MINUTES
Date: Friday, September 27, 2013
Time: 12:00-2:00pm
Location: KL 232
Readytalk – (866) 740-1260 Access Code 2284501

Board Members Present:
President - Katie Unruh
Vice President - Joe Wilensky
Secretary - Sherry Ward
Finance Officer - Pam Taylor
Finance Officer Elect - Diane Caton
Chair for Communications - Nichole Kosier
Chair for Programs, Events & Outreach - Ellie Jorritsma
ABSENT:
Past President - Rachael Martin

Staff Assembly Members Present:
Kerry Clifford, Kahil Morales, Chris Swarth, Simrin Takhar

Staff Assembly Members Participating by Phone:
Karen Meade, Graeme Mitchell, Oliver Nandkishore

1) Welcome-Meeting Convened 12:00 noon

2) Remarks -- Public and Campuswide Committee Representatives
   a) Chief Information Officer Search Committee, Karen Meade
      Karen reported that the committee met in September and would meet again in
      October and the search is ongoing with a group of viable candidates in the
      new pool.
   b) Vice Chancellor for Business and Administrative Services Search Advisory
      Committee, Rachael Martin
      Rachael provided a brief report to Katie to convey to Staff Assembly that
      interviews are ongoing and placement of a new VC is expected in January
      2014.
   c) Campus Physical Planning Advisory Committee (CPPC) – Rachael Martin
      No report
   d) Transportation and Parking Services Advisory Committee (TAPS) – Katie
      Unruh/Kerry Clifford
      Kerry reported that the committee needs faculty representation. As a parking
      permit overview, Kerry reported that the Le Grand and North Bowl lots are
      sold out. Consideration is being given to expansion of the North Bowl with a
      gravel lot to provide additional spaces and there is also the possibility of
      providing parking at Castle and Tri-College with bus service to campus.
      Katie commented that TAPS is working on enforcement because of a high rate
of student parking violations which are impacting the availability of parking in lots designated for staff parking.

e) The Chancellor's Advisory Committee on the Status of Women (CACSW) – Kahil Morales
The focus of the most recent committee meeting was lactation facilities and professional development. Kahil indicated that the committee would prefer to provide professional development for women, above and beyond what may be in the pipeline from Human Resources.

f) The Chancellor's Advisory Committee on Sustainability (CACES) – Chris Swarth
Chris is new to the committee and reported he is getting up to speed on the agenda topics. He also reported that a faculty representative is needed for the committee. (See Attached Report)

g) Office of Ombuds Services Advisory Committee – Simrin Takhar
The group has not yet met but will do so in the near future.

h) Human Resources Training and Development Committee – Oliver Nandkishore
Committee has not yet met. No report at this time.

3) Approval of Minutes
a) August 23, 2013 Minutes – Pam Taylor moved and Joe Wilensky seconded a motion to approve the minutes as published. Motion approved.

4) SA Leadership Meeting With Chancellor Leland – September 30, 2013
a) President Napolitano Visit
The campus visit by President Napolitano is still to be announced. It has been indicated that President Napolitano is very supportive of the UC Merced campus and she has made our campus the first in her schedule to visit all of the UC campuses.

b) Campus Climate Survey
The results have not yet been made available.

c) Gift Fee Waiver
Staff Assembly is seeking the waiver of the 5% gift fee from Chancellor Leland in order to make all funds available to future scholarships.

d) UC Care Plan
No report.

e) UC PATH
No report.

f) Merit Increases
Merit increases are not assured but a 3% increase has been budgeted by UCOP for the next four years.

g) Release Time
Staff Assembly has sought a directive from Chancellor Leland to be sure that supervisors realize that as a staff organization, staff members should be allowed time to attend Staff Assembly meetings if they wish.

h) Proposal for 2013-14 Events
No report.
5) SA Leadership Meeting With Interim Vice Chancellor Business and Administrative Services Michael Reese – September 18, 2013
   a) UCOP Mentorship Program Follow Up
      The Interim Vice Chancellor is advocating for this program for UC Merced.
   b) Benefits Town Halls
      Three Town Halls to discuss significant changes in benefits have been scheduled for October 25, 2013, and will be offered at three different times to accommodate as many staff as possible. The location will be in the Student Services Building, Room 170, and the times will be 10:30 a.m., 2:00 p.m., and 4:00 p.m. All staff is strongly encouraged to attend.
   c) Merit Increases
      As mentioned previously, 3% merit increases have been budgeted, but are not ensured.
   d) UC PATH
   e) CUCSA Staff Engagement Survey – Next Steps
   f) Campus Climate Survey Results.
   g) 2020 Project Meeting With Consultants
   h) Release Time

6) SA Leadership Meeting With AVC HR
   a) First meeting – September 30, 2013

7) CUCSA
   a) September 11-13, Santa Cruz
      Joe reported that the visit to Santa Cruz was very “green” and pleasant. The Staff Assembly President and Vice President serve as delegates to the CUCSA meetings. CUCSA communicates with UCOP on non-represented staff matters and concerns on a system wide level. The roll out of the benefit changes was discussed. There is movement in the direction of Staff Assembly providing feedback on future UC President choices, as Academic Senate has been allowed to influence past searches. Office of the President Vice President Dwaine Duckett shared his vision that the UC Path project should be a very homogenized approached. VP Duckett also shared concerns regarding staff retention and indicated that staff salaries will be a line item in future budgets. Associate Vice President Debora Obley discussed the entry of the University into the energy market to provide future savings to the campuses and graduate student opportunities. She discussed concerns regarding staff salary increases and mentioned that the Governor has been attending the Regents’ Meetings which is considered a positive sign. UCSC Chancellor George Blumenthal encouraged a more involved role of the Staff Advisors. There was also a presentation on the UC Promise Campaign to provide scholarship monies to undergraduate students.

