

**UC Merced Staff Assembly  
Executive Board Meeting**

**Minutes**

Date: September 18, 2015

Time: 12:00-2:00pm

Granite room in the Mondo building

**Board Members Present:** Pam Taylor, Karen Bonilla, Viola Kinsman, Melanie Cooper, Donna Birch-Trahan

**Board Members Absent:** Kim Garner, David Ellington, Danielle Armedilla, Tonya Kubo

**Staff Assembly Members Present:** Atalie Womble, Brandi Masasso, Karen Mead, Stephanie Shafer, Jenny Duenas, Jennifer Di Salvo, Renu Nandkishore, Todd Kucker, Cynthia Xiong,

- **Convene Meeting:** 12:05pm
- **Public and Campus wide Committee Representatives Remarks**  
No Committee Reports to present
- **Approval of Minutes** – for August 21 meeting:  
Motion to approve minutes from Viola Kinsman, Motion seconded by Donna Trahan, motion carried unanimously.
- **SA Leadership Meeting with Chancellor Leland** – Tuesday Sept 22 @ 1 pm
- **SA Leadership Meeting with VC BAS Reese** – Sept 15<sup>th</sup> (see under new business)
- **SA Leadership Meeting with AVC Powell** – Thursday Sept 24 @ 10 am
- **Staff Advisor Designate to the Regents** – De Acker: not present
- **Unfinished Business:**
  - a) Update on the Alumni Representative to SA: No report. Will add to next month agenda
  - b) Update on SWAG: No report. Will add to next month agenda
  - c) More discussion about creating a Chair for the Staff Assembly scholarship/and or fundraising: No report. Will add to next month agenda
  - d) Update about printing brochures  
Working with Jennifer Biancucci, on design for brochures
- **Officer Reports and Internal Committee Updates**
  - a) President
    - 1. CUCSA September meeting

- b) Past President – not present
- c) Vice President – not present
- d) Programs, Events and Outreach

Question was proposed of those present on their feelings on changing the day or time of the Picnic to later in the afternoon or evening. Some said that they would probably not attend an evening program. It was also mentioned holding the picnic on Saturday, and if on Saturday would family members be invited. Would it be possible to do a Carnival? A survey will be sent out to campus community for their input. Staff not being allowed to attend staff appreciation week events by their supervisors was discussed.

- e) Finance Officer
  - 1. Account Balances: no change to account balances, no expenditures since last report.
- f) Finance Officer-Elect: no report
- g) Communications
  - 1. Opt-In List Report – opt in list no more, contacted IT for staff list for emailing out of happenings: developed “PREZI” presentation about what Staff Assembly is to present at the New Employee Orientation
  - 2. Website updates
- h) Secretary: not present

- **New Business, Announcements and Information**

- a) Upcoming Celebrate Service event in December: Still need to receive some “write ups” from employee’s supervisor.
- b) Adding the duty to Programs & Events Office. They would chair the United Way annual campaign starting in the 2016-2017 term: This proposition was approved by the board, Bylaws will need to be updated to reflect the change.
- c) Equity Reviews (2<sup>nd</sup> year) – would like input on the methodology & roll out of equity plan – (VC Reese): Much discussion took place regarding Equity reviews, Pam asked that anyone with thoughts send her their feedback so that she can gather the information together to present a report to Michael Reese.
- d) Recruitment processes – feedback requested (VC Reese): Send feedback to Pam

- **For the “Good of the Order”**

Discussion on Spot awards: question was asked if they had an end date: Also discussed Star awards and the difference from Spot Awards. Per HR’s web site, *“Incentive awards are available in two forms – as non-cash employee recognition awards, also known as “spot” awards that are limited in value to a \$75 gift card or a \$250 one-month parking permit or transit pass; and cash awards, which are provided for by the STAR Plan.”* As to who could be recipients of these awards (represented vs non-represented), represented staff are not eligible under the STAR award program.

Next Meeting –October 16<sup>th</sup>, 2015 at Castle in the Redwood room

**Adjournment:** 1:30pm