UC Merced Staff Assembly
Executive Board Meeting

Minutes
Date: November 19, 2015
Time: 12:00-2:00pm
Promenade Suite M
Call-in number: 1-866-740-1260
Access Code: 2284501

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

Board Members Absent: Karen Bonilla, Cindi Deegan

Staff Assembly Members Present: none

- **Convene Meeting:** 12:06 PM

- Public and Campus wide Committee Representatives Remarks – none

- Approval of Minutes – for the October 16 meeting
  o Motion made to approve minutes as submitted from Tonya Kubo; motion seconded by Kim Garner, and motion carried approval unanimously.

- SA Leadership Meeting with Chancellor Leland – Tuesday Oct 22 @ 10 am – Cindi, Kim, De and Pam were in attendance. Topics discussed were:
  o Townhall format discussion.
  o Staff Engagement Survey – Due to volume of current campus initiatives Chancellor prefers to focus on rollout in the Spring, in conjunction with Townhall.
  o Top 3 Issues of focus will be; 1) Change Management, 2) Communication, and 3) Performance Management.
  o This year’s Innovation Awards will be geared toward affecting the Top 3 issues of focus.
    - The Chancellor would like to review the voting process for this year’s submissions as she thinks there may be opportunity for improvement in this year’s voting process.
  o It was mentioned the Mentorship Program is a good outcome from last year’s Survey.
  o Desire is to have one event to communicate all above – Townhall Jan. 7th, 2016.
  o Pam agreed to contact De Acker for plans for the upcoming Regents meeting at UCM.
  o Discussion about Staff Assembly meetings going on their Road Show this year. The Chancellor felt this was a great change.

- SA Leadership Meeting with VC BAS Reese – Tuesday Nov 3 @ 1 pm - Cindi, Kim and Pam were in attendance.
Discussions with VC Reese included:

- Upcoming Executive level searches.
- Staff Engagement Survey – Michael feels we need more involvement.
- Innovation Awards
- VC Reese showed a slide show about the significant impact that lack of communication has with Change Management success. Michael identified a large number of initiatives that are going on now and at any given time a majority of people won’t know what’s going on. Michael has contracted with a company to do deeper dive into 2020, and to develop enhanced graphics to visually communicate across campus what 2020 means to all of us. This will hopefully help moving forward.
- Regular meetings with VC Reese should occur more frequently now.

SA Leadership Meeting with AVC Powell – Brian had to cancel our meeting on November 12th. Next meeting is Dec. 10th @ 10 am
- Not present - No update report at this time.

Staff Advisor Designate to the Regents – De Acker
- Not present – No update report at this time.

Unfinished Business:
- Update on the Alumni Representative to SA
  - Danielle expressed concern that we aren’t moving forward and engaging our Alumni enough. Discussion was held about the lack of effective communication between SA and UCM Alumni. Danielle feels our alumni are invested in higher education and suggested they would be interested in meeting with various Cabinet level campus executive leadership if they were extended invitation.
  - It was brought up that lack of release time by supervisors/managers is a BIG issue still and one that needs to be addressed, so alumni can be afforded the opportunities to attend/participate in events.
- Update on SWAG
  - Phone sleeves were received and they will be used at any SA tabling event, NEO, Open Enrollment Fair, Wellness Fair, etc.
  - Discussed emailing event attendees’ post-events to solicit their consideration to volunteer their assistance for future events.
- More discussion about creating a Chair for the Staff Assembly scholarship/and or fundraising.
  - This topic was tabled until January meeting for further discussion.
- Update about printing brochures
  - This topic discussion will be set aside until after the Winter Break – Donna will update in January 2016.
- Update from Cindi on the By-law draft for the new board position
  - Not present - No update report at this time.
- Upcoming Celebrate Service event in December – It is expected that all SA Board Members should plan to work at this event. We need to get other volunteers to help too if we can!! Danielle needs at least 10 people to volunteer help. Awards for this program have been ordered and work is being done on the event program.
Chancellor invitations should go out shortly. Seating will be very limited for this event.

- Update on the Staff Engagement Survey rollout
  - Will focus on the Townhall for this.
- Reminder: Tomorrow 11/20 from 10 am – noon we will be helping at the Food Bank
  - To be held at Tri-College from 9:45 AM to 11:45 AM for our SA team. This is open to entire community and this is the last distribution to be held in November, so it should be busy.

**Officer Reports and Internal Committee Updates**

- President
  - Upcoming CUCSA Dec 2-4 meeting at UCLA – Pam and Kim will update when they return for next meeting.
  - Service Awards: reminder we need a Board member to sit at each table. December 17th @ 9:30-11:00 AM in the California Room
- Past President – not present, no update at this time.
- Vice President – no further update at this time.
- Programs, Events and Outreach – nothing new to report at this time.
- Finance Officer
  1. Account Balances – Viola Kinsman report

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- Finance Officer-Elect
- Communications
  1. Opt-In List Report – There is no more Opt-In list and this item will be pulled from future agendas.
  2. Website updates – Tonya will change out the SA homepage AFTER the 2020 vote from the Board of Regents. The vote was tentatively scheduled for Noon.
- Secretary – Nothing new to report at this time.

**New Business, Announcements and Information**

- Upcoming Celebrate Service event in December
  - Upcoming Holiday Toy Drive – December 1 thru 11

**For the “Good of the Order”**

- Nothing new to report at this time.
Next Meeting – December 18, 2015 in KL 232

Adjournment: 1:28 PM