Minutes
Friday, February 28, 2014
12:00-2:00pm
Kolligian Library Room 232

Board Members Present: Katie Unruh, Sherry Ward, Rachael Martin, Diane Caton, Ellie Jorritsma, Pam Taylor, Joe Wilensky, Nichole Kosier

Staff Assembly Members Participating: Yazi Navarro, Ollie Nandkishore, De Acker

1) Welcome and Convene Meeting 12:04 p.m.

2) Public and Campuswide Committee Representatives Remarks
   a) TAPS
      Kerry Clifford reported that on Feb 11, 2014, a meeting was held in partnership with the City of Merced to discuss buses and stops. She commented that Mercy Medical Center has complained about congestion in their parking areas due to individuals using the location to park and board the bus. A transit study is under way to determine UCM impacts on parking and traffic in the community. There are increasing congestion issues at Bellevue Road and Lake Road. Also a concern is the pedestrian crossing on campus at the Social Sciences and Management Building crosswalk. In order to address speeding issues on Bellevue Road, enforcement is reportedly ticketing vehicles at 59 mph. Complaints regarding parking in non-designated areas near the Mondo building persist. Further progress on the Campus Parkway remains low priority due to lack of Federal funding.

   b) AVC for BFS and Controller and AVC Finance
      Pam Taylor reported that there has not been a meeting. Skype interviews are scheduled for March 12, 2014, with interviews to be held on March 24, 2014.

   c) AVC for Real Estate Services/Chief Real Estate Development Officer
      Joe Wilensky reported that 125 applications were received and were narrowed down to 25 during pre-screening. The Advisory Committee reduced the number to 6 potential candidates who are under review.

   d) Budget Advisory Committee
      Katie Unruh reported that the budget will be “numbers driven,” and there will be no presentations or narratives. Departments may ask for critical needs and it is hoped that everyone will ask only for those items that are necessary.

   e) Space Management
      Joe Ameen is currently working with IT on compiling information on the available space and reservation processes for his committee.

   f) Campus Physical Planning Committee (CPPC)
Joe Wilensky reported on behalf of representative ?????? that chiller problems continue to be a challenge. There are plans for temporary storage near the barn.

g) Chancellor’s Advisory Committee on the Status of Women
Kahil Morales hoped that it might be possible for CACSW to make a short presentation at the Town Hall to increase campus awareness. As the agenda is already full, it was suggested that CACSW might pass out materials at end of Town Hall as attendees exit. Kahil reported that the group is working on a website.

3) Approval of Minutes – January 24, 2014
The board voted to approve the minutes with a spelling correction.

4) SA Leadership Meeting With Chancellor – Next Meeting March 21, 2014

5) SA Leadership Meeting With VC BAS – Next Meeting – March 11, 2014

6) SA Leadership Meeting With AVC HR – Next Meeting – April 23, 2014

7) Council of UC Staff Assemblies (CUCSA) – Next Meeting - March 4-6, 2014 – Lawrence Berkeley National Lab

8) Unfinished Business
   a) Career Advancement Mentorship Program (CAMP)
HR Analyst Yazil Navarro reported that the CAMP committee has been formed and is requesting the support of SA board members. Our Chancellor has indicated that she may mentor 3-5 individuals and is advocating for group mentoring. On April 1, 2014, the application process is tentatively scheduled to begin. Rachael will represent SA in upcoming CAMP discussions.

   b) Student Intern
Katie reported that applications for the post of Student Intern closed on February 26, 2014, and the new applicants are under review, with interviews tentatively scheduled during the week of March 10 2014. This is a paid student position.

   c) Staff Assembly Scholarship
   1. Annual Report – Katie has reviewed the SA Scholarship Fund for Employee’s Children.
   2. Awareness regarding the opportunity for employees to opt for Payroll Deduction – This opportunity will continue for donations.
   3. Efforts continue to schedule a meeting with Amy Lozano-Smith to offer a more obvious and easy to access one time donation “button” on the Staff Assembly website.

   d) Staff Assembly Brochures – Katie reported that the brochures have arrived and they were shared around the table, with comments “Very nice.” Brochures will be distributed around campus and made available at New Employee Orientation.

   e) Staff Assembly Polos - The polo shirts will go on sale and remain for sale until March 14, 2014. The shirts will not be offered again for 6 months. Reminders will go out on March 12.
f) Staff Assembly Pins - Available for minimum scholarship donations of $5.

g) Budget
1. Operating Budget – The Staff Assembly operating budget is $10,000.
2. The Chancellor will provide separate funds for the NPS Series of events.

