

**UC Merced  
Staff Assembly General Meeting Minutes**

Date: October 17, 2016

Time: 12:00 nn - 2:00 pm

Location: Suite M Conference Room at Promenade

Zoom: <https://ucmerced.zoom.us/j/745815646>, Meeting ID: 745 815 646

**Board Members Present:**

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

**Board Members Absent:**

- None

**Staff Assembly Members Present:**

- In person: Jenny Duenas, Rachael Martin
- Via Zoom: Frank Fimbrez, Vanessa Hauser, Brandi Masasso, Mort Peyvandi, Christine Tumonong, LaTia Winfrey, Joyce Yowell

**Convene Meeting:** 12:01 pm

**Public and Campus-wide Committee Representatives Remarks**

- Affirmative Action/EEO Committee (Brandi Masasso)
  - Brandi reports that the committee has not met recently.

**Approval of Minutes**

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

**SA Leadership Meeting with Chancellor Leland**

- Staff Assembly leadership met with the Chancellor on October 10, 2016 and discussed the following:
  - Committee on Committees and the Build Your Network Program

- De discussed the new Build Your Network program that will be a part of the New Employee Orientation. The Chancellor was pleased with the idea. (This program is outlined below under New Business).
- Workforce Planning
  - The Workforce Planning webcast with Brian Powell and Donna Jones was a success. Over 200 were in attendance remotely and feedback about the webcast was positive.
  - Some participants were confused by the Name field in the question section of the webcast. The Name field does not require an actual name but can instead say “Anonymous.” It may be helpful to add a note to the page stating that actual name is not necessary in order to ask a question. We should also include this information in our reminders about webcast events.
  - The Q&A from the webcast is available online [here](#) and includes links to the webcast and slide deck.
  - Webcasts are a good way to communicate information on workforce planning & budgeting for new positions going forward. Workforce planning is expected to be finalized by the end of December. It is not yet clear how many new positions will be approved. There are 300 requests and we need to get down to 120, with 12 being mandated due to compliance requirements.
- Healthcare in Merced
  - The Chancellor spoke with President Napolitano about access to health care in Merced. She is hoping the President will help with a satellite health clinic of some sort since we do not have the same access to health care as other UC campuses. Lack of health care and problems with referrals continue to cause issues for faculty and staff. Kaiser would be a welcomed option for some staff and there has been talk about Kaiser expanding to Atwater at some point in the future.

### **SA Leadership Meeting with VC BAS Reese**

- Staff Assembly leadership (Pam & David) met with VC BAS Reese on September 26, 2016 and discussed the following:
  - Vision and Change Alignment
    - The Leadership Council discussed the Vision and Change Alignment initiative in September and it is expected that further information will be communicated with the rest of the campus.
  - United Way Campaign
    - VC BAS Reese agreed to fund a limited position again this year to assist with the United Way campaign. David and Jeff will discuss in more detail when they meet.
  - Project 2020 Groundbreaking
  - Staff Assembly updates and webcast planning
- Next meeting with VC BAS Reese is scheduled for October 31, 2016.

### **SA Leadership Meeting with AVC Powell**

- Next meeting with AVC Powell is scheduled for October 20, 2016.

### **Unfinished Business**

- Committee on Committees (De)
  - Here are the statutes for known campus committees (with Staff Assembly representatives noted in parentheses):

- Affirmative Action/EEO Committee (Brandi Masasso)
- Budget Committee –No longer meeting, this is now at the Cabinet
- Campus Physical Planning Committee – Not sure if they are still meeting
- Chancellor’s Advisory Committee on the Status of Women (Becky Etheridge)
- Chancellor’s Advisory Committee on Sustainability (Rachel Hadley)
- Child Care Advisory Council (Angela Dixon) – Not sure if they are still meeting
- Cleary Act
  - De reached out to Tamela Atkins about this Committee for more information
- Ethics and Compliance Council
  - De reached out to Sheryl Ireland about this Committee for more information
- Human Resources Advisory Committee – No longer meeting
- LGBTQ Committee – Still being formed
- Office of the Ombuds Advisory Board – No longer meeting
- Training and Development Committee (Todd Kucker)
- Transportation and Parking Advisory Committee (Andres Hernandez) – Not sure if they are still meeting
- Wellness Committee – Still being formed
- If we hear of any other campus committees, please let De know and she will follow up to determine whether Staff Assembly should be represented.
- Communications are being updated about representing Staff Assembly on these committees (let us know if you can’t participate, when to provide updates, etc).

