

**UC Merced
Staff Assembly General Meeting Minutes**

Date: January 23, 2017

Time: 12:00 nn - 2:00 pm

Location: Redwood Room, Castle

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

Board Members Present:

- **President:** Pam Taylor
- **Past President:** De Acker
- **Vice President:** David Ellington
- **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.
- **Co-Chair of Fundraising:** Jessica Johnston

Board Members Absent:

- **Co-Chair of Programs and Events:** Becky Etheridge

Staff Assembly Members Present:

- In person: Melissa Crow, Jennifer Di Salvo, Jenny Duenas, Brandi Masasso, Melissa Tessier
- Via Zoom: Michael Bergstrom, Yesenia Curiel, Annette Garcia, Paul Garza, Alisha Kimble, Virginia Lerer, Megan Miller, Christine Tumonong, Roger B

Convene Meeting: 12:03 pm

Public and Campus-wide Committee Representatives Remarks

- Build Your Network (BYN) Committee (De Acker)
 - The committee selected an advisory group of 10-15 new and experienced employees to advise on the details of the BYN program, including the topics that will be presented at BYN sessions. The committee will meet for the first time on January 24. The program is expected to begin in May.
- Workforce Planning Initiative Workgroups
 - Research Excellence and Academic Distinction (Annette Garcia)
 - The committee met on January 18 and discussed how they would organize the process and what Research Excellence and Academic Distinction encompasses. Not all of the positions requested via workforce plans fall under the Provost's organization so there may be crossover with the other workgroups. They want to ensure that nothing falls through the cracks. The committee hopes to meet weekly.
 - Student Success (Alisha Kimble)

- The committee met on January 23 and discussed expectations for the group, including goals and resources. They also discussed how they define student success and what it means to different constituents since there are different ways to think about student success. The Visioning Map will be their guide for prioritizing efforts. There is a quick timeline for decisions with mid-March deadlines so the committee plans to meet often and work quickly. They may decide to form sub-committees.
- Organizational Efficiencies and Sustainability (Paul Garza)
 - The committee met late last week (the week of January 16) and had a high level discussion about organizational efficiencies, potential improvements, and expectations for the group. They plan on meeting again January 24 and hope to meet weekly if possible.
- Staff should reach out to these groups via Staff Assembly representatives with feedback or ideas.
- Chancellor's Advisory Committee on the Status of Women (Becky Etheridge)
 - De mentioned that the committee is meeting regularly.
- Wellness Committee (Pam Taylor)
 - The committee meets January 25. Anyone interested in wellness can attend the meetings.

Approval of Minutes

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

SA Leadership Meeting with Chancellor Leland

- Staff Assembly leadership met with Chancellor on January 12, 2017 and discussed the following:
 - Workforce Planning: The hope is that the plan will be finalized for the future.
 - Visioning Map: It is important that senior leadership incorporate the Visioning Map as a leadership model that staff will see. This is how we can start to change the culture on campus.
 - Policy on Abusive Conduct and Acts of Violence: Feedback from staff on this policy has been positive. De is providing an overview of the policy to various constituencies to ensure that everyone understands how to report potential violations of the policy. She will visit any department or group who would like to know more about the policy and reporting process. Per President Napolitano, each campus should make it very clear how to report under this policy. De plans to work on a flow chart on how to report.
- Next meeting with Chancellor is scheduled for April 13, 2017

SA Leadership Meeting with VC BAS Reese

- Staff Assembly leadership met with VC BAS Reese on January 11, 2017 and discussed the following:
 - Visioning Map: It is important that senior leadership incorporate the Visioning Map as a leadership model that staff will see and understand how it impacts their positions. This process will be an evolution that will change the culture on campus. New campus initiatives such as the Build Your Network component of the revamped New Employee Orientation will align their programs with the map.
- Next meeting with VC BAS Reese is scheduled for March 7, 2017

