

**MINUTES**

Date: Friday, October 18, 2013

Time: 12:00-2:00pm

Location: KL 232

*Readytalk – (866) 740-1260 Access Code 2284501*

Board Members Present:

Katie Unruh, Pam Taylor, Sherry Ward, Rachael Martin, Diane Caton, Ellie Jorritsma

Board Members Absent:

Joe Wilensky, Nichole Kosier

Staff Assembly Members Present:

Joe Ameen (Joe will be representing the Space Advisory-Meeting Space Reservation System Committee), Simrin Takhar, Kerry Clifford, De Acker

Staff Assembly Members Participating by Phone:

Oli Nandkishore

- 1) Welcome and Convene Meeting 12:01 p.m.
- 2) Remarks - Public and Campuswide Committee Representatives
  - a) COB II Advisory Committee Meeting, Joe Wilensky – In Joe’s absence, Katie read highlights of Joe’s notes. The Classroom and Office Building 2 (COB2, formerly CAOB) is on schedule and within budget. The interior design has been approved by the Building Advisory Committee. In light of the delays in bringing SSM to full functionality, the committee has also requested that there be a point person or persons to be sure that the AV and IT design, procurement, installation and programming stays within budget and schedule and runs smoothly. (Minutes attached-Attachment 1)
  - b) Chief Information Officer Search Advisory Committee, Karen Meade – No report
  - c) Vice Chancellor for Business and Administrative Services Advisory Committee, Rachael Martin – Rachael reported that four candidates will be visiting campus soon.
  - d) Campus Physical Planning Committee, Rachael Martin – Topics covered in the meeting included a 2020 Project Update, Renovation of Science and Engineering I, data collection by the CPPC Subcommittee on Academic Facilities Planning, updates from the Office of Design and Construction, and updates from the Office of Physical and Environmental Planning. (Minutes Attached-Attachment 2)

- e) TAPS, Kerry Clifford – Kerry reported that there was some consideration to using the old section of Rancher’s Road for parking but it has been decided to not go forward with this option. Due to the parking shortage, use of the Castle Shuttle is being encouraged, though participation levels have not been encouraging. AUB permits are a parking option and allow for a four hour parking limit for those visiting campus rather regularly. The North Bowl parking is at 85%. There is a review pending to determine the best use of the Kolligian Library lot. Some gravel spots may be added to the parking inventory.
  - f) Training and Development, Oli Nandkishore – Oli reported that the New Employee Orientation now includes a seven-minute video presentation that he felt was very useful and interesting. There has been some discussion about inclusion of instructor led training sessions. Certificate programs are encouraged. Faculty and staff may soon have access to [lynda.com](http://lynda.com) for training tutorials. More information is coming regarding a training library. Oli suggested consideration of a survey to explore training needs. There should be an announcement on the way of the upcoming mentor program. Todd Kucker will be the first mentor.
- 3) Approval of Minutes: It was moved by Rachael Martin and seconded by Pam Taylor to approve the September 27, 2013 draft minutes. Motion carried.
  - 4) Meeting with the Chancellor and Staff Assembly Leadership – September 30, 2013  
Katie reported that the Campus Climate Survey results have been placed on hold. The Gift Fee Waiver has been approved through Chancellor Leland’s tenure. Significant changes are coming to the medical care options for UC employees. UC Merced employees will be able to use UC medical facilities such as Davis and San Francisco via the new UC Care plan. The UC Path transition continues with a recent review, referred to a “health check.” There are some concerns about communication during this challenging transition. The budget plan includes merit increases for the next 4 years at a rate of 3% but these increases are still not assured. The Chancellor has agreed to mention release time for staff to attend Staff Assembly meetings at an upcoming Leadership Council meeting and will also be preparing a campus announcement. A draft memo has been prepared to outline the proposed SA 2013-2014 events, and the Chancellor has indicated her verbal support of the planned changes. Planning changes include the use of outside food vendors for the Staff Appreciation Picnic week so that even the dining staff will be free to attend.
  - 5) Meeting Staff Assembly Leadership with Interim Vice Chancellor for Business and Administration planned for December 10, 2013  
A report will follow at the December meeting.
  - 6) Meeting Staff Assembly Leadership with Acting Vice Chancellor Human Resources on September 30, 2013  
Katie reported that there will be Benefits Town Halls on October 25, 2013, to discuss the substantial changes coming to the health care options for UC employees. The equity review process outcome should be announced to campus, and market surveys of comparable salaries is in the planning. There are three new employees in the Human Resources department and an announcement is expected soon.

7) CUCSA

The next CUCSA meeting will be held December 4-6, 2013 at UC Riverside, and both Katie and Joe plan to attend.

