreciation Day is Nov. 03, 2012
 - a. Annette will ask Stephanie to take money and the tickets and contact point people to market at each of the UCM locations.
 - b. Rachael will contact UCLA to indicate participation

5. Officer Reports and Internal Committee Updates

- a) President
 - a. President's Newsletter

- b) Past President
- c) Vice President
 - a. Campus Committee
 - b. Staff Excellence Award
- d) Secretary
- e) Finance Officer
- f) Finance Officer Elect
- g) PEO
 - a. First Fridays and First Wednesdays
 - b. Canned Food Drive
 - c. Staff Appreciation Week
- h) Communications

6. New Business, Announcements and Information

- a) President
 - a. Search advisory committee for the CFO and VC of Budget and Planning
 - i. Select E-Board staff representative with familiarity with budget processes and service on budget committee(s)
 - ii. October 9th from 2:00 pm to 2:45 pm Staff Assembly Leadership meet with search firm, location TBD.
 - iii. October 9th from 11:30 to 1:00pm Staff Assembly representative attend search advisory committee working lunch meeting
 - b. Revisit the scholarship verbiage to determine if the language needs to be updated.
 - c. Rename Executive Board to be encourage general membership participation
 - d. Review Secretary's potential new task of updating the SA calendar of events
- b) Communications
 - a. Update on ideas and progress made on website and organization of information
 - b. Staff Assembly brochure

7. For the "Good of the Order"

Next meeting will be on October 19, 2012 from 1:00-2:00 pm in KL362

Adjournment

Meeting adjourned