

**UC Merced  
Staff Assembly General Meeting Minutes**

Date: November 21, 2016

Time: 12:00 nn - 2:00 pm

Location: Granite Room at Mondo (3<sup>rd</sup> Floor)

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

**Board Members Present:**

- **President:** Pam Taylor
- **Past President:** De Acker (via Zoom)
- **Co-Chair of Programs and Events:** Becky Etheridge
- **Co-Chair of Programs and Events:** Priya Lakireddy (via Zoom)
- **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.
- **Co-Chair of Fundraising:** Jessica Johnston

**Board Members Absent:**

- **Vice President:** David Ellington

**Staff Assembly Members Present:**

- In person: Anne Buike, Rachael Martin
- Via Zoom: Callale Concon, Jason Davenport, Harriet Dietz, Jenny Duenas, Karin Groth, Keith Hughes, Todd Kucker, Brandi Masasso, Yesenia Sosa, Melissa Tessier, Christine Tumonong, Esther Wilson, Joyce Yowell, and April (?).

**Convene Meeting:** 12:02 pm

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

- Affirmative Action/EEO Committee (Brandi Masasso)
  - The AA/EEO Committee is expected to meet after the first of the year and Brandi will share information at that time.
- Build Your Network (BYN) Committee (Rachael Martin)
  - Rachael is working with Pam and De behind the scenes on moving this program forward. The BYN program will be moved through the Staff Assembly Committee on Committees process to develop an ad hoc group that will help coordinate topic selection for the program. There is already a list of potential members that could serve on this group.
  - The time commitment for BYN Ambassadors is one year with a half day of training and meetings once per month for two hours. A call is expected to go out in early March for those interested in participating as an Ambassador for BYN.
  - BYN is looking for highly engaged staff with good ideas about topics to include in the program. If we know any employees who would be good members of the ad hoc BYN Committee, please

send an email to Rachael with the name of the employee and the reasons why he or she is recommended. It isn't yet clear how many members they will need for this committee, but they plan to get a list together and then invite everyone to a meeting and go from there.

- Chief Procurement Officer Search (Todd Kucker)
  - The Chief Procurement Officer search committee interviewed five candidates last week. By Wednesday, November 23, they will decide whether to bring three or four candidates to campus in December for in person interviews.
- Child Care Advisory Council (Angela Dixon)
  - The Child Care Advisory Committee met on October 24, 2016 and discussed the following:
    - 2020 Project and the Early Childhood Education Center (ECEC)
      - The plan is for an addition to the existing space with two additional classrooms and an adjacent yard. This will be built in Phase 3 of the 2020 Project. The building will be in the existing gravel parking lot at the corner of Ranchers and Lake Roads
    - Holds and Leave of Absence Tuition
      - Families will be able to hold their spot for a 50% tuition rate for a minimum of 30 days and up to the length of one semester/summer. A withdrawal and return date will be agreed upon and any changes to the agreement must work for the ECEC and family.
    - Tuition Increase
      - The amount of the increase will be determined at the next Advisory meeting and a projected annual increase will also be explored. This increase would most likely take effect in August 2017.
    - Dual Family Affiliation Priority
      - The council decided that dual UCM affiliated families will have the same priority as single status UCM families.
    - Auxiliary Workforce Plan
      - The campus is looking into bringing all auxiliary functions and departments under one new supervisor. This new supervisor would be responsible for all auxiliaries including the ECEC, Transportation and Parking Services, Housing and Dining Services. The hope is that the departments can support each other fiscally and rely less on campus resources.
- Transportation and Parking (TAPS) Advisory Committee (Andres Hernandez)
  - The TAPS Advisory Committee met on November 8, 2016 and discussed the following:
    - Parking Permits
      - The Committee recommended that parking permits be rolled over (with a fee freeze) for the Spring 2017 semester.
    - Zip Cars
      - The Zip Car program now has five cars which can be reserved for personal use. TAPS is exploring extending the Zip Car program to accommodate business use.
    - North Bowl Parking Lot
      - The North Bowl 2 parking lot is projected to open in December 2016. Currently, it is planned to allow for C and B permits, event parking, and student commuters in Spring if needed. The ratios for each group able to park in the lot have not been disclosed, but the total parking spaces are:
        - 576 unmarked; 17 motorcycle, 16 ADA spaces
    - Bike Lane on Lake Road
      - The bike lane along Lake Road will be modified for a road addition for construction traffic. Details will be discussed at the next TAPS Advisory Committee meeting.
    - Bus Schedule

- Spring schedules for transit busses may be ‘pushed-up’ by 15 minutes due to delays around campus due to heavy traffic.

