

DRAFT Minutes

Date: Friday, December 20, 2013

Time: 12:00-2:00pm

Location: KL 232

Readytalk – (866) 740-1260 Access Code 2284501

Board Members Present: Katie Unruh, Diane Caton, Nicole Kosier, Pam Taylor, Ellie Jorritsma, Sherry Ward

Board Members Absent: Joe Wilensky, Rachael Martin

Staff Assembly Members Present: De Acker, Kerry Clifford

Staff Assembly Members By Phone: Oliver Nandkishore

I. **Welcome and Convene Meeting** – Meeting convened at 12:03 pm

II. **Public and Campuswide Committee Representatives Remarks**

- a) Chief Information Officer Search Advisory Committee – Karen Meade was not available to report. Katie reported on behalf of Karen that there was an offer made to a candidate and we should be hearing soon if this candidate will accept the position to start in February.
- b) CPPC – Rachael Martin was absent, but notes will be posted to accompany the meeting minutes.
- c) Chancellor’s Advisory Committee on the Status of Women - Kahil Morales provided notes to post with meeting minutes.
- d) TAPS – Kerry Clifford reported on the review of parking survey. An update on the use of the AUB permits was also provided, noting that the scarcity of AUB spaces continues to be a problem, and users of AUB may not know that their permits allow parking in “regular” spots. The triangular lot near the Kolligian Library will be available next year and provide an additional 8 parking spaces. Project 2020 continues to address parking challenges.
- e) Training and Development Committee - Oli reported that his group has not met.

III. Approval of Minutes

November 22, 2013 Minutes - Kerry motioned and Nicole seconded to accept the minutes with corrections. Motion passed.

IV. SA Leadership Meeting With Chancellor Leland – December 16, 2013

Katie reported that in the meeting with Chancellor Leland, it was discussed that UC Path is still in the health check process, but hopefully near the decision making stage. Regent Varner visited CUCSA and expressed his support for keeping merit increase in the budget. Unit reviews continue. Staff Appreciation Week dates have been selected based on the Chancellor's availability. The Chancellor will arrange for an announcement to encourage release time for staff to attend Staff Assembly events and meetings. Strategies to deal with salary compression and equity issues continue, and Dennis Larsen of UCOP will be involved in the processes.

V. SA Leadership Meeting With Interim VC BAS Reese – December 11, 2013

In the meeting with Michael Reese, now announced as the new Vice Chancellor of Business and Administration, topics also included progress with UC Path, the across campus review of units, salaries, and searches for three Assistant Vice Chancellor (which will include representation by Staff Assembly).

VI. SA Leadership Meeting With AVC HR Dunlap – December 19, 2013

SA leadership met with Joanne Dunlap and discussed the staff engagement survey results and progress, Career Advancement Mentorship Program (CAMP), salary compression strategy, the benefits town hall sessions, and the benefits review which will take place in the spring.

VII. CUCSA

December 4-6, 2013 – UC Riverside – Joe Wilensky

In Joe's absence, Katie reported discussions regarding discounts for staff for online undergraduate courses, UCOP online education, UC Path update, discussions with Staff Advisors to the Regents (including preservation of the budgeted merit increase and the wish for regular salary increases as opposed to ad hoc, and Regent Varner (Chair of Board of Regents) reported he continues to have discussions regarding non-represented staff salary increases and post-employment benefits with the Governor.

VIII. Unfinished Business

- a) Student Intern – Six applications have been received, one possible qualified for interview, the job may repost in hopes of obtaining a larger pool of candidates.
- b) Staff Assembly Scholarship
 - 1. Payroll Deduction – Pam reported she is updating the form and hopes it to have it ready for January or February 2014.
 - 2. We now have the ability to “donate now.” An invitation to make year-end gift donations will be going out soon. The front page of our website will be updated to include a “donate now” button.

