

**UC Merced
Staff Assembly General Meeting Minutes**

Date: August 19, 2016

Time: 12:00-2:00pm

Location: KL 232

Board Members Present:

- **President:** Pam Taylor
- **Past President:** De Acker
- **Vice President:** David Ellington
- **Co-Chair of Programs and Events:** Becky Etheridge
- **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.

Board Members Absent:

- **Co-Chair of Programs and Events:** Priya Lakireddy

Staff Assembly Members Present:

- Arokiaraj Panneer, Coty Ventura

Convene Meeting: 12:02 pm

Public and Campus-wide Committee Representatives Remarks

- Chief Procurement Officer (Todd Kucker)
 - Todd Kucker is the Staff Assembly representative on the interview panel for the Chief Procurement Officer position. The interview panel met twice and expects to bring final candidates to campus soon.

Approval of Minutes

- Motion to approve June 17, 2016 meeting minutes from Tonya; Motion seconded by Donna; Motion carried approval unanimously.
- Motion to approve July 15, 2016 meeting minutes from Tonya; Motion seconded by Viola; Motion carried approval unanimously.

SA Leadership Meeting with Chancellor Leland

- Staff Assembly leadership met with the Chancellor on August 18, 2016 and discussed the following:
 - Chancellor's Innovation Awards:
 - The focus during Staff Convocation will be on Staff Excellence Awards and the Innovation Awards will be announced separately.

- The Chancellor wants to add two new categories for the Innovation Awards: 1) Employee Engagement, and 2) Communication. Points will be awarded for collaborations between departments. It is advised that staff with collaborative proposals bring the team together to discuss the process in advance of submitting a proposal.
- Town Halls:
 - The Chancellor wants to offer more Town Halls and believes there is a need to get together in person to discuss Project 2020 details. Becky and Priya will be involved in setting up the Town Hall dates, including providing the dates to Donna for communication to the campus.
- Project 2020:
 - Project 2020 may impact staff and students as there will be fencing and noise due to multiple buildings going up at the same time. Things may get worse before they get better, but we need to keep our eye on the prize. Any issues related to Project 2020 brought up by staff should be routed to Pam or David, who will discuss them with the Chancellor during their regularly scheduled meetings (or sooner if the need arises).
 - Construction will be tough so we want to keep spirits up. Staff Assembly may be able to help with events that get people out of the office doing something together in teams. Ideas discussed during the General Meeting include scavenger hunts and Amazing Race type games.
 - Transportation issues include the need for more busses and ensuring there is enough room on the busses to accommodate the growth. There will also be a need for direct transportation to the Downtown Center from campus and back.
 - Also discussed during the General Meeting: Project 2020 will impact commencement. There will be a need to change the location for commencement from the Bowl due to construction. Ideas on an alternative location are still being discussed.
 - The tax revenue-sharing agreement between the city of Merced and Merced County has been finalized and Project 2020 helped make it happen.
- Other:
 - Exit interviews are not currently being conducted by HR in a systematic way, though a separating employee may request an exit interview. The Chancellor would like to see exit interviews conducted and HR is working on a program that may include an online questionnaire or a personal meeting. It is not easy for HR identify who is leaving in advance, but if we have exit interviews, it would help the campus understand why employees are leaving their positions. Staff Assembly leadership will bring up this issue with AVC Powell at an upcoming meeting with him.
 - Staff Service Awards are coming up in the fall and there may be a date set for the Chancellor's Holiday Toy Drive. Pam will let us know.
 - After the meeting, Pam provided the following dates which are tentative and could change based on the Chancellor's schedule:
 - Project 2020 Groundbreaking Ceremony: October 14
 - Staff Service Awards: December 1
 - Chancellor's Holiday Toy Drive: December 16

SA Leadership Meeting with VC BAS Reese

- The next meeting with VC Reese is scheduled for September 8, 2016.

SA Leadership Meeting with AVC Powell

- The next meeting with AVC Powell is not yet scheduled.

Unfinished Business

- Nothing at this time.