## **Approval of Minutes**

- Motion to approve October 17, 2016 meeting minutes from Tonya; Motion seconded by Melanie; Motion carried approval unanimously.

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

- Staff Assembly leadership met with the Chancellor on November 10, 2016 and discussed the following:
  - Campus Climate Survey
    - There is an interest in partnering with various campus groups on a campus climate survey. The Chancellor would like to target specific areas. So far, De has discussed this topic with the Chancellor’s Advisory Committee on the Status of Women, the LGBTQ Committee, and the Advisory Council on Campus Climate, Culture and Inclusion Committee. De has also discussed this upcoming survey with Institutional Research and Decision Support.
  - 2020 Groundbreaking Protest
    - The Staff Advisor to the Regents was in attendance at the 2020 Groundbreaking Ceremony and remarked that the Chancellor handled the student protest during the ceremony very well while remaining respectful of the students’ concerns.
  - Staff Concerns
    - Staff are worried about losing their jobs if they speak up with concerns. The Chancellor was concerned to hear that and wants to reassure staff that they will not lose their jobs for speaking their opinions since they have a right to free speech and expression of opinions.
- Next meeting with the Chancellor is scheduled for January 4, 2017

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

- Staff Assembly leadership met with VC BAS Reese on November 8, 2016 and discussed the following:
  - Staff Assembly Updates
    - Staff Assembly provided an update on the revamped New Employee Orientation and Staff Assembly’s involvement with the Build Your Network program.
    - There was an update on the addition of Jessica Johnston to the Executive Board as the new Co-Chair of Fundraising.
  - Safety in New Buildings
    - Staff have questions about building safety drills and evacuation procedures for new buildings. Each building should have Building Safety Coordinators, but it isn’t clear whether new buildings have identified these roles yet. VC Reese will look into this.
  - AVC for Public Safety Search
    - Staff Assembly asked about the status of the search for the AVC for Public Safety.
  - UCPATH
    - Emily Bustos is doing a good job as the campus Project Manager for UCPATH. VC Reese expects us to achieve savings once UCPATH goes live in September 2017. Emily Bustos and Jason Martin visited the UCPATH Center in Riverside recently.
  - 2020 Project
    - The biggest challenge right now is negotiating with the city and the county. There are standing weekly meetings to discuss the project. The budget for the project does not allow for a lot of changes. Any changes to the project require an offsetting change to balance the

budget. There have been no change orders so far. Entry to the campus will be first construction to allow for construction equipment to come in and out of the campus.

- Workforce Planning
  - Some mandated positions have been approved. The plan is still going through workgroup discussions. Staff Assembly is expected to be included in any new workgroups related to Workforce Planning so the process is transparent to staff.
- Procurement Supply Chain
  - There is a systemwide effort to save on costs related to procurement. Our campus has 60 FTE involved in procurement and there is a discussion about possibly consolidating some of this positions (e.g., if someone only performs procurement functions for a small percentage of time, maybe that function could be moved to someone who performs procurement functions full time).
- Next meeting with VC BAS Reese is not yet scheduled

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

- Staff Assembly leadership met with AVC Powell on November 17, 2016 and discussed the following:
  - Campus Training
    - AVC Powell is looking at training needs of the campus and how training is utilized. He believes we need innovative training opportunities.
  - Visioning and Change Alignment Map
    - The map introduced during the Visioning Summit in March has not been widely communicated across campus. Since we are expected to align our processes and priorities to this map, it is important that everyone is aware of the map.
  - Protocol for Employee Deaths
    - Staff Assembly is looking at the protocol for roles and responsibilities in the event of an employee's death. De will look into developing guidelines and a checklist. It is important to develop something that is consistent and lasting.
  - Workforce Planning
    - Workforce planning is going back to Cabinet for focused group discussions about individual pieces of the plans. They are determining the priorities of the campus and will make recommendations about releasing new positions based on that determination. Staff Assembly has a seat on the Extended Cabinet, so we will be in the loop on the progress.
  - Staff Assembly Representation at Committees
    - It is exciting that we are receiving more updates from Staff Assembly representatives about campus committees. Most campus committees have Staff Assembly representatives assigned to them. However, we will need Staff Assembly representation for the AVC for Public Safety search and the search for the Dean of Natural Sciences. Pam will reach out to Tom Peterson regarding the Dean search.
- Next meeting with AVC Powell is scheduled for December 15, 2016

