

**UC Merced  
Staff Assembly General Meeting Minutes**

Date: September 19, 2016

Time: 12:00 nn - 2:00 pm

Location: Redwood Room, Castle

*Readytalk – (866) 740-1260 Access Code 2284501*

**Board Members Present:**

- **President:** Pam Taylor
- **Vice President:** David Ellington
- **Co-Chair of Programs and Events:** Becky Etheridge
- **Co-Chair of Programs and Events:** Priya Lakireddy
- **Finance Officer:** Melanie Cooper
- **Co-Chair of Communications:** Donna Birch Trahan
- **Co-Chair of Communications:** Tonya Kubo
- **Secretary:** Viola Kinsman
- **Co-Chair of Fundraising:** Jeff Porto Jr.

**Board Members Absent:**

- **Past President:** De Acker

**Staff Assembly Members Present:**

- **In Person:** Melinda Boehm, Laquetta Brewster, Jennifer Di Salvo, Jenny Duenas, Todd Kucker, Brandi Masasso, Kia Tan, Melissa Tessier
- **Via ReadyTalk:** Arokiaraj Panneer, Christine Tumonong

**Convene Meeting:** 12:07 pm

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

- Affirmative Action/EEO Committee (Brandi Masasso)
  - The Committee is hoping to finalize a meeting schedule in October. Michael Salvador would like them to meet monthly rather than quarterly.
- Chief Procurement Officer (Todd)
  - The interview panel completed interviews, providing feedback on the final two candidates last Monday (09/12/2016).

**Approval of Minutes**

- Motion to approve August 19, 2016 meeting minutes from David; Motion seconded by Tonya; Motion carried approval unanimously.

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

- Next meeting with Chancellor is still to be scheduled

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

- Next meeting with VC BAS Reese is scheduled for September 26, 2016

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

- Staff Assembly leadership met with AVC Powell on September 15, 2016 and discussed the following:
  - Staff Assembly's Involvement in the Wellness Program
    - There is currently a systemwide project looking at campus Wellness Programs in general. Those campuses without a current wellness program will likely not see one added in the near future. Since wellness is important to staff, the goal is to figure out a way to continue the campus Wellness Program as opposed to not having a program at all.
    - At the June Staff Assembly meeting, Brian Powell brought up the idea of Staff Assembly taking on a role in the management of the campus Wellness Program. Staff Assembly would develop a committee composed of staff representatives with a passion for wellness. The committee would have some authority and autonomy, but Brian would provide oversight. Brian provided Pam the names of some staff who may be interested in joining the committee.
    - If Staff Assembly takes this on as a committee, we would develop a survey to the campus to see what the needs are.
  - Holiday Closure
    - This year, the calendar doesn't provide a lot of flexibility with days off for the holiday closure. There are three days between official holidays that could be charged to vacation or leave without pay if we close the campus as we have in the past (Dec 27, 28, 29).
    - Due to the calendar this year, we don't need to survey the campus about options.
    - Human Resources will communicate details about the closure.
  - Exit Interviews
    - There is interest by Human Resources in conducting exit interviews.
    - The current process is that exit interviews are conducted upon the request of a department. Human Resources sends an email with a link to a survey that is maintained by a third party vendor contracted by UCOP.
    - There is currently no consolidated method to capture all separating employees using our existing systems. However, Brian hopes to add this capability as a defined objective with the implementation of UCPath.

## **Unfinished Business**

- None at this time

## **Officer Reports and Internal Committee Updates**

- **President (Pam Taylor)**
  - September CUCSA Meeting
    - Earlier this month, Pam and David attended the first CUCSA meeting of the year at the Lawrence Berkeley National Lab (LBNL). They were impressed with the facility.

- Lady Idos (Senior Diversity and Inclusion Analyst at LBNL) discussed transgender guidelines developed by LBNL. Other campuses are looking at these guidelines.
  - CUCSA provides the opportunity to be involved in systemwide workgroups. Pam joined the Financial Literacy Workgroup.
    - UCOP's Benefits Education unit is finding financial literacy to be a major issue. Pam reported that some staff are not sure who to call when they are preparing to retire.
    - The Financial Literacy Workgroup will look at issues such as how to communicate important financial information to all staff. Pam is hoping to conduct a survey of all campuses through CUCSA as a starting point to understand the needs.
- **Past President (De Acker)**
  - Not in attendance
- **Vice President (David Ellington)**
  - September CUCSA Meeting (continued)
    - CUCSA presentations included:
      - Dwayne Duckett (Vice President, Systemwide Human Resources at UCOP) discussed wellness, which is a big topic at UCOP.
      - Hyuan Swanson (Manager, Benefits Education at UCOP) discussed staff not being well versed in financial benefits. There is a lot of work going into educating staff about financial planning.
      - Agricultural and Natural Resources (ANR) formed their own staff assembly, so they will be represented at CUCSA. The Vice President of ANR was influential in getting staff assembly started at ANR.
    - As previously mentioned, every CUCSA representative sits on a workgroup. David joined the Internal Operations Workgroup.
    - David thinks CUCSA is a great professional development opportunity for staff.
- **Programs, Events, and Outreach (Becky Etheridge & Priya Lakireddy)**
  - Poppies Galore Art Project
    - Becky was approached about staff involvement in an art project called Poppies Galore. A local artist named Monica Modest is organizing a project to permanently install ceramic poppies at Bob Hope Square.
    - There is an opportunity for faculty, staff, and students to be involved in a community art project by helping glaze the ceramics used in the installation.
    - Becky is hoping to secure the Art Yard behind SSM for this project, but the artist is willing to go to other locations provided there is a sink and space to work.
    - The cost to participate is \$5 to cover the materials (any excess funds will go to the Valley Crisis Center). There would be no cost to Staff Assembly for participation.
    - Everyone agrees this is a good way for staff to be involved in a community project. Becky will proceed with the event and Staff Assembly will communicate details to the campus.
  - Halloween Event
    - Becky reached out to building managers to discuss a Halloween event. We can reserve the corridor between the two COB buildings. We would need to provide our FAU, but we won't be charged since we will not need to ask Facilities to set up.
    - The event would be held on Monday, October 31 and the timeline is expected to be timed with the lunchbreak.
  - Town Halls