Officer Reports and Internal Committee Updates

- **President (Pam Taylor)**
 - Staff Convocation: The Convocation this morning was great. Pam heard nothing but positive comments about the event. She and others who have provided feedback so far think it worked well to do the Staff Excellence Awards at Convocation as opposed to the Staff Appreciation Picnic.
 - CUCSA: David and Pam will be going to Lawrence Berkeley Lab for the first CUCSA meeting of the year. They will provide a report to the group afterward.
- **Past President (De Acker)**
 - De provided updates from the Extended Cabinet Meeting:
 - Workforce Planning: Brian and Donna discussed workforce planning. They are looking at vacancies and Donna is looking at workforce costs, including how much is being requested. They are still determining the base budget. From there, it will be determined which new positions will be available to fill.
 - Reorganizations: De asked about transparency in the reorganizations that are occurring in some units. Staff are concerned about their positions being subject to reorganizations. Staff whose position is terminated during a reorganization may be offered preferential rehire status, but it isn't a requirement. There are a lot of units that are short staffed, so it would be good to figure out how to utilize these staff in other units if possible. Performance problems are not always an issue for some of the staff impacted by reorganizations, but if there are performance issues, Plans of Improvement can be implemented and HR can work with supervisors to manage performance in the hope that staff are offered a chance to improve.
 - Visioning Summit: Leadership is looking at making some changes to the graphic introduced at the Visioning Summit and thinking about how it should be communicated from management to all staff.
 - Project 2020 Sequencing: There are some revisions to the original Project 2020 plan. Under a "best and final offer" process, changes include a distributed model that integrates public safety functions throughout the campus and moving graduate student housing off campus. The recently gifted land off campus could possibly be used for graduate student housing. Some staff are wondering what will happen to existing off campus sites such as Mondo and Castle. It is still being determined what will happen to these buildings once the Downtown Center opens.
 - Abusive Conduct: President Napolitano recently sent guidelines to all Chancellors regarding handling reports of abusive conduct. The new guidelines are in draft form and will be reviewed by the Academic Senate before they are finalized. Once the guidelines are finalized, they will be communicated out to the campus.
 - STAR Awards: The STAR Awards plan for the year needs to be approved by UCOP before the campus can issue any new awards for this year.
 - November 4 Incident: There is a student-driven event being planned this year to recognize the impact of the November 4 incident on students. Since the incident also had an impact on staff, maybe there is a way to partner with students or organize an event through Staff Assembly.

- **Vice President (David Ellington)**

- Staff Assembly Representatives on Campus Committees: Now that Staff Excellence Awards are finished for the year, David will focus on committees. These include Staff Assembly representatives on standing campus committees as well as search committees. David will start to analyze which standing committees still exist and who serves as the Staff Assembly representative on each committee. Managing these committees is a lot of work and is ongoing throughout the year, so David will be looking for assistance with managing some of the work. De mentioned that it may be helpful to have a Committee on Committees such as the one Academic Senate has and offered to meet with David to discuss implementing such a committee.
 - Chancellor’s Advisory Committee on the Status of Women: Pam mentioned that we need a new representative for this committee since the existing representative has a conflict of interest. Becky Etheridge already attends the meetings related to this committee so she will be the new Staff Assembly representative.
- Staff Excellence Awards: Nomination timing for Staff Excellence Awards may possibly need to be shifted to an earlier timeframe within the academic year and the timeframe may need to be extended to six weeks. Nominations should demonstrate performance that goes above and beyond normal work duties. It may be helpful to provide more guidance to nominators so the nominations meet the eligibility criteria since some of the nominations received this year were ineligible (MSPs were nominated, some nominations did not include endorsements). If we provide more guidance up front, we may also see an increase in the overall number of submissions. Guidance could be in webchat format with interactive questions and if we record it, it could be used in future years. We could also create a flyer and reorganize the website to spell out the criteria at the top of the instructions for nomination.

- **Programs, Events, and Outreach (Becky Etheridge)**

- Event Ideas: Becky and Priya met and brainstormed some ideas for events. Becky is looking at other UC campus websites to gather information about events organized by other staff assemblies. Ideas so far include Halloween competitions, holiday bake-offs, and tabling monthly events with giveaways. Ideas brainstormed during the meeting include scavenger hunts with the history of Merced as a theme, ugly sweater parties, bringing back First Friday or spring and fall mixers. It would be good to incorporate community service into our events as well. We may be able to volunteer for the food panty as a group.
- Fundraising: These events could be tied in to fundraising and could be linked to themed days like World Photo Day as an example. The starting point for organizing an event is a proposal from Becky and Priya to Pam and David with a budget estimate (soon if possible so it can be built into the yearly budget request).
- Food at Events: Since food brings people to events, we should think about having food at many of our events, including our monthly Staff Assembly General Meetings (though we need to be mindful of our overall budget).
- Grizzly Tickets: Staff Assembly partnered with Governmental and Community Relations to offer discounted tickets to staff. There are still tickets available. Those attending are encouraged to wear blue and gold. The Chancellor is throwing the first pitch.
- Staff Assembly T-shirts: Pam thinks it would be good to get Staff Assembly t-shirts to wear when we are together for events.