8) Unfinished Business
   a) Staff Assembly Scholarship
      1. Memo to Chancellor - Waiver of Gift Fee
         In progress.
      2. Payroll Deduction – Update Form
In progress. Plans to increase awareness of this opportunity among staff members.

b) Communication Strategy Meeting – August 15, 2013
   1. Process for sending out communications.
      Katie is working on the protocol.

c) Staff Assembly Brochure
   The brochure is in progress with final revisions.

d) Staff Assembly Pins
   Nothing new to report.

e) Staff Assembly Polos
   Nothing new to report.

f) UCLA Faculty & Staff Appreciation Day – UCLA vs. Cal – October 12, 2013
   Information regarding the opportunity to purchase tickets was distributed. Results of tickets sales for UC Merced staff is not available at this time.

g) Summer Session Staff Discount Implementation
   SA is working to provide this information as “advance” notification as it was provided too late last year. Clarification will be sought, but it is believed that staff is allowed 80 paid hours per year to attend classes of formal coursework (not restricted to UC Merced). There seems to be some transfer requirement challenges to also be determined. The goal is to provide clearer information to the Staff Assembly membership in advance of the next summer session.

9) Officer Reports and Internal Committee Updates
   a) President – Katie Unruh
      1. 2020 Project Meeting With Consultants
         Attended by Katie, Joe and Rachael
      2. Fall Newsletter/President’s Welcome
         First distribution sent. Focus on “pushing” more information to Staff.
      3. Calendar of Events/Meetings – 2013/14
         SA calendar is still fluid at this time. Updates to be provided as the information becomes available.
      4. UC Merced SA alumni list and history of UC Merced SA.
         No report at this time.

   b) Past President – Rachael Martin (Absent-Comments provided by Katie)
         Powerpoint link: ____________________
      2. CUCSA Staff Engagement Survey – Next Steps
         No report.
      3. Update 2012-13 Bylaw document
         To be updated soon on the website.
      4. New Employee Orientation
         Rachael will continue to attend the orientations on behalf of Staff Assembly.

   c) Vice President – Joe Wilensky
      1. Campuswide Committees
         i. New Requirements
            Requirements include either pre-submitted meeting notes or statements which can be provided via attendance or call in for regularly scheduled Staff Assembly meetings.
ii. Improve communication process
   Greater efforts to improve the sharing of information on processes
   and accept feedback from members of Staff Assembly
iii. Improve accountability of committee reports
   Included in the efforts to improve information sharing with Staff
   Assembly members.
2. Candidate Searches – Create feedback process.
   Clarify expectations of involvement and consideration of staff opinions.
3. Monthly lunch meeting with Chancellor
   Representing Staff Assembly, Joe attends these meetings as often as
   possible.
4. SA Quarterly Digest
   Communication intended to be companion piece to President’s Message.
5. Staff Excellence Awards
   2014 process to start in Jan-Feb of requesting nominations. Research is in
   progress regarding the awards process on other campuses.

d) Secretary - Sherry Ward
   1. Assist Vice President with supplemental documentation from campus
      wide committees.
      Items have been submitted by Joe and will be included in postings of the
      minutes on the SA website.

e) Finance Officer – Pam Taylor
   1. Account balances
      Balances -- September 27th 2013

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<tr>
<th>Account</th>
<th>Balance</th>
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<td>804175 OP 00175</td>
<td>$10,561.79</td>
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<tr>
<td>804175 OP 00175</td>
<td>$7,890.82</td>
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<tr>
<td>(Scholarship funds to be transferred to UCOP)</td>
<td>$2,670.97</td>
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<td>55155 Fund</td>
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</tbody>
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2. Status update on Development and Alumni Relations’ waiver for gift
   administration fee
3. Create process for monthly reporting
   In progress
4. Create end of year process
   In progress
5. Meeting monthly with FO Elect

f) Finance Officer Elect - Diane Caton
   1. Will meet monthly with Finance Officer.

g) Communications – Nicole Kosier
   1. Opt-In List Report
      Currently 288 Staff Assembly members are opted in
   2. Brochures
      Awaiting proof, has been designed to be generic to prevent need for
      frequent reprints
   3. Website
      New updates, in process of checking and fixing links
4. Flyers
   No report

h) Programs, Events and Outreach – Ellie Jorritsma
   Still awaiting information (for planning purposes) from the Office of the
   Chancellor, report deferred to next month
   1. Strategic Planning Meeting – August 30, 2013
   2. First Fridays and First Wednesdays
   3. Staff Appreciation Week
   4. PEO-Elect Position – Update/Change Bylaws

10) New Business, Announcements and Information
   a) UC Promise Campaign
      To date, UC Merced has highest percentage of participation systemwide, for
      further information contact Heather Buckner Wilensky
   b) Budget Discussion – Katie to organize.
      1. Budget Strategy Meeting
      2. Student Intern

11) For the “Good of the Order”
    Chris Swath offered guided walks/field trips out into the pastureland areas and
    information about vernal pools. Staff Assembly may offer during Staff Appreciation
    Week in addition to other tour opportunities.

12) Adjournment – It was moved and seconded and approved to adjourn the meeting at
    1:32 p.m.

13) Closed Session
    a) Committee Representative Vote – Space Reservation Work Group

Next meeting - Friday, October 18, 2013 (NOTE: Change from October 25, 2013)

Respectfully submitted,

Sherry Ward
UC Merced Staff Assembly Secretary
October 15, 2013

Approved 10/18/13