Board Members Present: Pam Taylor, Kim Garner, David Ellington, Karen Bonilla, Viola Kinsman, Donna Birch Trahan, Tonya Kubo, Danielle Armedilla

Board Members Absent: Melanie Cooper

Staff Assembly Members Present: Cindi Deegan, Oli Nandkishore, Coty Ventura, De Acker

- Convene Meeting: 12:08 PM

- Public and Campuswide Committee Representatives Remarks – No committee reports.

- Approval of Minutes – June & July Meetings: Cindi Deegan made motion to approve minutes for June and July. Kim Garner Seconded. June and July minutes approved unanimously.

- SA Leadership Meeting with Chancellor Leland – No Update

- SA Leadership Meeting with VC BAS Reese – No Update

- SA Leadership Meeting with AVC Powell – Monthly meetings with AVC Powell. The Brown Bag sessions will begin in September.

- Staff Advisor to the Regents – De Acker

  a) Upcoming activity for De will include meeting(s) with President Napolitano, CUCSA meeting in September. She also attended the UC Regents meeting in July. She is on the Retirement Task Force to review retirement options for new tiers for employees hired after 1/1/16. Any future changes will not affect current employees. The Governor desires these changes, but there is some concern for impact with retention and how to encourage longevity with changes. Some creative topics for future discussion with the President include; Abrasive Conduct Policy development, encouraging more use of existing policies (such as flexible schedules, telecommute, etc.). Pam Taylor suggested that Parcade should be considered as launching pad site for more use of these type existing policies. Suggestion was made that Cindi Deegan might speak about these same type issues
with Chancellor at next Cabinet Meeting, as she has talked about these topics recently as well.

b) De discussed the idea of future focus group development around campus climates and mentioned the Staff post engagement survey might be a good candidate for a focus group in the future.

• **Unfinished Business:**
  a) Roaming Board Meetings will begin in September. The plan is take these meetings on the road each month on rotating basis to Mondo, Castle, Promenade, and Main Campus. Viola Kinsman volunteered to schedule the dates for this coming year’s board meetings at each site. Danielle Armendilla suggested those dates should be placed on calendar, web, social media, emails, and Panorama. Tonya Kubo and Donna Birch Trahan will distribute information into the various communication channels. Once the schedules are set Pam Taylor will send calendar invites to Staff Executive Board. Meetings are on the 3\textsuperscript{rd} Friday of every month.

b) Alumni Rep follow-up discussion from July took place and Danielle said she will bring up the topic at the next alumni meeting. It was mentioned to get a seat on the Board would require a by-law change. Cindi Deegan also mentioned that a responsibility would need to be assigned if a seat on the Board would be pursued.

• **Officer Reports and Internal Committee Updates**
  a) President
    1. CUCSA upcoming September meeting – Pam Taylor and Kim Garner are going to UCD for the CUCSA quarterly meeting.
    2. Pam wants to do smaller committees to go through engagement survey, and there will be more to come on this topic. Pam and Kim will hear more from OP about this at the upcoming CUCSA in September.
    3. Elections of SA Board Co-Chairs
  b) Past President – Past President Cindi Deegan reported she felt the Chancellor delivered a great message at the recent Staff Convocation. The Convocation replaced the fall Townhall and it was a first time event that most seemed to really like. The Chancellor plans to have future Townhall meetings for upcoming winter and spring. It was mentioned by Kim Garner that the recent Community Forum seemed to be a huge success as well. There was additional conversation around De Acker’s mention that people do not want the Convocation to replace the Townhall meetings. Cindi also said the Chancellor likes the webchats format for impromptu Q&A, and Pam Taylor commented that town halls are a tougher process. De suggested that maybe the Cabinet could consider also conducting future webchats. Cindi also reminded that Staff Assembly should assist for the broadcast of next Regents Meeting.
  c) Vice President – Vice President Kim Garner spoke about another forum for 2020 and Downtown celebration. Kim mentioned that Staff events need to be scheduled during academic breaks due to available space. The Celebrating Event was just moved to Dec. 10\textsuperscript{th}, but next year it will move back to November. Kim also brought up that United Way would be partnering with Staff Assembly and other campus groups/reps (CAB, faculty senate…) this year for their campaign. Kim was talking to Sonia Johnston and she thinks 2 yr
appointment with someone in the wings, and in conjunction with United Way. De Acker suggested that Grad Student program may be another campus group to consider including in this year’s or future campaigns.