- **Finance Officer (Melanie Cooper)**

- Ending July Account Balances:

804175 OP 00175	660010 SA 38070	660010 SA 69876	660010 SA 69875
\$5,264.23	\$0.00	\$0.00	-\$3,510.17

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

- Phone Sleeves: Becky will provide Donna with more phone sleeves to give away during the New Employee Orientation.
- Bridge Crossing: Staff Assembly Board should try to attend the annual Scholars Bridge Crossing on Monday. Bring signs and Becky will bring a banner.
- Facebook Live: Tonya recorded most of the Staff Convocation live. So far, the three posts had the following numbers of views:
 - Part 1, Chancellor 131 views
 - Part 2, Charles 116 views
 - Part 3, Pam & David 106 views
 - Altogether there were a total of 609 people who viewed these posts
- Staff Assembly Facebook Page: Tonya would like to see us get at least 500 likes for the Staff Assembly Facebook page. Maybe we could have some giveaways to encourage more interaction via Facebook. Tonya is consistently pushing out content and anything staff-related can be included as a post. We need to think of ways to market ourselves. Ideas include giveaways like phone sleeves, pins, and t-shirts as an incentive to follow Staff Assembly on Facebook. We still have some old t-shirts from prior staff appreciation weeks. It would be good to get more Project 2020 items to give away (the puzzles were popular). Tonya will reach out to see if we can try to get some of the Project 2020 items being ordered. The employee Spotlight section from Panorama is posted on Facebook. Maybe we can have an incentive related to that, like answer a question from this month's Spotlight and be entered for a giveaway. 46% staff read Panorama and it is popular with faculty too. Communications takes nominations for Spotlight and would love story ideas from staff.
- Priya's Photo: We need a photo of Priya for the website.
- Other Ideas: Please provide any ideas or feedback on communication to Donna and Tonya if we have them.
- **Secretary (Viola Kinsman)**
 - Nothing to add at this time
- **Fundraising (Jeff Porto, Jr)**
 - Co-Chair Position: The second Co-Chair for Fundraising position on the Board is still vacant. Coty Ventura may be interested. If so, filling this position would only require a vote of the Board.
 - United Way: Per Pam, Sonia Johnston wants to meet with Jeff and Pam to discuss the United Way kickoff. The timeframe will be tight and it should be timed with the holidays, so the meeting should occur soon. In the past, there was a popular chili cook off to support the United Way.

New Business, Announcements and Information

- Staff Assembly Meetings:
 - Meeting Name: The current title of our meetings, the Staff Assembly Executive Board Meeting, may put people off who may otherwise attend. It would be good to change the name to something more inviting. We decided to call it the Staff Assembly General Meeting from this point forward.
 - Meeting Dates/Times:
 - We discussed changing the dates of our meetings from the third Friday of each month to the third Monday of each month.
 - Motion to change the dates of the Staff Assembly General Meetings to the third Monday of each month from David; Motion seconded by Tonya; Motion carried approval unanimously.

- We will hold the General Meeting from 12:00 noon – 1:00 pm and any closed sessions will take place after 1:00 pm.
- Viola will send an updated schedule to the Board once the locations are confirmed.
- Rebranding the Meetings: We discussed rebranding the meetings with the new name and dates and possibly offering lunch as an incentive to attend. Being on the road has helped bring more staff to our meetings so we will continue to be on the road this year (alternating meeting locations at Mondo, Castle, Promenade and Campus).
- Requests for Assistance: Pam appreciates our offers to help when she asks. However, if we do not have time we shouldn't be afraid to let her know we can't help. We have a request from Luanna Putney for a staff representative for Sam Traina's Five-Year Review. Pam would like a representative from the Board. Tonya may be interested and asked for additional information.

For the “Good of the Order”

- None

Next Meeting

- Monday, September 19 from 12:00 nn – 2:00 pm in the Redwood Room at Castle

Adjournment: 2:13 pm