

**UC Merced
Staff Assembly General Meeting Minutes**

Date: December 19, 2016

Time: 12:00 nn - 2:00 pm

Location: KL 232

Zoom: <https://ucmerced.zoom.us/j/2092282253>, Meeting ID: 209 228 2253

Board Members Present:

- **President:** Pam Taylor
- **Past President:** De Acker
- **Vice President:** David Ellington
- **Finance Officer:** Melanie Cooper
- **Co-Chair of Communications:** Tonya Kubo
- **Secretary:** Viola Kinsman

Board Members Absent:

- **Co-Chair of Programs and Events:** Becky Etheridge
- **Co-Chair of Programs and Events:** Priya Lakireddy
- **Co-Chair of Communications:** Donna Birch Trahan
- **Co-Chair of Fundraising:** Jeff Porto Jr.
- **Co-Chair of Fundraising:** Jessica Johnston

Staff Assembly Members Present:

- In person: Anne Buike, Hannah Ewing, Christian Million, Melissa Tessier, Coty Ventura
- Via Zoom: Belinda Braunstein, Jay Lomeli, Amy Moffat, Christine Tumonong, Will Wilcox, Sauci Xiong

Convene Meeting: 12:08 pm

Public and Campus-wide Committee Representatives Remarks

- Chief Procurement Officer Search (Todd Kucker)
 - The Chief Procurement Officer Search committee is conducting interviews on campus today.
- Training and Development Committee (Todd Kucker)
 - The Training and Development Committee met on December 13 and discussed the following:
 - Current training programs available to staff.
 - Compliance updates and trainings, including an update from Jody Gonzalez on Sexual Harassment Prevention training requirements.
 - An update from Viola Kinsman on the Financial Management Certification Program.
 - Learning objectives and programs planned for 2016-2017, including supporting managers and supervisors to complete the UC Performance Management and the new UC People Management Certification program and the revamp of the New Employee Orientation.
 - An update on the Career Advancement Mentorship Program (CAMP). This year, there are 24 mentors and 33 mentees. Mentor recruitment is still open for the next cohort.
 - Training needs and challenges, including a needs/gap analysis to identify learning gaps.

Approval of Minutes

- Motion to approve November 21, 2016 meeting minutes from Tonya; Motion seconded by Melanie; Motion carried approval unanimously.

SA Leadership Meeting with Chancellor Leland

- The next meeting with Chancellor Leland is scheduled for January 4.

SA Leadership Meeting with VC BAS Reese

- The next meeting with VC BAS Reese is scheduled for January 9.

SA Leadership Meeting with AVC Powell

- The next meeting with AVC Powell is scheduled for January 19.

Unfinished Business

- Wellness Committee (Pam Taylor)
 - Cindy Love, Brittany Conn, and Judy Marks met to discuss the Wellness Committee, which is still in the early stages of development. The group will meet with Brian Powell on January 23.

Officer Reports and Internal Committee Updates

- **President (Pam Taylor)**
 - December CUCSA Meeting at UC Riverside
 - In early December, Pam and David attended the Council of UC Staff Assemblies (CUCSA) meeting at UC Riverside.
 - Elizabeth Halimah, Associate Vice Provost of Diversity and Engagement at UCOP, spoke about the need for diversity training and creating a more equitable and inclusive environment. As part of the systemwide leadership collaborative CORO, Jan Mendenhall and Laura Martin participated in a systemwide workgroup project that focused on creating a more equitable and inclusive workplace environment. To incorporate industry best practices, the workgroup proposed the seven recommendations to senior UC leadership related to the following areas:
 - Common Definitions for Equity and Inclusion
 - Culture of Accountability
 - Measurement and Assessment of Staff Recruitment, Career Progression, and Retention Practices
 - Staff Recruitment
 - Staff Retention
 - Training in Equity and Inclusion Competencies
 - Communication
 - Dr. Katherine Stavropoulos, Assistant Professor in the Graduate School of Education at UC Riverside discussed brain research on autism and the reward system.
 - Maria Anguiano, Vice Chancellor of Planning and Budget at UC Riverside discussed ideas to bring staff together. UC Riverside also completed a well-received visioning map similar to the one developed by UC Merced.
 - LaWana Richmond, Staff Advisor to the Regents spoke briefly about her work.

