

**UC Merced Staff Assembly
Executive Board Meeting**

Date: Friday, June 27, 2014

Time: 12:00-2:00pm

Location: KL 232

Readytalk – (866) 740-1260 Access Code 2284501

Board Members Present: Katie Unruh, Diane Caton, Sherry Ward, Joe Wilensky, Rachael Martin, Pam Taylor, Ellie Jorritsma - Participating by phone: Nichole Kosier

Staff Assembly Members Present: Simrin Takhar, Karen Bonilla, Ollie Nandkishore, Angela Counts, Kahil Morales, Kim Garner - Participating by phone: Donna Birch Trahan

1) Welcome, Meeting Convened 12:03 pm

2) Public and Campuswide Committee Representatives Remarks

- a) Search Advisory Committee – Assistant Vice Chancellor for Finance
Pam Taylor – Three candidates have visited campus and have been interviewed.
- b) Budget Advisory Committee
Joe Wilensky – The new budget proposals have been released. With a deficit of \$21M if all budgets were to be granted, Chancellor Leland has asked for prioritized wish lists. Compensation remains a high priority. Strategic staffing plans emphasize academic priority. The Chancellor has pledged \$7500 to Staff Assembly (in addition to the regular allocation) to help with upcoming CUCSA event. Future budget meetings will be more of a continuing process throughout the year rather than just handled as an annual event.
- c) Ombuds Advisory
Simrin Takhar – It was reported by the Ombuds office that 50% of visits are by members of staff and related to staff concerns, followed by concerns largely concerning academic honesty, student and grade appeal issues. Our Ombudsperson, De Acker, is active on many campus committees (including Academic Integrity Task Force, Career Advancement Mentors Planning Group, Space Advisory Committee, Chancellor's Advisory Council on Campus Climate, Culture and Inclusion). De also participates in several system-wide Ombuds meetings. Efforts continue in order to provide outreach and to make it known that this service is readily available on campus.
- d) Chancellor's Advisory Council on Campus Climate, Culture & Diversity
Angela Counts – Subcommittees were formed to address individual results related to staff, student, and faculty and to address areas of concern and to formulate potential solutions. In the area of staff, potential ideas were avenues of reprieve, standards of acceptable behavior, as well as hiring practices. Concerns remain about interpretation of past survey results and a new survey is being considered to gather additional information. Angela is seeking feedback from Staff Assembly on staff issues that she might take back to the committee. Rachael recommended that Angela review the CUCSA Staff Engagement Survey on the Staff Assembly website as a resource:

(<http://staffassembly.ucmerced.edu/news/2012/ucop-staff-engagement-survey>).

Under consideration is collective space for staff to gather, for the purpose of information sharing. It was also suggested that in dealing with staff that the committee be aware that often our trades people as well as other staff do not have access to computers and those associated methods of communication in order to provide feedback. (This includes some in Facilities and Dining.)

- e) Training and Development Committee
Ollie Nandkishore – No meetings have been held.
- f) Chancellor's Advisory Committee on the Status of Women (CACSW)
Kahil Morales – Due to the resignation of the Committee Chair, the group is awaiting direction from Chancellor before moving forward.
- g) Search Advisory Committee – Assistant Vice Chancellor Human Resources
Rachael Martin – The committee met on June 23rd and opened with committee member introductions, review of the charge, and explanation of the roles of the search firm, discussion of the scope of the position, and next steps. In August, the search firm will present a list of candidates which hopefully can be narrowed down by September or October, with an ambitious goal of a final selection and having the post filled by October or November.
- h) Central Plant and Telecom Reliability Upgrade Committee (CPTRU)
Diane Caton – The project has been approved to now enter the planning phase.
- i) Career Advancement Mentorship Program (CAMP)
Rachael Martin – The model that was planned was to be a “3 mentee to 2 mentor ratio.” Rachael reported that the response of mentees has been gratifying and has resulted in an almost one to one ratio. On July 1, 2014, there will be a Welcome and Orientation to be followed by matching of mentors and mentees. An upcoming training will be facilitated by Ombudsperson De Acker.

3) Approval of Minutes – April 25, 2014 and May 27, 2014

Pam provided a motion to approve the April minutes, seconded by Rachael and the motion was carried. Joe moved to approve the May minutes, seconded by Pam, and the motion was carried.

4) SA Leadership Meeting With Chancellor – June 9, 2014

Katie Unruh and Joe Wilensky – There was a discussion of the Campus Climate survey results followed by a request for suggestions and strategies by Staff Assembly. It should be noted that this feedback from Staff Assembly was decided on a campus by campus basis and some of our campuses gave very short notice regarding the deadline for this information. Our Chancellor was more generous and requested feedback by September or October. Angela Counts was also placed on the committee to add to staff representation. Also discussed was response to the Summer Sessions Staff Discount Proposal and it was noted that participation was low. A new proposal may be a possible 50% off extension program coursework but will require expansion of extension programs offerings. Currently, UC Merced has no such offerings. Also discussed were composite benefit rates and faculty tiers for budget purposes. Staff Assembly will continue meetings with Chancellor Leland and Vice Chancellor Reese at the request of our Chancellor, as she values the discussions. Also discussed were the Staff Assembly Town Halls in terms of timing and length. Katie and Joe indicated that they had shared an appreciation for leadership participation at the Town Hall

meetings, which very much adds to the value of the discussions. Also discussed was encouraging a better culture for allowing release time to employees in order to improve participation in the Town Halls. The Chancellor asked that the next Town Hall allow for focus in the topic of Compensation Philosophy and Strategy.

