

**UC Merced  
Staff Assembly General Meeting Minutes**

Date: February 27, 2017

Time: 12:00 nn - 2:00 pm

Location: Promenade, Suite M Conference Room

Zoom: <https://ucmerced.zoom.us/j/2092282253>, Meeting ID: 209 228 2253

**Board Members Present:**

- **President:** Pam Taylor
- **Past President:** De Acker (via Zoom)
- **Vice President:** David Ellington
- **Co-Chair of Programs and Events:** Priya Lakireddy
- **Finance Officer:** Melanie Cooper
- **Co-Chair of Communications:** Donna Birch Trahan
- **Secretary:** Viola Kinsman
- **Co-Chair of Fundraising:** Jeff Porto Jr.

**Board Members Absent:**

- **Co-Chair of Communications:** Tonya Kubo
- **Co-Chair of Fundraising:** Jessica Johnston

**Staff Assembly Members Present:**

- **In Person:** Monica Lurtz, Mireille Smith
- **Via Zoom:** Abraham Cereno, Melissa Crow, Annette Garcia, Paul Garza, Rachel Hadley, Vanessa Hauser, Alisha Kimble, Mary Kleba, Brandi Masasso, Raj Panneer, Penny Paxton, Melissa Tessier, Eddie Torres, Christine Tumonong

**Convene Meeting:** 12:05 pm

**Public and Campus-wide Committee Representatives Remarks**

- **Build Your Network (BYN) Committee (Pam Taylor)**
  - The BYN Committee developed the following six topics for new employee monthly meetings: 1) Know your Campus and Resources, 2) Tips and Tricks, 3) UC Merced Past, Present and Future, 4) Contribute to Growth, 5) Know Your Role, and 6) Connect to the Campus and the Community.
  - The BYN is seeking Ambassadors for new employee monthly meetings. Experienced UC Merced staff members with an interest in facilitating these monthly programs and providing social, cultural and professional guidance and feedback to newcomers are welcome to submit an application. For more information about the application process, please contact [Rachael Martin](#).
- **Workforce Planning Initiative Workgroups**
  - **Organizational Efficiencies and Sustainability Workgroup (Paul Garza)**

- The workgroup is discussing the establishment of consistent processes that can be consolidated across the campus. They discussed faculty challenges and potential revenue-generating enterprises.
- They meet again the week of February 27 and expect to collaborate with the other workgroups on their ideas.
- Research Excellence and Academic Distinction Workgroup (Annette Garcia)
  - The workgroup is meeting weekly. They began with a conversation about how to best approach this project while looking holistically at the functions to determine how they best align with the other workgroups as well as their own workgroup. They expect to collaborate with the other workgroups so they can see the bigger picture.
  - The workgroup is also looking at shared services and which functions may be consolidated due to shared tasks across the campus. They are looking for consistency in practices and efficiencies, especially related to technological solutions.
- Student Success Workgroup (Alisha Kimble)
  - The workgroup is taking a different approach since student success is not transactional and cannot be viewed from that standpoint.
  - They are looking at definitions of student success within the workforce plans to gather ideas that will go into a list for prioritization. Some of the positions are mandated, so they are not up for discussion and must be filled. The goal is to work on a matrix of student success and the risks associated with not filling some positions. This will provide a document that can be used to understand why some positions are recommended while others are not.
- Child Care Advisory Council (Angela Dixon)
  - The Council will meet in April and provide an update at that time.
- Chief of Police Search Committee (Yesenia Curiel)
  - Yesenia Curiel was selected as the staff representative for the Chief of Police Search Committee.

## **Approval of Minutes**

- Motion to approve January 23, 2017 meeting minutes from Jeff; Motion seconded by Priya; Motion carried approval unanimously.

## **SA Leadership Meeting with Chancellor Leland**

- The next meeting with the Chancellor is scheduled for April 13, 2017.

## **SA Leadership Meeting with VC BAS Reese**

- The next meeting with VC BAS Reese is scheduled for March 7, 2017.

## **SA Leadership Meeting with AVC Powell**

- Staff Assembly leadership met with AVC Powell on January 24 and February 22 and discussed the following:
  - Healthy Campus Network & Wellness Committee (David Ellington)
    - The Healthy Campus Network committee is sponsored by UCOP and is reviewing all resources on campus with a goal to create an infrastructure that will provide collaboration and a clearinghouse for resource sharing. The committee has broad representation and is taking a well-balanced approach to this project.

- Brian Powell attended a systemwide Wellness meeting at Irvine recently and learned about wellness approaches and efforts at the other campuses. Ideas include leveraging and partnering with third parties such as Fidelity and Liberty Mutual. He shared the information from the meeting with the Wellness Committee.
- Brian and Luanna will host a webcast on [Linking Mandatory Training to Performance Appraisals and Merit Pay](#) on February 28.
- The third year of the staff equity program will start to see some activity by the end of March.

## Unfinished Business

- Wellness Committee (Pam Taylor)
  - The newly formed Wellness Committee met with Brian Powell on February 21. The Committee currently consists of Cindy Love, Judy Marks, Melissa Crow, De Acker, David Ellington, Pam Taylor, and Colleen McCormick, though interested staff can still join. The Committee is considering sending out a survey and doing a walking tour to obtain feedback from staff about what they are looking for in a wellness program.
  - Staff interested in joining the Wellness Committee can contact [Pam Taylor](#).

