

DRAFT**MINUTES**

Friday, August 23, 2013

12:00-2:00pm

Kolligian Library - Room 232

*Readytalk – (866) 740-1260 Access Code 2284501***Board Members Present:**

President - Katie Unruh

Vice President - Joe Wilensky

Past President - Rachael Martin

Secretary - Sherry Ward

Finance Officer - Pam Taylor

Finance Officer Elect - Diane Caton

Chair for Communications - Nichole Kosier (by phone)

Chair for Programs, Events & Outreach - Ellie Jorritsma

Staff Assembly Members Present:

De Aker, Heather Buckner-Wilensky

Staff Assembly Members - Participated by Phone:

Sonia Johnston, Karen Meade, Oliver Nandkishore

- 1) **Welcome and Convene Meeting** - Call to Order 12:06 p.m.
 - a) Thank You Gift presented to Past President (2012-2013) Rachael Martin by President Katie Unruh
- 2) **Remarks - Public and Campuswide Committee Representatives**
 - a) Promise Platform – Heather Buckner-Wilensky
Heather updated the board on the fundraising campaign starting in September 2013 with dollars going to California-based undergraduate students with demonstrated financial need. Staff Assembly has been asked to partner in this effort. Heather presented a short video “teaser.” Concept will offer personal connection to UC and online donation opportunities.
<http://www.promiseforeducation.org/> (See Attachment I)
 - b) Chief Information Officer Search Committee, Karen Meade
Karen reported that the offer was declined by the top CIO candidate and in the interest of assuring that the best possible candidate is located, the search has resumed.
 - c) Vice Chancellor for Business and Administrative Services Search Advisory Committee, Rachael Martin
Rachael reported that the search is ongoing and the slate of candidates will be narrowed by September 6, 2013 and Skype interviews will begin September 26, 2013.

- d) Child Care Advisory Committee – Nichole Kosier
Nichole reported that full time tuition is being reduced by 5% and hours are being extended to better serve the needs of parents. We have run out of scholarship money to subsidize low income families.
 - e) CPPC – Joe Wilensky
Joe offered an extensive report which included an update on the 20/20 Project, the considerable challenges the campus faces with respect to infrastructure (chiller, telecommunications, emergency power, emergency water supply, financial resources for improvements). Joe also provided a brief space update and planning program updates. (See Attachment II)
 - f) Campus Ombuds De Aker – Update on Projects
 - i. Lactation accommodations – In progress
 - ii. Training opportunities for staff - In progress
 - iii. Improvement of accountability of supervisors - In progress
- 3) **Approval of Minutes – June 21, 2013**
- a) Motion to approve by Rachael Martin; seconded by Diane Caton, board members approved minutes as published.
- 4) **SA Leadership Meeting With Chancellor - Topics – June 29, 2013**
- a) UC Care – self-insured option. Chancellor Leland will be watching this closely.
 - b) Salary compression – Ongoing discussions
 - c) Ideas for continuing to improve staff engagement
 - d) Staff career counseling - Options are under consideration, OP as possible resource
 - e) Campus Climate Survey – Results delayed
- 5) **SA Leadership Meeting With Interim VC BAS Michael Reese – Topics – August 15, 2013**
- a) Career Counseling Pilot Program
 - b) Mentorship Program – UCOP Model
 - c) Collaborative efforts between Human Resources and Staff Assembly
 - d) Potential changes to campus processes
- 6) **SA Leadership Meeting With AVC HR**
- a) First meeting - October 2, 2013
- 7) **CUCSA**
- a) June meeting attended by Katie and Rachael. CUCSA Press Release from June meeting, which provides overview of speakers and topics, can be viewed here: http://www.ucop.edu/cucsa/documents/press_releases/june2013.pdf
 - b) September 11-13, 2013 - Santa Cruz - To be attended by Katie and Joe
- 8) **Unfinished Business**
- a) Staff Assembly Scholarship – As previously mentioned, outreach at future events will be a priority.
 - i. Payroll Deduction – Staff may not realize that payroll deductions are still an option. Staff Assembly to promote sign-ups at future events.