d) Programs, Events and Outreach – Danielle Armedilla reported the committee plans to meet again next month to get feedback and coordinate for moving forward. She will update at next Board meeting. Danielle would like to hand over social media to Tonya Kubo.

e) Finance Officer

1. Account Balances – Financial Officer Karen Bonilla provided the following account balances:

<table>
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<tr>
<th></th>
<th>804175 OP 00175</th>
<th>660010 SA 38070</th>
<th>660010 SA 69876</th>
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<tbody>
<tr>
<td>July Appropriations</td>
<td>$0.00</td>
<td>$2,149.30</td>
<td>$3,838.74</td>
</tr>
<tr>
<td>July Expenditures</td>
<td>$3,221.72</td>
<td>-$2,149.30</td>
<td>-$1,715.39</td>
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<tr>
<td>Encumbrances</td>
<td>-$46.76</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Ending July Balances</strong></td>
<td><strong>$3,174.96</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$2,123.35</strong></td>
</tr>
</tbody>
</table>

f) Finance Officer-Elect - None

g) Communications

1. As the Communications Co-Chairs Donna and Tonya feel it is best to divide responsibilities. Tonya will have website, social media, managing Facebook/Twitter/Instagram accounts. Donna will take stories and announcements, distributions, and printed materials (brochures). Donna and Tonya will both share/rotate New Employee Orientation (NEO) duties moving forward.

2. Opt-In List – Tonya Kubo brought up that she feels Staff Assembly needs a new campaign and recommended we start over with the Opt-In list. It was discussed that a new Opt-in List campaign prompt can be sent to all Staff from a List Serve that SA is cleared to use per Kim Garner. Tonya will take the current Opt-In option off the website in preparation for new upcoming campaign.

3. Website updates – There is a new slider (moving photos) on the website. Tonya and Donna will write some articles for SA. Pam Taylor made request that Staff Awards/winners be updated on the website. She would like to be able to view who the winners are. Tonya stated she would take care of that. Danielle Armedilla also mentioned she would like to move social media responsibility to Communications – Tonya. Tonya also put Staff Assembly Scholarship on the website. She requested the names of winners from last year, and Cindi Deegan will provide those to Tonya. Tonya has updated the Board Meeting Minutes within the Meetings tab, and there is now an archive. This should make updating easier for attachments. Tonya also wants to review and refresh some of the website content and she will be working on that.

h) Secretary – Nothing to report

- New Business, Announcements and Information
a) Upcoming Celebrate Service event in December - Sent list out for all Staff to be recognized this year. The form has 0-5, 5-10, 10-15 years of service recognitions at UCM. There is UC service and UCM service.
b) There was a discussion about creating a Chair for the Staff Assembly scholarship and/or fundraising.
c) Discussed need for looking into printing more brochures as the last ones have been given out.
d) Journey 5K – flyer – Staff Assembly was asked by Chris Abrasey to assist for Sept 5th as they are able to with volunteers. Event is scheduled for Saturday, 9/5/15 with 5K run starting at 9:00 a.m. The cost is $10 to register and run will begin and end on campus. Pam Taylor requested that this event be added onto our NEWS/EVENTS are of our website.
e) Pam Taylor noted that she can’t find a DONATE button on the Staff Assembly website and Tonya Kubo said she will add that to site.
f) Danielle Armendilla stated they have Staff Assembly marketing SWAG and asked who should distribute these and how? Pam Taylor said she would like to see these giveaway items at more events that go on. Kim Garner agreed to print copies of the options and will bring it to the next meeting for further discussion.

- For the “Good of the Order” – None

Next Meeting – September 18th, 2015

- Closed Session
  a) Voted on Representatives of three committees

Adjournment: Adjourned at 1:19 PM