8) Unfinished Business

a) Staff Assembly Scholarship

As mentioned previously, the Waiver of the Gift Fee is complete and the Chancellor provided verbal approval for the remainder of her tenure. The payroll deduction option for scholarship donations will be updated and provided to staff to provide regular donations. We are also looking into a way for staff to select a one-time donation option.

b) Staff Assembly Brochure

Rachael and Nicole will work together to review the brochure draft and try to move this forward.

c) Staff Assembly Pins and Tee Shirts

There was a discussion regarding the tee shirts and polo shirts, and it was determined that there was interest in both options, but it was suggested that it might be best to offer tee shirts during Staff Appreciation week for those who have opted to "collect them." The slightly dressier polo shirts would be offered for sale at a different time. Pam Taylor will get quotes on production of the polo shirts.

d) Summer Session Staff Discount Implementation

The discount is offered at the home campus only and staff must meet admission requirements and pay education fees. Professional development leave is offered to staff with the approval of the department head for 80 hours of professional development training. Additional information can be found at: <http://hr.ucmerced.edu/news/2013/reduced-fee-enrollment-staff>

**Officer Reports and Internal Committee Updates**

a) *President Katie Unruh*

The President Napolitano Visit, October 3, 2013, went very well and the staff meeting was attended by an excellent cross section of employees. Following the upcoming October 23, 2103 Chancellor's Leadership Council Meeting, Katie will provide a report. Katie provided an update of the UC Promise Campaign and, to date, the campaign has raised in excess of \$8,000 dollars with 191 promises. Katie is still working on a written process for sending out communications to the membership. The Calendar of Events for 2013-2014 is temporarily on hold. The UC Merced Staff Assembly Alumni List and history of the UC Merced Staff Assembly is temporarily on hold.

b) *Past President Rachael Martin*

Rachel reported that we are already seeing action items and results as a result of the CUCSA Staff Engagement Survey, especially in the area of professional development and mentorship. Rachael will provide a written update in advance of the next CUCSA meeting. Dean Meza requested data from the survey and Rachael provided him with the information. The updated 2012-2013 Bylaw document has been updated on the Staff Assembly website. Rachael has been attending the New Employee Orientations and encouraging the attendees to opt in and she extended an invitation to participate in Staff Assembly activities.

c) *Vice President Joe Wilensky (Absent)*

Katie reported (on behalf of Joe) that a feedback process had been created for the candidate searches. Notes were available for the Monthly lunch meeting with the Chancellor on October 15, 2013. No report was available on the Staff Assembly Quarterly Digest or the Staff Excellence Awards.

d) *Secretary Sherry Ward*

No report

e) *Finance Officer Pam Taylor*

Pam reported the account balances on September 30, 2013 as follows:

804175 OP 00175	
\$10,561.79 - \$7,890.82	
Scholarship funds to be transferred to UCOP	\$2,670.97
660010 SA 38070	\$611.87
660010 SA 69876	\$2,170.74
55155 fund	\$529.00

Pam is awaiting clarification on the budget. She will seek quotes for Staff Assembly polo shirts. Pam created a process for monthly reporting and providing the information to the Staff Assembly Secretary to be included in the minutes. Pam is also creating an End-of-Year process. She continues to meet monthly with the Finance Office Elect.

f) *Finance Officer Elect Diane Caton*

No report.

g) *Communications - Nicole Kosier - Absent*

No report.

h) *Programs, Events and Outreach -Ellie Jorritsma*

The sign in sheets for the campus First Friday went missing and will hopefully surface. An announcement will go out regarding the discontinuation of the First Friday events and share the updated plans. Staff Appreciation Week is tentatively planned for May 19-23, 2014. It will be necessary to move the Staff Assembly meeting that month in addition to getting these dates on the Chancellor's calendar.

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

- a) Benefits Town Hall – October 25, 2013  
Attendance was strongly encouraged as there are major changes in health care options coming.
- b) Networking and Public Service (NPS) Event Series  
A memo has been crafted and sent to Chancellor Leland.
- c) Budget Discussions  
There is still a need for clarification on the Staff Assembly Budget. Consideration is being given to hiring a student to organize the Staff Assembly history.

**For the Good of the Order**

- a) ASUCM Memo  
The ASUCM President has been invited to the November Staff Assembly Board Meeting.

The meeting was adjourned at 1:33 p.m. A closed session was held to vote for a committee representative.

*The next Staff Assembly Meeting will be held Friday, November 22, 2013*

Respectfully submitted,

Sherry Ward  
Staff Assembly Secretary