## **Officer Reports and Internal Committee Updates**

- **President (Pam Taylor)**
  - HR Programmatic Funding
    - When we give out money via a program like the Staff Excellence Awards, the funding must be approved by UCOP. Merced is coming into compliance with this policy now. This program will continue to provide funding to selected staff even though most represented staff are not eligible for the funding due to union bargaining restrictions (CX is the only union that has bargained Staff Excellence Awards into their agreement). Program requirements will need to be updated.
  - Meetings with Staff Assembly President
    - Pam and David meet bi-weekly to keep things rolling. Pam will reach out to each of us individually to set up one-on-one meetings to discuss our roles and to see if any changes are needed.
- **Past President (De Acker)**
  - Extended Cabinet Meeting
    - Workforce Planning
      - There are five or six different workgroups related to Workforce Planning (Auxiliary Services, Student Services, School Functions, etc).
      - Regarding reorganizations, the message from Workforce Planning is that we all need to be open to change. Staff worried about their jobs being reorganized should know that job responsibilities will shift over time as the campus grows. But if staff are flexible and open to these changes, they will be okay. Think about ways you can make changes within your own department and your current position.
- **Vice President (David Ellington)**

- Staff Excellence Awards
  - There are lots of opportunities for improvements to the program. Under consideration is a change that would enable MSPs to be nominated for Staff Excellence Awards.
  - There is a need to change the timing of the cycle for the program and provide more communications in advance about the nomination process. As previously discussed, it would be good to have videos clarifying nomination eligibility requirements and we could use You Tube and Facebook Live to push them out. This may help increase the number of eligible nominations we receive.
  - If anyone is interested in being on the Staff Excellence Awards Committee, please let David know.
- **Programs, Events, and Outreach (Becky Etheridge & Priya Lakireddy)**
  - When we co-host events in the future, we need to ensure we only pay for staff since we have limited funding.
  - Grizzlies Game
    - The final count for staff-related participants was 81 staff, 11 alumni staff, and 7 friends of the campus for a total of 99. The overall count for all UC Merced participants was 228 (includes students, but it isn't clear how many were faculty).
  - Alumni Campus Employees (ACE) Co-Sponsored Events
    - ACE met with Becky and Priya about co-sponsoring a monthly networking event. Due to limited funding, we may not be able to add another event at this time. However, it was suggested that we could spotlight ACE in Panorama for more campus exposure.
    - Mort provided a link to the ACE website via Zoom: <http://alumni.ucmerced.edu/ace>.
  - Professional Development Events
    - Professional Development should be a part of Staff Assembly.
    - Staff Assembly could host is a Lunch and Learn series in the spring with campus speakers on topics related to professional development and leadership. Emily Langdon could be a speaker, and Yazi Navarro and Lezly Juergenson would be good resources as this program is developed. Maybe ACE could participate by hosting a table during the event.
  - Celebrating Staff Service Awards (December 1)
    - The Chancellor's Office puts on the event and Staff Assembly assists. It is not yet clear whether the Board should plan on attending. Becky will reach out and let everyone know.
  - Holiday Toy Drive (December 16)
    - The Chancellor's Office puts on the event and Staff Assembly assists. Becky will reach out to see how Staff Assembly can help and will let everyone know. In the past, Staff Assembly usually staffs the toy drive, collecting toys and helping to set up.
    - We need to have a clear understanding of our role in events sponsored by the Chancellor's Office.
  - Staff Assembly Tabling
    - We should receive Staff Assembly t-shirts in two weeks. We will also have a table cover with the Staff Assembly logo. If anyone has ideas about what else we may need when we table events, please let Becky or Priya know.
  - Poppies Galore Community Art Project
    - The Poppies Galore community art project is happening next week at various locations (Tuesday at Promenade, Wednesday at Mondo, Thursday at Castle, and Friday at SSM on Campus). Supervisors should provide release time for staff to attend. Becky will provide a poster for posting at all the locations and Donna will include an article in Panorama.
  - Halloween Event
    - There will be a Halloween decorating contest.
  - Fall Social