- ii. 2013/14 Recipient – No students met the criteria for the scholarship so the scholarship dollars will roll forward to 2014/2015. Discussion of possible promotion of scholarship opportunity to the UCM staff.
 - b) Communication Strategy Meeting – August 15, 2013 (Katie, Nichole, Rachael, Joe) - Process for sending out communications was discussed, questions were raised about preferred formats for submissions, board was encouraged to submit materials to Nichole and allow her adequate time to post.
 - c) Staff Assembly Brochure - Drafts and edits are in process.
 - d) Staff Assembly Pins - Pins to be sold at future Staff Assembly events in conjunction with promotion of Cat Spots and Scholarship Payroll Deductions.
 - e) Staff Assembly Polos – Polo shirts will be available to all staff. Executive Board can increase Staff Assembly visibility by wearing polo shirts at events. Polo shirts should not be offered for sale at the same time as the Staff Appreciation tee shirts.
 - f) Staff Assembly Cookbooks - 23 cookbooks currently on hand, turned over to Ellie for Staff Appreciation Week prize inventory.
- 9) **Officer Reports and Internal Committee Updates**
- a) President
 - i. Fall Newsletter – Katie reported that the newsletter is in progress.
 - ii. Calendar of Events/Meetings for 2013/14 – Will be published to the Staff Assembly website.
 - iii. Chancellor’s Leadership Council Meeting – Next meeting is scheduled for September 12th. Will report on in September meeting.
 - iv. UC Merced SA alumni list and history of UC Merced SA – not yet started.
 - b) Past President
 - i. End-of-year Staff Assembly Survey – Rachael summarized the results, sharing that the survey indicates a need for more communication of issues and information with the staff at large. Many staff members expressed difficulties preventing them from attending Staff Assembly meetings. Suggestions cited a need for someone other than staff to serve the staff appreciation picnic meal, and some staff identified a greater need to address larger issues as opposed to social opportunities.
 - ii. Update 2012-13 Bylaw document - Ongoing
 - iii. Town Hall Meeting - August 22, 2013 - Feedback was positive and indicated a robust agenda.
 - iv. Officer Orientation and Past President’s Panel – Orientation was well attended and successful.
 - v. New Employee Orientation – First Fridays of every month. Rachael will represent Staff Assembly at new employee orientations.
 - c) Vice President
 - i. Campus-wide Committees – Joe indicated the need for feedback by way of a reporting process that includes written notes in order to serve the staff in a meaningful way.
 - New Requirements
 - Improve communication process with staff

- Improve accountability of committee representatives to provide reports
 - ii. Candidate Searches – Joe will create a feedback process for staff who attend open interviews and comments will be combined and sent to Chair of Search Committee.
 - iii. Monthly lunch meeting with Chancellor – Joe plans to attend as many as possible.
 - iv. SA Quarterly Digest - Ongoing
 - v. Staff Excellence Awards – Nothing to report.
 - d) Secretary – Sherry indicated she is prepared to offer assistance with calendar updates and to assist Vice President with supplemental documentation from campus wide committees. She also suggested offering handouts and meeting notes presented at board meetings as attachments to Staff Assembly minutes posted to website.
 - e) Finance Officer
 - i. Account balances – No change.
 - ii. Status update on Development and Alumni Relations' waiver for gift administration fee – Letters being prepared.
 - iii. Create process for monthly reporting – Ongoing.
 - iv. Create end of year process – Ongoing.
 - v. Met with FO Elect.
 - f) Finance Officer Elect – Met with Finance Officer and will continue to do so monthly.
 - g) Communications – Nichole was called away from the meeting early and will report at the next meeting.
 - i. Opt-In List Report
 - ii. Brochures
 - iii. Website
 - iv. Flyers
 - h) Programs, Events and Outreach (PEO)
 - i. Strategic Planning Meeting – Scheduled for August 30, 2013.
 - ii. First Fridays and First Wednesdays – Attendee numbers are holding on campus and slightly increased at Castle.
 - iii. Staff Appreciation Week – Nothing to report at this time.
 - i) PEO-Elect Position – Discussion to consider selection of a co-chair or an officer position that would be Programs, Events and Outreach Elect. A new position would require a change to the Staff Assembly bylaws and vote by the membership.
- 10) **New Business, Announcements and Information**
- a. Budget Discussion including a clarification of the dollar amount contributed by the Office of the Chancellor as well as the specifications of the intended use of said dollars.
 - Budget Strategy Meeting – To be scheduled by Katie
 - Student Intern
 - FTE – Professional Development position

- b. UCLA Faculty & Staff Appreciation Day – UCLA vs. Cal – October 12, 2013
Improved ticket ordering methods will be available for all staff. Katie will prepare a communication to go out via Happenings and to Opt-In members.
 - c. Summer Session Staff Discount – Information was received too late for 2013 Summer Session. Implementation for 2014 Summer Sessions.
- 11) **For the “Good of the Order”**
- a. Mentoring Ideas for Staff – Please see De Acker (Item 4)
 - b. Joe mentioned that Enrique Guzman had arranged for a UC Merced night at the Merced Target store on Tuesday, August 27, 2013 at 9:00 p.m., and this would be announced Via Happenings. Joe was not aware if there were any discounts offered with the after-business-hours shopping opportunity.
- 12) **Adjournment**
- The Executive Board Meeting was adjourned at 1:48 p.m. to convene the Committee Representative Voting in closed session. *Names of the candidates will not be revealed, but information regarding the voting process and statistics will be available at the next meeting.*

Next meeting -.Friday, September 27, 2013