- **Past President (De Acker)**

- Workforce Planning Initiatives Workgroups
 - Staff Assembly is seeking staff representatives for three workgroups forming to create staff hiring plans. These workgroups will consist of members of the Chancellor's extended cabinet and staff and faculty representatives. The three workgroups are:
 - Research Excellence and Academic Distinction (Sam Traina, Chair)
 - Student Success (Charles Nies, Chair)
 - Organizational Efficiencies and Sustainability (Michael Reese, Chair)
 - Staff interested in participating on one of these workgroups as a staff representative must submit a letter of interest via email to Staff Assembly by 5:00 p.m. Friday, January 6 that includes the following:
 - Why you are interested in serving on a workforce planning initiative;
 - Which workgroup you have the most interest or experience in;
 - Reasons why you are a good fit for that particular workgroup;
 - Years of service;
 - Other campus committee involvement; and
 - A statement from your supervisor supporting release time for this project.
 - The Staff Assembly Board plans to meet January 9 to select staff members for each of the three workgroups. The Board will forward selected names to Associate Chancellor Ed Klotzbier for final approval. Criteria for selecting representatives include the ability to collaborate with others; thinking outside the box; creativity of ideas; knowledge of UC Merced; experience in the workgroup area; commitment to staff engagement, diversity and inclusion; good communication skills; and political acumen. This is a great opportunity to be involved in an important decision and be a voice for staff.
- Prohibition of Abusive Conduct and Acts of Violence Policy
 - The Prohibition of Abusive Conduct and Acts of Violence policy goes live January 1. It is a strong statement the campus does not tolerate workplace abuse or violence. All employees are encouraged to report abusive conduct and required to report acts of violence and all supervisors are required to report abusive conduct. This policy developed from hard work by De Acker as Staff Advisor to the Regents. UC Merced is the first UC campus to have such a policy and it may be a model for the UC system.

- **Vice President (David Ellington)**

- December CUCSA Meeting at UC Riverside
 - Matthew Barth, Director at the Center of Environmental Research and Technology at UC Riverside discussed the automotive research conducted by the Center.
 - The two main themes at the December CUCSA meeting were diversity and wellness. There is already a lot of work related to diversity on the faculty side including diversity training. However, the staff side is lacking engagement in diversity issues and training. There is a lot of intentional effort put into wellness at the Riverside campus.
 - The CUCSA agenda is very busy but it is good to connect with other campuses.

- **Programs, Events, and Outreach (Becky Etheridge & Priya Lakireddy)**

- Becky and Priya were not in attendance, but the group discussed the following:
 - Staff Service Awards: The ceremony had good attendance and went very well.
 - Holiday Toy Drive: This event went well and we collected at least 100 toys. It was very cold which may have impacted attendance.
 - Staff Appreciation Week (SAW):
 - Jessica will help Priya with SAW while Becky is out of the office.

- Lakeside Catering provides food for the picnic, which means they are not able to participate in the picnic with the rest of the staff. This is something discussed with Catering management every year. Dining has their own staff appreciation event since they are not able to participate in the picnic.
- There are always going to be some departments unable to attend SAW events due to the time of year and the SAW Committee considers and discusses this each year.
- If you have feedback related to SAW for this coming year, please sign up for the SAW committee so you can be a part of the decision-making.

- **Finance Officer (Melanie Cooper)**

- Account Balances
- There are still negative balances. Pam will work on addressing the balances this week.

804175 OP 00175	660010 SA 69876	660010 SA 69875
\$5,264.23	\$2,543.98	\$4,652.05

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

- Social Media: Tonya reports a heavy push on social media for the United Way Campaign and Staff Appreciation Week. Traffic was good on her Toy Drive posts. Please let Tonya know if we want to push out additional information out. Workforce Planning Initiative staff representation on workgroups was mentioned as an opportunity that should be pushed out via social media.
- Staff Assembly Website: The website includes Panorama stories related to staff. Tonya will add United Way Campaign marketing information to the website at Jeff’s request. Staff Assembly General Meeting information is available on the website and Tonya will post it via social media.

- **Secretary (Viola Kinsman)**

- Nothing at this time

- **Fundraising (Jeff Porto, Jr & Jessica Johnston)**

- Jeff and Jessica were not in attendance, but the group discussed the following:
 - Giving Tuesday: The UC Merced Staff Assembly Scholarship Endowment for Employees' Children raised \$9,785. This is more than double last year’s amount.
 - United Way Campaign: Melissa Tessier reported that the kickoff lunch is January 9 and includes several speakers invited to attend. All department representatives are identified and the campaign begins on January 10 and runs through February 11.

New Business, Announcements and Information

- Chancellor’s Annual Staff Meeting: This meeting is scheduled for Thursday, January 12 from 9:00 a.m. – 10:30 a.m. in Lakireddy Auditorium.

For the “Good of the Order”

- None

Next Meeting

- January 23 from 12:00 nn – 2:00 pm in the Redwood Conference Room at Castle

Adjournment: 1:09 PM