### **Unfinished Business**

- Wellness Committee
  - There will be a meeting on November 30 with Cindy Love to discuss her possibly chairing the Wellness Committee. Based on the recent Panorama story about Staff Assembly partnering with Human Resources to form a Wellness Committee, two staff members have already reached out to Pam to express an interest in joining the committee.

## Officer Reports and Internal Committee Updates

- **President (Pam Taylor)**
  - CUCSA Meeting in Riverside
    - The next CUCSA meeting in December will be held at UC Riverside. The Council of University of California Staff Assemblies (CUCSA) includes 26 delegates from all UC campuses, UCOP, Lawrence Berkeley National Lab, and Agriculture and Natural Resources. CUCSA meets quarterly at rotating campus locations.
- **Past President (De Acker)**
  - Updates provided in leadership meeting sections above
- **Vice President (David Ellington)**
  - Not in attendance
- **Programs, Events, and Outreach (Becky Etheridge & Priya Lakireddy)**
  - Fall Social and Canned Food Drive
    - Everyone heard great feedback about the event which was very successful. There were 83 RSVPs and 73 attendees, so the turnout was good. It was great to see some of the Vice Chancellors and the Provost in attendance. The basket giveaway was a good incentive.
    - There were 323 individual food items donated as part of the canned food drive and the timing worked well since the distribution of food was scheduled for the following day.
    - It would be good to schedule this event annually.
    - There are still managers not allowing staff to attend this type of campus event. The Chancellor is considering ways to address this concern. The announcement about the Fall Social included a statement that “Supervisors are encouraged to support release time for employees who wish to participate in Staff Assembly activities and/or meetings according to [Guidelines for Relations with Employee Associations/Advisory Groups](#)” as issued by UCOP. This received some positive feedback so we may want to include this statement in future announcements about Staff Assembly events.
    - Relaxed parking was not an option for this event and this may have impacted attendance. Staff should not have to purchase parking passes for Staff Assembly events.
      - Karin Groth, Director of Transportation and Parking Services (TAPS) joined the meeting via Zoom to address concerns about offering relaxed parking for events.
      - Tuesdays and Thursdays are peak days for commuter students and parking is ‘squeezed’ on these days. TAPS is trying to balance student concerns about lack of parking at peak times with relaxed parking for the growing number of staff events.
      - In the future, Staff Assembly should reach out to TAPS during the planning phase of events to discuss the need for relaxed parking. The earlier TAPS is brought into the discussion, the better. TAPS will try to accommodate these requests.
      - Possible solutions brainstormed after the discussion with Karin include free ePermits provided when someone RSVPs for an event that can be used by staff in attendance.
  - Poppies Galore Community Art Project
    - This event was a success with 89 people participating across all locations, including 39 from the campus, 17 from Promenade, 11 from Castle, and 22 from Mondo. A total of \$555 was collected with some people donating extra funds.
    - The installation is expected to begin February 2017 at Bob Hart square.
  - Upcoming Chancellor’s Events

- Priya and Becky met with Kim Garner about upcoming Chancellor's events and discussed the following:
  - Celebrating Staff Service Awards (December 1): Staff Assembly will provide some assistance with the program.
  - Holiday Toy Drive (December 16): This annual event is scheduled from 3:30 p.m. – 5:00 p.m. and will include the Cupcake Lady and a toy drive. Staff Assembly will assist with the toy drive.
  - Town Hall: They did not discuss a Town Hall for the winter break period, but Pam will ask Kim for an update.
- Staff Appreciation Week (SAW) and Picnic
  - This year, SAW is scheduled for May 15-19. Based on previous schedules, the Staff Breakfast will be scheduled for Tuesday, May 16 and the Staff Picnic will be on Friday, May 19. We normally do not schedule events on the Monday during that week due to staff who take that day off after working through the weekend due to commencement.
  - It is already time to think about getting a committee together to discuss a theme and start coordinating events. It will be important to meet with Kim Garner to discuss the overall SAW program, AVC Powell to discuss the Staff Breakfast, Lina Kaji to discuss the Games, and Matt Hirota to discuss recycling at all events. Melanie will sit on the committee.
  - This year, we need a plan for collecting tickets at the food line to ensure we only serve staff and do not run out of food.
  - There is some interest in asking staff for feedback related to the SAW program. Many staff enjoyed the picnic format last year, but some thought it was disconnected with less of a community feel. Involving the Chancellor's Office in discussions about the format of the program and any changes is important since SAW is hosted by the Chancellor.

