

**UC Merced Staff Assembly
General Membership and Executive Board Meeting**

Minutes

Date: Tuesday, May 27, 2014

Time: 12:00-2:00pm

Location: KL 232

Readytalk – (866) 740-1260 Access Code 2284501

Board Members Present: Diane Caton, Pam Taylor, Katie Unruh, Rachel Martin, Ellie Jorritsma, Sherry Ward

Board Members Absent: Joe Wilensky, Nicole Kosier

Staff Assembly Members Present: Carla Hunt, Jennifer Taylor, Mark Greene

- 1) **Welcome** - Executive Board Meeting was convened at 12:05 p.m.
- 2) **Introduction of Student Assistant** – Kalia Turner, the new student assistant, was unable to attend the meeting.
- 3) **Public and Campuswide Committee Representatives Remarks**
 - a) AVC for BFS and Controller and AVC Finance – Pam Taylor reported that the New Assistant Vice Chancellor for BFS is Mike Riley. Planned are interviews for the new Assistant Vice Chancellor of Finance in preparation for upcoming campus visits.
 - b) Budget Advisory Committee – Katie Unruh No report
- 4) **Approval of Minutes – April 25, 2014** Katie requested that the vote to approve the minutes for April be held over until the next meeting.
- 5) **SA Leadership Meeting With Chancellor** – To be held June 20, 2014.
- 6) **SA Leadership Meeting With VC BAS** – To be held June 11, 2014.
- 7) **CUCSA** – Next Meeting will be held June 4-6, 2014 at UC San Diego and Joe will attend.
- 8) **Unfinished Business**
 - a) Staff Assembly Scholarship – Payroll deduction option remains a yet unfinished challenge on the website.
 - b) Staff Assembly Totes – Sales were very successful!
 - c) Staff Assembly Pins Available for a donation of \$5.
- 9) **Officer Reports and Internal Committee Updates**
 - a) President
 1. UC Merced SA alumni list and history of UC Merced SA – Our student assistant is creating this list.
 - b) Past President

1. Career Advancement Mentorship Program (CAMP) Rachael reported that the deadline was extended to May 30 for mentor/mentee applications. Currently, there are 17 mentors and 17 mentees signed up, however there is a need for double the number of mentees based on the model for this endeavor, so further sign-ups will be encouraged.
 2. Leadership Council March 26, 2014 and April 30, 2014 – No report
 3. New Employee Orientation – The new brochures are being used for the orientations, and Rachael provides a review of what the Staff Assembly organization is and why it is important. She encourages the new employees to opt-in for Staff Assembly notifications.
 4. Student Intern – Rachael reported that they are creating the job as they go, and currently are working on the migration of the Staff Assembly materials from CROPS into the Box account, as well as working on the alumni list. She suggested that the student needs more tasks, and encouraged each officer to consider how they can use her services. Another potential project might be standardizing SA forms and procedures.
- c) Vice President – Absent – No report
1. Monthly lunch meeting with Chancellor
 2. SA Digest
 3. Staff Excellence Awards – Final Report. Katie reported that four awards were presented this year and it is hoped that it will be possible to encourage more participation in the nomination process next year. There will be a clarification on the nomination process. Chancellor Leland commented that she liked the selection of the categories that were chosen.
- d) Programs, Events and Outreach
1. Staff Appreciation Week – May 19 – May 23, 2013 – By way of an update Ellie reported that the tours filled up and went very well. A total of 100 staff Tee Shirts were ordered; 80 were pre-sold; 16 sold during SAW with 6 still available. A total of 50 Totes were ordered; 49 sold. Thanks go to Kim Garner and Danielle Armedilla, who handled the Kayak Race, which seemed very popular. This event perhaps opens up the consideration of possibilities for new ideas for future years. Also, the race was covered by Channel 30 News. Thanks were also extended to Rosalina “Lina” Kaji, as she did a great job with the coordination of the games which also appeared to be quite popular, bringing out 9-10 teams, though few spectators or socializers. There were a few injuries on the kickball courts and warm-up/stretching sessions prior to play may be implemented next year. The Critter Contest was logistically more difficult this year since multiple locations were involved, but it also raised \$878 in scholarship dollars. A few unexpected costs showed up and it is hoped that in future years, some of these services might be offered as “good will” for staff appreciation. Fewer people attended the picnic than last year. The breakfast and ice cream social events were somewhat challenging due to budget constraints, and the bulk of the budget for SAW was used to cover these food costs. Dining was helpful in offering some discounts. There was also a nice assist from an anonymous donor, who supplied the toppings for the ice cream social.
 2. March 27, 2014 Event - Where in the world is Rufus? Final Update – There were some surplus funds after the “Rufus” event. A total of five bags of small toiletries were collected and delivered to a very appreciative local shelter.
- e) Finance Officer

1. Account balances

**UC Merced Staff Assembly Funds
As of April 30, 2014**

175 OP 00175	\$3,574.92
010 SA 38070	\$180.60
010 SA 69876	\$7,508.68
55 fund	\$40.00

2013 SAW breakfast of \$2548.00
(estimated)

2. Create end of year process – Nearly complete

f) Finance Officer Elect

1. No report

g) Communications

1. No Report

h) Secretary

1. Chancellor's Office to forward recharges for Staff Assembly Week which will be paid by SA FAUs to Pam Taylor.

10) New Business, Announcements and Information

- a) Staff Advisor to the Regents - UC President Janet Napolitano has announced that Campus Ombuds Deidre "De" Acker has been appointed Staff Advisor Designate to the Regents for 2014-16.

11) For the "Good of the Order"

12) Closed Executive Session convened at 1:01 pm

A quorum was present for the Executive session where the voting results were tabulated.
2014-15 Staff Assembly Executive Board:

President: Joe Wilensky

Vice President: Pam Taylor

Past President: Katie Unruh

Secretary: Carla Hunt

Finance Officer: Diane Caton

Finance Officer Elect: Karen Bonilla

Chair for Programs, Events and Outreach: Kim Garner

Chair for Communications: Nichole Kosier

A brief conversation followed where it was again discussed if food should be offered to encourage meeting attendance, but no final decision was made.

Rachael will serve on the Search Committee for the AVC for Human Resources.

Adjournment

Next Meeting – June 27, 2014