5) SA Leadership Meeting With Vice Chancellor, Business and Administrative Services – June 11, 2014

Katie Unruh and Joe Wilensky – The discussion included CUCSA issues, HR transitions and reorganization, compensation matters and concerns, the mentorship program, night shift employees access to events and informational meetings, leadership transition, meeting with leadership. Vice Chancellor Reese offered the suggestion that it might be interesting to offer Town Halls with a more spontaneous and open forum, rather than pre-submitted questions.

6) CUCSA –June 4-6, 2014 at UC San Diego

Joe Wilensky – Katie was unable to attend CUCSA. Joe attended and reported discussions regarding pension system issues and concerns, along with potential reform of the pension system years down the road. Also discussed were educational benefits, the sharing of Staff Assembly best practices and partnerships to check other institutions for modeling of Staff Assembly. It was reported that UC students have lobbied for divestment from fossil fuels and CUCSA has not taken a position on this matter. CUCSA has had a huge influence on post-employment benefit plans. There were concerns voiced regarding the downsides of national searches and that they may be limiting UC employee advancement. It was requested that CUCSA attempt to provide a staff perspective and physical presence at Regents meetings if at all possible.

7) Unfinished Business

a) Payroll Deduction Staff Assembly Scholarship

Katie reported that scholarship donations by way of payroll deductions is still available, but the information needs to be prominent on the website.

b) Staff Assembly Totes - There is one tote left, but more will be ordered before the March 2015 CUCSA visit to our campus.

c) Staff Assembly Pins These pins are always available to those wishing to make a \$5 donation to the scholarship fund.

d) Staff Assembly Staff Appreciation Week Tee Shirts - Five shirts are left and will be offered for sale at a discount.

8) Officer Reports and Internal Committee Updates

a) President – No report

b) Past President

1. Career Advancement Mentorship Program (CAMP)

Rachael noted, as earlier reported, that the CAMP kickoff is slated for July 1, with the pairing of mentor and mentees, followed by bimonthly workshops.

For a first effort, it appears that the project is very successful.

2. UC Merced SA alumni list and history of UC Merced

Rachael reported that our student worker, Kalia, is working on this project but also available to assist other board members as needed. The student employee, Kalia, continues to organize history and create a manual of Staff

Assembly materials. It was suggest that we extend an invitation to Kalia to attend the board meetings.

3. Leadership Council – March 26, 2014 and April 30, 2014 and May 2014 No report
4. New Employee Orientation
Rachael continues to encourage participation in Staff Assembly to new employees as well as suggesting that they opt-in to receive notifications.
- c) Vice President
 1. Monthly lunch meeting with Chancellor No report
 2. SA Digest
Sadly, with Joe's departure, his message will be his farewell.
- d) Programs, Events and Outreach
- e) Finance Officer
 1. Account balances:

UC Merced Staff Assembly Funds

As of May 31, 2014	
804175 OP 00175	\$3,589.92
660010 SA 38070	\$180.60
660010 SA 69876	\$6,948.63
55155 fund	\$60.00
55109 fund	\$621.00

2. End of year process – Pam, Diane and Karen will meet to discuss transition
 - f) Finance Officer Elect
 1. Continuing to meet with Pam to prepare for transition.
 2. Diane has provided a laptop to Kalia (student intern) for her use.
 - g) Communications
 1. Opt-In List Report - Nicole reported that the opt in list is still the same 275
 2. Collecting photos from Staff Appreciation Week.
 - h) Secretary
 1. Have a meeting set-up with Carla Hunt regarding transition.
- 9) **New Business, Announcements and Information**
- a) New Officer Orientation – July 27 should be corrected to July 25, 2014
 - b) University Friends Circle (UFC) - Vice Chancellor Kyle Hoffman has suggested via Diana Ralls, a partnership with Staff Assembly, to support the lunches with speakers with staff presence. As there are fees associated with these lunches and Staff Assembly has declined promotion of other committees/events, the discussion was that it was inappropriate to make an exception in this case.
 - c) Special Election for President Katie encouraged the board members to help find people to step up for this vacated position, and Katie pledged that she would will help mentor the new president.

10) **For the “Good of the Order”**

- Farewell and thanks to Katie Unruh was made along with a presentation of a gift card.

- Town Hall for August - Campus leadership had requested the topic focus on compensation, so Staff Assembly requested the addition of another Town Hall in December for an open forum of issues and Chancellor Leland agreed.
- UCOP sent out a survey on medical benefits and staff is requested to please participate (staff typically has participation levels of 60% and above)
- Katie thanked the board for their support and participation.

Conclusion of the formal meeting - 1:38 p.m.

Next Meeting – To Be Determined

Vice Chancellor Hoffman arrived to speak about the University Friends Circle

He expressed a desire to maintain strong ties between the university and the community, which has been provided via chancellor updates, past receptions at the University House. VC Hoffman suggested a stronger connection between UFC and SA, and wanted to inform SA of the opportunities or more of a town/gown relationship. Board members appreciated this suggestion but explained that it had been necessary to decline promotional opportunities in past, as SA does not feel they can support every request that they receive and prefer to not show favoritism. It was discussed that occasionally current and/or past board members could attend as several are already members of UFC. Kyle will take care of the invitations, and a fee waiver in perpetuity has been approved.

Officer Transition Meeting was postponed and board members will set times to transition to new officers.

Adjournment 1:52 p.m.