## Officer Reports and Internal Committee Updates

- President (Pam Taylor)
  - Council of UC Staff Assemblies (CUCSA)
    - CUCSA Money Talks Workgroup: The systemwide CUCSA Money Talks Workgroup will send a [Financial Wellness Survey](#) to staff during the week of February 27 to gather feedback about awareness of current resources and services regarding financial wellness. (The survey closes March 31).
    - CUCSA meets at UC Irvine March 1-3.
  - Leadership Council
    - The leadership Council met on February 16 and discussed the following:
      - 2020 Project: Andrew Boyd and Jason Martin provided an update about the Downtown Campus Center. Staff who missed the Downtown Campus Center webcast last month can still watch it [here](#) and review the Q&A from the webcast [here](#).
      - Commencement: This year, commencement is planned for May 13 & 14. Development & Alumni Relations facilitates commencement and hosts the [Commencement website](#). 75-100 volunteers are still needed for both dates and it would be helpful for Staff Assembly to send a request to staff later in the semester.
      - Workforce Planning: Updates were provided regarding the three workgroups. Decisions will be finalized by July.
      - Space Planning: Michael McLeod provided an update on space planning and the new process going forward.
      - Chancellor's Office: Chancellor Leland and the Chancellor's Office staff are moving to the Promenade.
      - Mandated Training: Luanna Putney provided an update on mandated training and the performance and merit pay consequences of noncompliance with requirements.
      - New Employee Orientation: The New Employee Orientation is now mandatory for all new employees.
      - Abusive Conduct and Acts of Violence Policy: De Acker provided an update on the [Prohibition of Abusive Conduct and Acts of Violence by University Employees and Affiliates policy](#).

- **Past President (De Acker)**

- No updates

- **Vice President (David Ellington)**

- Staff Excellence Awards: David is working with Raj Panneer Selvam in IT on this year's nomination process. The goal is to receive more qualified nominations and make the process more user-friendly less manual work on the back end. David needs one more volunteer from the Board if possible for 2-3 weeks to help make decisions about this year's program.

- **Programs, Events, and Outreach (Priya Lakireddy)**

- Healthy Campus Network: Fuji Collins, AVC for Student Health & Wellness, reached out to Priya regarding the new Healthy Campus Network. Students need to be in the loop as the program is developed so they know about upcoming resources.
- Staff Appreciation Week (SAW): Priya met with Melanie, who provided information about last year's events. Monica Lurtz from EH&S has joined the SAW Committee and is contributing great ideas for this year. They are working on a drone demo and a grasslands tour and are planning a gameshow theme with a Jeopardy game focused on questions about UC Merced. Priya plans to meet with Lina Kaji regarding planning the games. Angie Baxter reached out to Priya to talk about ways to integrate support for the LGBT community. One idea is facilitate tabling at an event for different groups that want to share information.
- SAW Picnic & Breakfast: Ideas for the picnic are welcomed. David will talk with Brian Powell about whether Human Resources will sponsor breakfast again this year.
- Co-Chair for Programs, Events and Outreach: Now that Becky Etheridge has left UC Merced, we probably will not fill the Co-Chair position at this late stage of the year. Any staff interested in assisting with the SAW Committee this year can contact [Priya Lakireddy](#).

- **Finance Officer (Melanie Cooper)**

- Account Balances

804175 OP 00175	660010 SA 69876	660010 SA 69875
\$5,264.23	-\$3,138.00	-\$4,678.62

- **Communications (Donna Birch Trahan)**

- Staff Assembly Email & Website: Departments continue to utilize the Staff Assembly email to communicate information to campus staff. Donna continues to update the Staff Assembly website with news from Panorama.
- Staff Assembly Brochure: We should still try to move forward with getting a brochure to coincide with the revamped New Employee Orientation scheduled for this May.

- **Secretary (Viola Kinsman)**

- No updates

- **Fundraising (Jeff Porto, Jr)**

- Tapas and Sangria Fundraiser: This Dining event provided an opportunity to fund the UC Merced Staff Assembly Scholarship Fund.
- United Way Campaign: The Campaign ended on February 17 and Jeff gave kudos to everyone who helped this year. Nearly 50% of See's Candy sales and 100% of all other proceeds go to United Way. Communications will provide official numbers shortly, but participation this year topped last year.

## **New Business, Announcements and Information**

- 2017-2018 Staff Assembly Board Officer Nominations
  - Nominations for Board membership need to be out by the middle of March. UC Merced enjoys an exposure and access to the Chancellor and the highest levels of leadership that most other campuses do not have and wish they did. It is a great opportunity for those who want to be involved and have a voice with leadership.
  - Board members should think about nominating to remain in their current positions or apply for new positions. And we should encourage others to be involved on the Board and think about ways to reach out to a wider group of volunteers and talents.
- Staff Advisor to Regents Designate
  - The Staff Advisor to the Regents Designate is open for applications this year. (Closed March 10).

## **For the “Good of the Order”**

- None

## **Next Meeting**

- March 20, 2017 from 12:00 nn – 2:00 pm in Granite Conference Room at Mondo

**Adjournment:** 1:19 PM