Minutes
Date: Friday, November 22, 2013
Time: 12:00-2:00pm
Location: KL 232
Readytalk – (866) 740-1260 Access Code 2284501

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

Board Members Absent:
Sherry Ward

Staff Assembly Members and Guests Present:
Kahil Morales, Oli Nandkishore, and Karen Meade on Readytalk. ASUCM President Jaron Brandon and an ASUCM delegate also in attendance

1) Welcome and Convene Meeting

2) Public and Campuswide Committee Representatives Remarks
   a) ASUCM Introduction – Jaron E. Brandon
      ASUCM President Jaron Brandon petitioned the board to create a general connection between ASUCM and SA, focusing on mutual goals and areas where the two can work together for targeted projects. President Brandon focused his remarks on a desire to construct a student Union at UCM, but also mentioned areas of cooperation to include MOOCS, investments of the campus and system, campuswide committees, and general outreach efforts. The board agreed to consider quarterly meetings with the ASUCM president moving forward to see if there are items of mutual interest either group can work on.
   b) Chief Information Officer Search Advisory Committee, Karen Meade
      The 3rd candidate will be on campus shortly, and work will proceed from there
   c) Vice Chancellor for Business and Administrative Services Search Advisory Committee, Rachael Martin
      No updates at this time
   d) CPPC – Joe Wilensky
      See attached notes
   e) Status of Women – Kahil Morales
      The Committee is developing lean in circles that will be available to students (including grad), staff, and faculty, administered by Molly Bechtel, the chair of the State of Women Committee. Information will be coming out shortly regarding the circles, so keep an eye out. SA will also distribute the information.
   f) Ombuds – De Acker/Simrin Takhar
      See attached notes
   g) Sustainability – Chris Swarth
      See attached notes
   h) Space Reservation Working Group – Joe Ameen
      See attached notes
3) **Approval of Minutes**
   a) October 18, 2013 Minutes
      
      *Motion to approve, seconded. Approved by Board.*

4) **SA Leadership Meeting With Chancellor – Next Meeting: December 16, 2013**

5) **SA Leadership Meeting With Interim VC BAS – Next Meeting: December 10, 2013**

6) **SA Leadership Meeting With AVC HR – Next Meeting: December 19, 2013**

7) **CUCSA**
   
   *Next Meeting: December 4-6, 2013 – UC Riverside*

8) **Unfinished Business**
   
   a) Budget Meeting – December 13, 2013
      1. Budget Strategy
         
         *A budget session was held outlining the new draft budget for SA in the current academic year. Some revisions were made to increase the amount allocated for CUCSA junior delegate travel as this year’s locations will require more extensive travel than previous years (Santa Cruz, Riverside, LBNL, and San Diego). See attached for full breakdown*

      2. Student Intern
         
         *A job posting has been initiated for a 10 hour a week student at $9.00 an hour. This student would report to the Past President and assist in collection and collation of SA materials and historical records.*

   b) Staff Assembly Scholarship
      1. Memo to Chancellor - Waiver of Gift Fee
         
         *Approval received for remainder of her tenure.*

      2. Payroll Deduction
         
         *Need to update form*

      3. Website - One-time donation
         
         *An Intel form for the creation and posting of a “donate” button needs to be made. Will be finished by next meeting.*

   c) Staff Assembly Brochure
      
      *Under revision due to changes in programs/events. Jennifer Biancucci has the current draft and is revising. It should be ready by the next meeting.*

   d) Staff Assembly Pins
      
      *Need to promote/sell at meetings and events.*

   e) Summer Session Staff Discount Implementation
      
      *Katie will check with the Summer Session Office to see if they plan to draft an informational announcement.*
9) **Officer Reports and Internal Committee Updates**

a) **President**
      VC Traina presented on current research work, grant applications, and the appointment of FTE in his division. UCPath is undergoing a “health check” evaluation currently, with some word on UCM being a “pilot” campus going around. There was also a sort presentation on the “Box” mobile storage option that will be rolled out to campus soon.
   2. Benefits Town Halls – October 25, 2013
      Three meetings – Total of 162 staff and 18 faculty attended.
   3. Release Time
      Information on release time is being drafted by Annette Garcia in the Chancellor’s Office for distribution to campus leadership at the leadership meetings.
   4. Calendar of Events/Meetings – 2013/14
      Nothing to report.
   5. UC Merced SA alumni list and history of UC Merced SA.
      Nothing to report.

b) **Past President**
   1. New Employee Orientation
      Past President Martin continues to attend all NEO meetings and introduce the Staff Assembly organization to new staff.

c) **Vice President**
   1. UC Promise Campaign – Final Report
      The promise campaign is now complete with final figures yet to be announced by UCOP. UC Merced’s tentative final figures are: $20,424.68 dollars donated from 358 donations (261 unique donations). The average donation was $57.05, with the largest donation being $1,500. There were 200 promises made, with 11 promises at the 75%-100% mark. 7 promises were completed.
   2. Monthly lunch meeting with Chancellor – November 19, 2013
      Couldn’t attend November’s lunch meeting.
   3. SA Quarterly Digest
      Should be forthcoming soon
   4. Staff Excellence Awards
      Nothing to report.

d) **Secretary**
   1.

e) **Finance Officer**
   1. Account balances
      | Account Number | Description | As of October 31, 2013 | Monthly Activity | Comments |
      |----------------|-------------|------------------------|-----------------|----------|
      | 804175 OP 00175 $10665.45.79 – $7890.82 | (Scholarship funds to be transferred to UCOP) | $2,774.63 | $103.66 | $131.34 Candy SAW expense. $235 SAW income Go Fishing |
      | 660010 SA 38070 | | $611.87 | | no change |
      | 660010 SA 69876 | | $1,714.89 | -$587.19 | Joe’s travel |
      | 55155 fund | | $569.00 | | no change |
2. Staff Assembly Polos  
   Nothing to report.
3. Create process for monthly reporting
4. Create end of year process
5. Meet monthly with FO Elect
f) Finance Officer Elect
   1. Meet monthly with Finance Officer.
   2. Staff Assembly Polos

g) Communications
   1. Opt-In List Report
   2. Website
   3. Calendar update
h) Programs, Events and Outreach
   1. Staff Appreciation Week – May 19 – May 23, 2013
   2. Chancellor’s Toy Drive
      There will be collaboration for the Chancellor’s toy drive, December 18th
      from 3-5. The OSL food drive is going forward, with a clarification of the $50
      amount emailed requested.

10) New Business, Announcements and Information
    a) Networking and Public Service (NPS) Event Series
       Survey was sent on 11/15/13 to staff for their input on public service events and
       Staff Appreciation Week events they would like to support.

11) For the “Good of the Order”
    Nothing to report.

Next meeting - Friday, December 20, 2013

12) Closed Session
    a) Committee Representative Vote