9) Officer Reports and Internal Committee Updates
a) President
1. Leadership Council – February 26, 2014
Highlights include: Chancellor Leland reported that the campus climate survey response by non-represented staff was 60% and the results will be announced at the March Regents Meeting. Director Wendy Smith reported on the Violence Against Women Act (VAWA) and mentioned that there will be an ongoing audit process by California State Auditor. Vice Chancellor Lawrence provided an update on Smoke Free/Breathe Free. VC Lawrence also provided a spring admissions update at 6200-6360 students for the upcoming semester. There was also a budget update by Vice Chancellor Feitelberg, Controller Riley and Interim Director Loethen. Vice Chancellor Reese provided announcements regarding the Facilities Management and Human Resources reorganizations. VC Reese also provided a short update on Career Advancement Mentorship Program (CAMP) and then held a session of his ongoing Compensation Listening Tour.
2. UC Merced SA alumni list and history of UC Merced SA – No report
3. Annual Audit Risk Assessment – February 7, 2014
   There was a meeting and conversation with Internal Audit Director Todd Kucker.

b) Past President
1. New Employee Orientation (NEO) - Rachael reported she continues to attend these meetings and the new Staff Assembly brochure will be included in the NEO packets.
2. Town Hall – To be held March 25, 2014 (Note change in date).
3. Mentorship Program (CAMP) – This will be added to the Past President responsibilities who will represent SA in CAMP meetings.
4. Student Assistant – Supervision of the new student intern will be placed with the Past President.

c) Vice President
1. Monthly lunch meeting with Chancellor February 10, 2014 – Deliveries and enrollment were topics of discussion.
2. SA Quarterly Digest – May be renamed “Vice President’s Digest”
3. Staff Excellence Awards The election of judges, polling of staff regarding opinions, and other aspects of the timeline for the awards program is currently on schedule.

d) Programs, Events and Outreach
1. Staff Appreciation Week – Will be held May 19 – May 23, 2014
2. Celebrating Staff Event – On February 11, 2014, the event was well attended.
3. March 27, 2014 NPS Event – The upcoming event will be “Where in the World is Rufus?” and will be an experimental scavenger hunt centered around
the campus mascot. To play, staff will bring small-sized toiletries and that collection will be donated to a local women’s shelter. Additional planning meeting to be announced.

e) Finance Officer
1. Account balances

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<tr>
<th>Account Number</th>
<th>Description</th>
<th>Balance</th>
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<tbody>
<tr>
<td>804175 OP 00175</td>
<td>114 T-Shirt Sales</td>
<td>$2,657.58</td>
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<tr>
<td>660010 SA 38070</td>
<td>Encumbrance of $354.24 for brochures</td>
<td>$257.63</td>
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<tr>
<td>660010 SA 69876</td>
<td>CUCSA travel of $1185.62</td>
<td>$1,106.20</td>
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<tr>
<td>55155 fund</td>
<td>$20 payroll deduction</td>
<td>$629.90</td>
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2. Staff Assembly Polos – Shirts are available in men’s and women’s styles, samples were available for the board members to examine.
3. Pam continues work to create an end-of-year process.

f) Finance Officer Elect
1. No report

g) Communications
1. Opt-In List – No Report

h) Secretary
1. No report

10) New Business, Announcements and Information
1. UC Online Education Announcement – New classes for Spring quarter are being offered and enrollment opens March 3, 2014.
2. Staff Advisor to the Regents – The application deadline is March 7, 2014.
3. Compensation Listening Sessions – The sessions continue for those that may wish to attend, and it has been observed that the issues remain rather consistent.

11) For the “Good of the Order”
1. Katie and the board extended thanks to Nichole Kosier for her hard work on the SA Assembly website despite her personal work load.

Meeting adjourned at 1:45 p.m.

Next Meeting - Friday, March 21, 2014