Minutes
Date: Friday, November 30, 2012
Time: 1:00-2:00pm
Location: KL 232
Ready Talk Call-in Info: 1-866-740-1260, access code 2284501

Board Members Present
President- Rachael Martin
Vice President- Katie Unruh
Past President-Annette Garcia (absent)
Secretary- Lezly Juergenson
Finance Officer- Stephanie Peterson
Finance Officer Elect-Pam Taylor (absent)
Chair for Communications- Nichole Kosier
Chair for Programs, Events & Outreach- Stephanie Marquez (absent)

Staff Assembly Members Present
Karen Meade (teleconference), De Acker, Joe Wilensky, Megan Topete, Rachel Hadley and Oliver Nandkishore, Fabiola Elizalde

1) Welcome and Convene Meeting
Meeting started at 1:02pm

2) Public and Campuswide Committee Representatives Remarks
a) Campus Physical Planning Committee Update – Joe Wilensky
   No updates at this time.
   
   b) Human Resources Performance Evaluations – Fabiola Elizalde and Rachel Hadley
   There was a low return rate of performance evaluations from managers. Primary goal is to reach out to supervisors to increase return rate. UC Davis has an online performance system that UC Merced would like to implement.
   
   c) CIO Search Committee – Karen Mead
   The first meeting has yet to be scheduled.
   
   d). Child Care Committee – Nichole Kosier
   1. The ECEC is checking with Merced College about having their daycare chef prepare meals for the ECEC. There are currently 47 children in the center with a maximum possible capacity of 80. The rates will go up if the center extends their hours but they will also have to be relicensed in order to be accredited.
   2. The “Mother of Earth” statue was revealed during a ceremony to honor the artist.
   
   e). Ombuds Advisory Board Committee – Oliver Nandkishore
1. The board met on Sept. 24, 2012. The charter was signed by the Chancellor. Dee will be creating a website.
2. The board is currently interviewing for the Ombudsperson Coordinator position.
3. Dee commented that 50% of the HR reconsiderations are in the approval stage and HR is hoping to have 95% of them done before the holiday break. 5% of the reconsiderations will need to be reviewed by the reconsideration committee. HR is currently holding off on reclassifications.
4. There were 26 new staff and faculty positions at UCM.
5. Dee will be offering training for Building Skills, Leadership and Empowerment. The dates are Jan. 31st and Feb. 20th, 2013. Interested parties can register on the HR learning site.

f) University Community Engagement – Joe Wilensky and Katie Unruh
1. Information was shared from Vernette Doty and Anne DiCarlo that the rubric to count community volunteer hours does not count any religious affiliation community hours.
2. The committee is trying to get Carnegie Foundation classification.
3. A community involvement meeting is scheduled for the third Monday of each month and the next meeting is scheduled for Monday Jan. 14th, 2013 at 10:30am -11:30am in the OSL conference room, KL 184H. There will be no December meeting.

3) Approval of Minutes
The approval of the November 16, 2012 Executive Board Meeting notes are postponed.

4) CUCSA
a) Next Meeting December 05-07, 2012

5) Unfinished Business
a) Staff Assembly Scholarship
   1. Recipient Alissa Smith was contacted. The Panorama newsletter will include a story. Panorama staff will contact Rachael to publicize the story.
   2. The Financial Aid office has been contacted in order to updated the scholarship verbiage to “dependent student only”. Rachael is waiting to hear back from Financial Aid to have changes implemented.
b) UC Faculty/Staff Appreciation Day
   Stephanie will FedEx tickets to UCLA and complete recharge process which is currently pending.

6) Officer Reports and Internal Committee Updates
a) President
   1. Career Tracks Forum with HR – Rachael contacted Joanne Dunlap, the forum will be in mid-January
   2. Budget call for Chancellor’s Office – due to the revised budget, Rachael will submit a budget request for the 2012-13 academic year.
   3. Engagement Survey Road Show – The purpose is to talk about the survey results and the date has been set for January 21st, 2013. Details will follow.
b) Past President (absent)
c) Vice President
   1. Campus-wide Committees – See item #2 above for updates
   2. Staff Excellence Award – Committee will begin meeting in January.

d) Secretary - NTR

e) Finance Officer
   1. Budget information: Rachel will submit the budget proposal for this 2012-13 year to the Chancellor but hold off on the 2013-14 proposal until the proposal call comes out.
   2. Account balances: Agency $1379.00, Operating Account $1594.00
   3. Scholarship: The scholarship payments were not made over the past two years. Due to the need to pay the scholarship, SA will now need to submit a budget proposal for 2012-13.

f) Finance Officer Elect
   Pam is working on the donation (two airline tickets in continental US) from UCLA Travel for the staff appreciation picnic.

g) PEO (absent)
   1. First Fridays and First Wednesdays
   2. Canned Food Drive
   3. Staff Appreciation Week

h) Communications
   1. Membership report: 294 members
   2. Logo proposal
   3. Website update
   4. Staff Assembly brochure

7) New Business, Announcements and Information
   a) Town Hall #2 scheduled for December 19 from 1-2pm, COB 102
   b) Proposed Summer 2013 calendar – comments or questions
      1. The Executive Board has nothing to add/change.
   c) SA E-Board Meeting 12/14 location change – OSL Conference Room, KL184H
   d) Sub-committee to create a formal voting process and update the Bylaws
   e) Sub-committee to create a communication strategy
      1. Pins, shirts, Catspots, SA scholarship payroll deduction advertisement
      2. Internal/external committee participation
      3. Brochure/website
      4. Participation/election strategy
      5. Calendar of events – Secretary and Communication chair collaboration

8) For the “Good of the Order”

9) The Lantern Café will close for remodeling December 14 – January 14. The DC will be open 7am – 2pm daily Monday – Friday.

Next meeting will be on December 14, 2012 from 1:00-2:00 pm in OSL Conference Room, KL184H

Adjournment: Meeting was adjourned at 2:00pm by Rachael Martin and seconded by Katie Unruh.