SA Leadership Meeting with AVC Powell

- Next meeting with AVC Powell is scheduled for January 24, 2017

Unfinished Business

- None

Officer Reports and Internal Committee Updates

- **President (Pam Taylor)**
 - The quarterly Council of University of California Staff Assemblies (CUCSA) meeting is coming up in March in Irvine. There will be a Money Talks staff survey developed from the Financial Literacy CUCSA workgroup.
- **Past President (De Acker)**
 - Staff Representatives: De thanked the group for getting staff representation on the Build Your Network Committee and Workforce Planning Initiative Workgroups.
 - Extended Cabinet Meeting: The following topics were discussed:
 - Traffic Congestion: Traffic in and out of the campus is congested, especially on Tuesdays and Thursdays when students have more classes. They encouraged supervisors to provide flexible time to staff on these dates and allow staff to arrive early or late to help ease congestion. There is discussion about installing a traffic light at the Lake/Bellevue intersection.
 - Vacant Positions: There are quite a few vacant positions.
 - IT Advisory Council: Ann Kovalchick provided an update from the IT Advisory Committee. (This group plays an advisory role to the Chief Information Office through constituent representation that provides input into project priorities that align to campus needs. For more information about ITAC, please see the [OIT Governance](#) website).
- **Vice President (David Ellington)**
 - Staff Excellence Awards:
 - David started to develop a timeline for the coming year for the Staff Excellence Awards. He hopes to select awardees by May 1 so the awards are completed before the summer break.
 - An advisory committee will be convened and it would be helpful if it included someone from IT who can assist with the technical components of making the process electronic. David plans to reach out to see who may be interested in serving on the advisory committee.
 - The hope is to have as many qualified nominations this year as possible.
 - Healthy Campus Network:
 - President Napolitano sent a letter to all campuses regarding a new directive called Healthy Campus Network (HCN). All campuses will need to form a sub-committee to work on this directive that aims to make UC the healthiest place to learn, work and live.
 - The program is expected to be sustainable and adaptable to the needs of each campus. There will be a single portal for each campus for learning about healthy living services.
 - UCOP is providing funding of \$155,000 for each of the campuses that will be allocated in two phases, with \$45,000 disbursed in February to support the development of the campus HCN steering committee and implementation plan and \$110,000 disbursed in June based on receipt and review of the campus action plan.
 - The first meeting of the campus sub-committee will be the week of January 30. The sub-committee will be convened by the Office of the Chancellor and will report up to a

systemwide steering committee. Membership on the sub-committee requires a significant commitment as there will be a quick turnaround with a lot of expectations about the work with deliverables. Luanna Putney asked David to serve on the committee, so David is asking the Staff Assembly Executive Board whether we would like him to represent Staff Assembly on this campus committee.

- Motion to approve David's participation on the Health Campus Network sub-committee as a Staff Assembly Representative from Jeff; Motion seconded by Priya; Motion carried approval unanimously.

- **Programs, Events, and Outreach (Priya Lakireddy)**

- Staff Appreciation Week: Staff Appreciation Week (SAW) will be May 16-19 with the Picnic scheduled for May 19. Pam and David will ask Brian if Human Resources plans to fund breakfast again this year. Lina Kaji is a good contact for staff games. Melanie will sit on the SAW Committee and Sonal Gadre is also interested in being part of the committee. There is a folder in Box with information about SAW that Priya should be able to access. Relaxed parking for picnic has been requested. Contact Priya if you have any suggestions about a theme or SAW activities.

- **Finance Officer (Melanie Cooper)**

- Account Balances
- There are still negative balances. Pam will work on addressing the balances.
- Funding raised for the Staff Assembly Scholarship Endowment for Employees' Children will go in the endowed fund. It will not appear in any of the Staff Assembly operational funds.

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

- Website Updates (Donna Birch Trahan)
 - The Staff Assembly website is updated. Pam will send Tonya the engagement survey to add to the website.
- Social Media (Tonya Kubo)
 - Tonya is helping promote the United Way Campaign on social media.
 - Any staff-specific information can be shared via social media, including information that can be broadly promoted to all UC campuses. If you have any information you would like to share via social media, please let Tonya know and if you have any information for Panorama, please let Donna know.
- Pushed Messages & Announcements
 - Donna reports that there are requests to submit messages to staff through the Staff Assembly email. If you have information you would like distributed through the Staff Assembly email, please give as much lead time as possible.
- Webcast Topics (Donna Birch Trahan)
 - There will be a webcast on the Downtown Campus Center webcast on January 25 at 1:30 led by Andy Boyd and Jason Martin.
 - There are no other scheduled webcasts, but Kim Garner has asked whether there are topics of interests for additional webcasts. Ideas include UCPATH and the Build Your Network program. If anyone has additional topics, please let Donna know.

- **Secretary (Viola Kinsman)**

- None

- **Fundraising (Jeff Porto, Jr & Jessica Johnston)**

- United Way Campaign
 - The United Way Kickoff Luncheon included 35 attendees. There are several ways to give including signing up for a payroll deduction, volunteering with United Way, and purchasing See's Candies Heart Candy Grams or See's Chocolate Bars.
 - The goal this year is to sell 1200 candy bars and hearts with 568 sold so far. The deadline to buy is January 27. Departments can host bake sales, chili cook-offs and other events to raise money for the campaign. Staff Assembly will send another email reminder this week.

New Business, Announcements and Information

- The Staff Advisor to the Regents Designate position is open for applications. A new Staff Advisor Designate will be selected this year to serve a two year term that begins on July 1. The Designate will work with Jason Valdry from Irvine who will be serving as the Staff Advisor in the coming year. See the [Staff Advisor to the Regents](#) website for information about the application process.

For the “Good of the Order”

- None

Next Meeting

- February 27, 2017 from 12:00 nn – 2:00 pm in PPD&C Suite M Conference Room at Promenade

Adjournment: 1:15 PM