- Kim Garner will let Becky and Priya know when Town Halls will be scheduled. It may not be until January due to space constraints while classes are in session.
- Grizzlies Game
  - The Grizzlies game went well and there was a good turnout among students and staff. We had 80 students attend with a total of 102-105 in attendance from UC Merced. If Staff Assembly participates in this event next year, we should be involved in the planning stages so we can organize a few things in advance such as t-shirt distribution and possibly having a bus dedicated to staff and their families.
- Project 2020 Groundbreaking Ceremony (October 14 at 1:00 pm)
  - There was a suggestion that we have a table at the Groundbreaking Ceremony to promote Staff Assembly.
- Staff Assembly T-shirts
  - Becky is looking at ordering Staff Assembly t-shirts for the Board to wear at events. To get the lowest price, we would need to order a minimum of twelve t-shirts.

- **Finance Officer (Melanie Cooper)**

- August Account Balances

<b>804175 OP 00175</b>	<b>660010 SA 38070</b>	<b>660010 SA 69876</b>	<b>660010 SA 69875</b>
\$5,264.23	\$0.00	\$0.00	-\$4,004.24

- **Communications (Donna Birch Trahan & Tonya Kubo)**

- Social Media Updates (Tonya)
  - To date, we have 169 twitter followers. The most popular tweet was about Merced's debut on the US News & World Report rankings. The top Facebook post was about the promotion of Kari Gomes to Sergeant in the Police Department.
  - Tonya hopes to work with Becky on social media contest giveaways to try to increase followers on Twitter and Facebook.
- New Employee Orientation (Donna)
  - Donna is now receiving a list of staff who attended the monthly New Employee Orientation. De will be able to use that list to reach out to new staff for a follow up orientation to Staff Assembly.

- **Secretary (Viola Kinsman)**

- Nothing at this time.

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

- Staff Assembly is still looking for a Co-Chair of Fundraising.
- United Way Campaign
  - The United Way Campaign for the coming year is in the works. Jeff met with Sonia Johnston to discuss the campaign, which is expected to kick off in early 2017.
  - Jeff has reached out to a few people involved in previous campaigns to see if they are interested in being on the steering committee. A few have already committed to be involved again this year.
  - Candygrams are expected to be sold again with the proceeds going to United Way. Staff can also make donations (one-time donations or monthly payroll deductions).
  - If anyone is interested in participating on the steering committee, please let Jeff know. The program is well organized, so it is a good entry-level way to get involved in supporting the community.

- Pam mentioned that the Cook Off from previous years was a fun way to raise money for United Way.
- Giving Tuesday
  - Giving Tuesday is scheduled for the Tuesday after Thanksgiving (November 29). Donations to eligible scholarship funds will be matched 3:1 again this year through gifts from Wells Fargo and Foster Farms. If you donate \$25, your gift will be quadrupled to \$100. Donors can select the UC Merced Staff Assembly Scholarship for children of employees when they donate. We should table at the Lantern again this year during Giving Tuesday to raise awareness about this giving opportunity.

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

- Committee on Committees Update (David)
  - At the last General Meeting, De mentioned that a Committee on Committees may be helpful in managing the Staff Assembly committee process. De and David met to discuss this idea and drafted a proposal for the addition of this Committee. The details of the proposal for the Staff Assembly Committee on Committees (CoC) are:
    - The CoC Chair (Past President) will identify all standing campus committees which request staff representation.
    - All ad-hoc committee (search committees, task forces, etc) requests for staff representation will be forwarded to the CoC Chair.
    - The CoC Chair may solicit other members for this committee if needed.
    - The CoC will call for nominees and volunteers from ALL staff to fill positions on committees. The CoC is not obligated to accept any such nominees or volunteers. No one will be appointed without his or her consent. A short application process may be developed for competitive positions.
    - The CoC Chair will forward recommendations to the Staff Assembly Executive Board for approval.
    - Once approved, the CoC Chair will contact the individual of their selection and responsibilities.
  - Pam would like us to decide whether to move forward with this proposal so that we can determine the current statuses of all committees.
    - Motion to create a Committee on Committees to manage the committee process for Staff Assembly from Pam; Motion seconded by Todd Kucker; Motion carried approval unanimously.
    - The Bylaws will need to be updated to include information on this new Committee.

## **For the “Good of the Order”**

- None

## **Next Meeting**

- October 17 from 12:00 nn – 2:00 pm in PPD&C, Suite M at Promenade and via Zoom

**Adjournment:** 1:09 PM