- c) Staff Assembly Brochure – The board decided to go forward and publish the updated version of the SA brochure.
- d) Staff Assembly Pins –Nothing to report at this time.
- e) Summer Session Staff Discount Implementation – Janelle Barnes is working with Donna Birch-Trahan about releasing information in an upcoming Panorama regarding the discounts.

IX. Officer Reports and Internal Committee Updates

- a) President
 - 1. Process for sending out communications – No report.
 - 2. Calendar of Events/Meetings – 2013/14 – No report.
 - 3. UC Merced SA alumni list and history of UC Merced SA – No report.
- b) Past President -Absent, no report
- c) Vice President – Absent, no report
- d) Secretary – No report
- e) Finance Officer
 - 1. Account balances

UC Merced Staff Assembly Funds

As of November 30, 2013

804175 OP 00175 \$10665.45.79 – \$7890.82 (Scholarship funds to be transferred to UCOP)	\$2,774.63	804175 OP 00175 \$10665.45.79 – \$7890.82 (Scholarship funds to be transferred to UCOP)	\$2,774.63
660010 SA 38070	\$611.87	660010 SA 38070	\$611.87
660010 SA 69876	\$1,714.89	660010 SA 69876	\$1,714.89
55155 fund	\$589.00	55155 fund	\$589.00

Staff Assembly Scholarship money was sent in to UCOP. There is still no allocation of budget money.

- 2. Staff Assembly Polos – Pam suggested that we avoid getting into the “retail business” with selling shirts, so there will be a prepay purchase opportunity offered to staff. She also suggested that gender cuts are preferred, and that we try to keep shirt costs under \$20. Cotton fabric is preferred for comfort and quality.
- 3. Creation of end of year process – in progress
- f) Finance Officer Elect - No report

- g) Communications – Nichole reported that we’ve seen an increase in opt in list and that she has performed repairs to several non-functioning links on our website. Calendar updates continue.
- h) Programs, Events and Outreach (PEO)
 - Ellie reported on the Event Survey Results (which included 95 responses). Respondents indicated that the lunch was their overwhelming favorite event, and reported as least favorite the fact that some staff find themselves unable to participate. The Farmers Market was voted second favorite and we hope to continue it, while being mindful that the participants require vendor approval. Some respondents suggested “field trips, which might include day trips to Yosemite National Park.” This could prove extremely challenging due to policy and logistics issues, and determination as to whether the trip would require staff to use a vacation day as well as pay for their own costs.
 - 1.The survey winner of the gift card for chosen from those individuals completing the survey was Rachael De Vera.
 - 2.Staff Appreciation Week – The chosen dates are May 19 – May 23, 2014. We may discuss new competition ideas and other ideas to encourage release time and participation in the events during the week.
 - 3.Chancellor’s Toy Drive – The December 18, 2013 Toy Drive was deemed a success and 162 gifts for children were collected. Comments were heard that a number of staff members felt uncomfortable about attending the event without bringing a toy, though it had been stated that this was encouraged (as opposed to required). Perhaps a slight change in wording will be considered for future toy drives.
 - 4.Adopt-A-Family – The event held December 2-18, 2013 was also successful.
 - 5.Service Award Recognition Event – This event is planned for January 13th or 14th, 2014 and will be held in the afternoon. The recognition process is still unclear.
 - 6.As expected, some staff members report that First Friday is missed.

X. New Business, Announcements and Information

- a) Career Advancement Mentorship Program (CAMP) – The program is a work in progress and very fluid. An attempt to start a pilot program is planned for July.

XI. For the “Good of the Order”

- a) An upcoming search representative may need to be decided via email with the Executive Board on January 7, 2014, as a selection must be provided by January.
- b) A number of very positive compliments were received from members of CUCSA and Office of the President on our Staff Assembly website. Katie acknowledged Nichole for her hard work.

The meeting was adjourned at 1:14 p.m.

Next Staff Assembly Executive Board Meeting - Friday, January 24, 2014