**UC Merced Staff Assembly Executive Board Meeting**

**DRAFT Agenda**

Date: Friday, December 20, 2013

Time: 12:00-2:00pm

Location: KL 232

*Readytalk – (866) 740-1260 Access Code 2284501*

**Board Members Present:**

**Board Members Absent:**

**Staff Assembly Members Present:**

1. **Welcome and Convene Meeting**
2. **Public and Campuswide Committee Representatives Remarks** 
   1. Chief Information Officer Search Advisory Committee, Karen Meade
   2. CPPC – Rachael Martin
   3. TAPS – Kerry Clifford (tentative)
   4. Others TBD
3. **Approval of Minutes**
   1. November 22, 2013 Minutes
4. **SA Leadership Meeting With Chancellor – December 16, 2013**
5. **SA Leadership Meeting With Interim VC BAS – December 11, 2013**
6. **SA Leadership Meeting With AVC HR – December 19, 2013**
7. **CUCSA**
   1. December 4-6, 2013 – UC Riverside – Joe Wilensky
8. **Unfinished Business**
   1. Student Intern
   2. Staff Assembly Scholarship
      1. Payroll Deduction – Pam updating form.
      2. Website - One-time donation
   3. Staff Assembly Brochure
   4. Staff Assembly Pins
   5. Summer Session Staff Discount Implementation
9. **Officer Reports and Internal Committee Updates**
10. President
    1. Process for sending out communications.
    2. Calendar of Events/Meetings – 2013/14
    3. UC Merced SA alumni list and history of UC Merced SA.
11. Past President
    1. New Employee Orientation
12. Vice President
    1. Monthly lunch meeting with Chancellor
    2. SA Quarterly Digest
    3. Staff Excellence Awards
13. Secretary
14. Finance Officer
    1. Account balances
    2. Staff Assembly Polos
    3. Create end of year process
15. Finance Officer Elect
    1. Staff Assembly Polos
16. Communications
    1. Opt-In List Report
    2. Website
    3. Calendar update
17. Programs, Events and Outreach
    1. Event Survey Results
       1. Announce Winner of gift card.
    2. Staff Appreciation Week – May 19 – May 23, 2013
    3. Chancellor’s Toy Drive – December 18, 2013
    4. Adopt-A-Family – December 2-18, 2013
    5. Service Award Recognition Event
18. **New Business, Announcements and Information**
    * 1. Career Advancement Mentorship Program (CAMP)
19. **For the “Good of the Order”**

Next meeting - Friday, January 24, 2014

**Adjournment**