• **Finance Officer (Melanie Cooper)**

- Account Balances
  - We are still in the negative on two accounts. Pam will fix the error that occurred with the Staff Breakfast hitting the Staff Assembly account instead of HR's account.

<b>804175 OP 00175</b>	<b>660010 SA 69876</b>	<b>660010 SA 69875</b>
\$5,264.23	\$(1,348.90)	\$(4,652.06)

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

- Website Updates (Donna Birch Trahan)
  - Panorama: In the November 16 issue, we included highlights from the October Staff Assembly General Meeting. It was the third most clicked item in the issue and included information about volunteering on the Staff Excellence Awards Committee and United Way Campaign and an announcement about the Wellness Committee. Tonya tweeted these stories to further spread the word.
- Social Media (Tonya Kubo)
  - Facebook: The Halloween 2016 post on Facebook had the largest reach of any post to date with 3,500 views. The Merced 2020 Project webcast post had 300 views and the Benefits Fair post also exceeded the number of followers on the page (which is over 250).
  - Twitter: Tonya is including three posts per day Monday through Friday and is seeing more engagement. She tweets every Panorama story that is staff specific.
  - Staff Assembly Website: Tonya is including links to the Staff Assembly website when she posts on Facebook or Twitter.

• **Secretary (Viola Kinsman)**

- Zoom
  - We had a request during the meeting to broadcast video via Zoom. We would need to have a secondary computer set up for Zoom, which may be helpful so the Secretary can focus on taking meeting minutes. We will try it at the next meeting.
- **Fundraising (Jeff Porto, Jr & Jessica Johnston)**
  - Giving Tuesday (Jeff Porto, Jr)
    - Giving Tuesday is November 29 and includes 14 scholarship/fellowship funds, including the Staff Assembly Scholarship for Employees' Children. Tuesday is going to be exciting day full of giving and will include a 24 table in the Lantern and pop up locations off campus. There is a 3:1 match by Wells Fargo & Foster Farms for any of the 14 funds.
    - Staff Assembly could host a separate table to raise awareness about the Staff Assembly Scholarship for Employees' Children fund.
    - There is a pamphlet that turns into a card that can be used to take 'unselfies' that describe why you are giving. If you take an 'unselfie' please post it on social media using #GiveTueUCM hashtag. You can also tag the UCM Staff Assembly Facebook page to help promote the Staff Assembly Scholarship fund. Please help maximize exposure to the campaign so we can utilize the match and reach this year's goal of raising \$500,000.
  - United Way Campaign (Jessica Johnston)
    - An email went out today to past department representatives asking if they are interested in continuing as a United Way representative again this year. VC Reese also sent an email requesting department representatives. There were also some sign ups at the Fall Social.
    - This year, candygrams will include hearts and different flavored bars that will be sold at the same time. Melissa Tessier has access to IntelForms, so candygrams will be sold online as well. The dates this year are January 10 – 31 providing an extra week for candygram sales. The goal is to sell 1,200 bars with a 25% increase in payroll deductions. There will be a table on Valentine's Day to encourage students to participate.
    - The United Way Representatives Kick-Off Luncheon is scheduled for January 9 from 11:30 a.m. – 1:00 p.m. in the Elizabeth's Garden private dining room.
    - Jeff said that Melissa, Dolce and Jessica have been very helpful with the campaign.

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

- None

## **For the “Good of the Order”**

- None

**Adjournment:** 1:49 PM

## **Next Meeting**

- December 19, 2016 from 12:00 nn – 2:00 pm in KL 232 on Campus