- There is a proposal to have a fall networking social for staff to get together in early November. We have \$825 allocated in the budget for a fall event (and another \$825 for a spring event).
  - Ideas that could go with a fall social event and possibly offer an opportunity for fundraising include teams working together (scavenger hunt with clues or finding the Chancellor as Riverside has done).
- Open Enrollment Fair
  - Leticia reached out to Staff Assembly for help with promoting the Open Enrollment Benefits Fair. Communications will send out reminders to all staff. Panorama will include a story on Open Enrollment changes and the Benefits Fair. Open Enrollment is scheduled for October 28 starting at 8:00 am – November 22 ending at 5:00 pm. The Open Enrollment Benefits Fair is scheduled for October 28 from 11:00 am – 2:00 pm. Lunch is provided if you RSVP for the Fair by October 20.

• **Finance Officer (Melanie Cooper)**

- Account Balances

| 804175 OP 00175 | 660010 SA 69876 | 660010 SA 69875 |
|-----------------|-----------------|-----------------|
| \$5,264.23      | \$(820.00)      | \$(4,004.24)    |

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

- Staff Assembly Board Bios
  - Communication's student interns will be contacting Board Members for information for bios on the Staff Assembly website. We will all have a chance to proofread our bios before they are published.
- Panorama Highlights from General Meetings
  - Donna proposed that we take highlights from Staff Assembly General Meeting minutes and include them in Panorama. Viola will collect the highlights and send them to Donna for inclusion in the next issue of Panorama.
- Selfie Station Pictures
  - There is an album on the Staff Assembly Facebook page that includes all the pictures from the selfie stations at the Project 2020 Groundbreaking Ceremony.

• **Secretary (Viola Kinsman)**

- Nothing at this time

• **Fundraising (Jeff Porto, Jr)**

- Co-Chair Position
  - Jess Johnston has agreed to be Co-Chair for Fundraising. She will be a good addition, especially in relation to the United Way Campaign.
- United Way Campaign
  - The United Way Steering Committee met on Tuesday, October 11 with Sonia Johnston in attendance in an advisory role. There will be a communication about the campaign in early November.
  - Jeff still needs help with United Way Steering Committee, so please let him know if you are available to help. Bernadette Mello has been helpful this year due to her involvement last year.
  - If we have an event (like the social planned for early November), we could use that as an opportunity to put the word out about the United Way campaign. Last year, the heart candygrams raised \$6,000 and the goal this year is to raise more than last year. In lieu of

donating money, participants can also volunteer their time. Jeff will send out ideas for volunteering (for example, the UC Merced Food Pantry).

- Giving Tuesday (November 29)
  - This year, Giving Tuesday is on November 29 (all day). Jeff will reach out to Becky and Priya to coordinate Staff Assembly Board volunteering at the tabling event that day. Giving Tuesday will host a table in the Lantern for 24 hours on November 29 and there will be satellite locations as well. Any gift is matched 3:1 again this year. There will be a competition this year to see which department raises the most. Pam may delegate someone to be the face of the Staff Assembly Scholarship for Employee's Children fund.

