

Minutes (draft)

Date: Friday, February 15, 2013

Time: 12:00-2:00pm

Location: KL 232

Ready Talk Call-in Info: 1-866-740-1260, access code 2284501

Board Members Present:

President- Rachael Martin

Vice President- Katie Unruh

Past President-Annette Garcia

Secretary- Lezly Juergenson

Finance Officer- Stephanie Peterson

Finance Officer Elect-Pam Taylor

Chair for Communications- Nichole Kosier

Chair for Programs, Events & Outreach-Ellie Jorritsma

Staff Assembly Members Present:

De Acker, Joe Wilensky, Karen Meade, Matt Hirota, Belinda Braunstein, Yazil Navarro

- 1) **Welcome and Convene Meeting:** Commenced at 1:03pm
- 2) **Public and Campus-wide Committee Representatives Remarks**
 - a) Chief Information Officer Search Committee, Karen Meade: There are 25 applicants and the initial applicant evaluation is currently underway. Airport interviews will be in April, 2013.
 - b) Vice Chancellor for Planning and Budget Search Committee, Annette Garcia: Physical interviews will be on March 20, 2013 and airport interviews will be in April, 2013.
 - c) Human Resources Update, Yazil Navarro: The Management Skills Assessment Program will take place at in Pacific Grove on April 29 - May 03, 2013. A campuswide announcement will be sent today.
 - d) Parking and Transportation Committee, Katie Unruh: TAPS is strongly encouraging staff to take the parking survey. The Bus Loop will be taken out after commencement but it may be temporary (about 3 months) if there is no additional funding for the CAOB construction. There is a Transit Working Group that will meet once a month for a year to discuss bus routes. Staff Assembly members are welcome to join. TAPS is assessing Castle parking which is not utilized enough with 359 available spaces but using on average, 66 spaces per month. It costs \$300,000 to operate the bus line from Castle to the UC Merced campus.
 - e) Classroom and Academic Office Building (CAOB), Joe Wilensky: The CAOB is on budget.
- 3) **Approval of Minutes**
 - a) January 25, 2013 Minutes: Approved by Rachael Martin and seconded by Katie Unruh pending minor edits.

4) **CUCSA**

- a) Staff Engagement Survey Roadshow – The roadshow will commence on February 27th from 10am - 1pm in KL232.
- b) CUCSA Outstanding Senior Leadership Award: The deadline for this award is February 20, 2013. An announcement was sent to the opt-in list.
- c) Review "Criteria for Selection of the President of the University" document: An email seeking review and feedback was sent to the opt-in list, with the deadline to respond of the February 20, 2013. Annette Garcia will be the UC Merced representative who serves on the Staff Advisory committee.

5) **Unfinished Business**

- a) Staff Assembly Scholarship: Nothing new.
- b) 2012-2013 Budget proposal to Chancellor's Office: The President's meeting with the Chancellor has been postponed until next week.

6) **Officer Reports and Internal Committee Updates**

- a) President - Voting process and Bylaws sub-committee (in progress but has not met yet)
- b) Past President:, UC Merced will be the location for UCOP's pilot Career Counseling program, but the cost and scope is still under discussion.
- c) Vice President
 - 1. Campus-wide Committees: Nothing to report.
 - 2. Staff Excellence Award: The committee met for the first time and is updating the guidelines with E-Board input.
- d) Secretary
 - 1. Calendar update: Lezly met with Nichole to gain access for updating the calendar and it is currently up-to-date.
- e) Finance Officer
 - 1. Account balances: Operating account: \$1411.66, agency account: \$8504.92 (noted that \$4386.36 still needs to be paid out to the scholarship)
- f) Finance Officer Elect: Nothing to report
- g) Communications
 - 1. Membership report: 295 members
 - 2. Communication strategy sub-committee: The committee has not met yet. Nichole has started on the New Employee Orientation brochure and the website is in progress to the new template.
- h) Programs, Events and Outreach
 - 1. First Fridays and First Wednesdays: Ellie reported 122 attendees for the February event, 30 at Mondo, 33 at Castle and 30 at the Promenade. Fresno tends to average about 25 attendees but there were no figures yet for February.
 - 2. Staff Appreciation Week will be held on May 21-24, 2013.

7) **New Business, Announcements and Information**

Postdoctoral research scholar – access to Staff Assembly: Belinda Braunstein and John White advocated for Postdocs to be included in Staff Assembly events. Staff Assembly's bylaws state, "All non-student staff employees shall be eligible members of Staff Assembly" Postdocs are welcomed to opt-in to the communication listserv and attend

events. Staff Assembly will contact the Office of Research in efforts to incorporate information into Postdoc orientation.

8) For the “Good of the Order”

- a) Katie Unruh suggested that perhaps a new E-Board position could be a Programs, Events and Outreach so that the next incumbent can get historical information and assistance before taking on the new role. Annette Garcia also suggested perhaps just an overlap of a couple of months for the officers to exchange information rather than an additional elected position. This issue will be discussed.
- b) Joe Wilensky expressed concern about the new rules regarding Ranchers Road and prohibiting bicyclists and pedestrians. He stated that bicycles on the Quad are dangerous too with all of the people and skateboarders although there is a bike lane on Scholars Lane.

The next First Friday will be March 1, 2013 at 7:30-8:30am in KL 355.

Next SA E-Board meeting will be on March 15 from 12-2pm, KL 360

Adjournment: Adjourned at 1:43pm by Rachael Martin and seconded by Katie Unruh