## **New Business, Announcements and Information**

- Campus Advocacy, Resources and Education (CARE, Taylor Fugere & Val Villanueva)
  - Taylor Fugere (CARE Program Coordinator) and Val Villanueva (Campus Advocate) discussed CARE initiatives that Staff Assembly can help market to the campus:
    - Donation Drive for Valley Crisis Center: CARE is asking groups to put boxes together for Domestic Violence Awareness month (October). Boxes will be distributed to women staying in the Valley Crisis Center.
    - Purple Purse Campaign: CARE is coordinating the campus piece of this national campaign to help raise awareness about financial abuse. Purple tassels that clip to your purse can be purchased for a \$10 donation. The money raised will go towards domestic violence programs that lead to financial independence for victims of domestic violence. If you are interested in donating for a tassel, please stop by the CARE office to make your donation. Jenny mentioned that it would be good for this program to make tassels available for purchase at off campus locations.
  - Val works for the Valley Crisis Center but consults with anyone who needs assistance in the UC Merced community, including staff and faculty in addition to students. Any services provided at Valley Crisis Center can be provided to UC Merced staff, faculty and students. Fridays from 2:00 pm – 5:00 pm are blocked off for staff and faculty seeking services on their own or on behalf of a friend or family member. Please use this time to ask questions or seek assistance.
- New Employee Orientation Revamp – Build Your Network (Rachael Martin)
  - Human Resources asked Staff Assembly to partner on a new program for incoming staff called Build Your Network (BYN). The New Employee Orientation (NEO) will be revamped to include a three staged process for the onboarding of new employees where the BYN program is stage three. Completion of the NEO program is expected to result in outcomes designed for engagement, retention, and learning.
  - The BYN program is a six month program where new employees elect to meet once per month to discuss topics of relevance for new staff. Human Resources is asking that Staff Assembly partner with them and Campus Climate to create a BYN Committee via the new Staff Assembly Committee on Committee process that co-selects Ambassadors to help facilitate the monthly BYN meetings. Staff Assembly will also co-select topics to be presented at the BYN monthly meetings. In addition, a designate from the Board will attend the in-person orientation lunch and BYN discussions.
  - Because NEO is moving away from back to back presentation topics, the primary focus of the in-person orientation is for new employees to bring their authentic best selves to the work they do at UC Merced and align that with the vision for UC Merced. The hope is that this program will assist with the building of a new culture on the campus and provide a real onboarding process that develops new employees and their career succession. The inclusion of ambassadors will help get existing staff involved in the new culture and assisting with acclimating new employees.

- Rather than taking a vote during the General Meeting on whether Staff Assembly will move forward with the BYN partnership, it was determined that we need more time to discuss and ask Rachael questions before we make a decision.
  - The full Staff Assembly Board met with Rachael Martin on October 25 to ask follow up questions and vote on Staff Assembly's involvement in the new BYN program. Highlights from the meeting include:
    - Regardless of how many new staff will be hired in the next few years, a new model for onboarding is needed and this program will be the first piece of a bigger puzzle that builds over time and ultimately changes the environment and culture at UC Merced.
    - This program will hopefully be the first step towards a more robust program that includes succession planning and career development for all staff. Current staff will have the opportunity to be a part of the new program by self-nominating as Ambassadors.
  - Motion to partner with HR on the Build Your Network program which includes creating a Staff Assembly committee and co-selecting Ambassadors with HR by Tonya; Motion seconded by Priya; Motion carried approval unanimously.
- Co-Chair for Fundraising
  - Since Jessica Johnston has agreed to be Co-Chair of Fundraising, the Board needs to vote.
  - Motion to approve Jessica Johnston's position as Co-Chair of Fundraising by Tonya; Motion seconded by Melanie; Motion carried approval unanimously.

#### **For the "Good of the Order"**

- None

**Adjournment:** 2:15 PM

**Convene Closed Session:** 2:15 PM

**Adjournment of Closed Session:** 2:31 PM

#### **Next Meeting**

- November 21, 2016 from 12:00 nn – 2:00 pm at Mondo in the Granite Room