

Staff Assembly General Meeting

Date: 08 21 2017

Time: 12pm

Location: Castle; Redwood Room

Board Member Attendees:

- **Interim President:** De Acker
- **Past President:** Pam Taylor
- **Vice President:** Jeff Porto, Jr.
- **Finance Officer:** Donna Birch Trahan
- **Finance Officer Elect:** Tonya Kubo
- **Secretary:** Melissa Tessier
- **Co-Chair of Programs and Events:** Jay Lomeli
- **Co-Chair of Programs and Events:** Melanie Cooper
- **Co-Chair of Communications:** Judy Marks
- **Co-Chair of Communications:** Mort Peyvandi
- **Co-Chair of Fundraising:** Penny Paxton
- **Co-Chair of Fundraising:** Priya Lakireddy

Staff Attendees

In Person: Yesenia Curiel, Brandi Masasso, Kristin Hlubik

Zoom: Melissa Crow, Henok Elias, Debbie Reagan, Mkelba, Annette Garcia, Vanessa Hauser, ttucker

Public and Campus-wide Committee Representatives Remarks

- Transportation and Parking Advisory Committee (Andres Hernandez)
A good-portion of the meeting focused on construction and road information that can be found here: <http://merced2020.ucmerced.edu/construction>
- AVC of Finance & Budget Search (Tonya) – Recommendations on candidates submitted. Target September 1st for submitting offer
- Wellness Committee – (Judy/Penny) Identifying what the committee would like to do. Would like to get feedback from staff as to what they want and determine the feasibility. Meeting scheduled next week. Work with Pam on the budget.

Unfinished Business

- Develop key topics to discuss with Chancellor for this year – **All staff & board members** to Provide to De & Jeff by 9/15
 - Feedback during meeting that there has been a recent change in employee morale. Pam has asked that people provide additional information on what the issues are and any recommendations for improvement be sent to De and Jeff. Can we collect feedback and or have focus groups for staff input on solutions to address staff low morale?

Officer Reports and Internal Committee Updates

- **President** (De Acker)
 - Presidency Vacancy - Special Election

- Decision: Send a call for nominations to all staff for the Vice President Position. The board will appoint the VP from the submitted candidates in October for a six-month term (effective date Jan. 1, 2018). Motion from Judy, Mort second, 9 in favor and two opposed. The motion passed. *Note: motion by Priya, seconded by Penny for special election (staff vote) for the office of Vice president had five (5) in favor and six (6) opposed. Motion denied.*
 - Task: **Communications** to draft the email to send out for nominations. Create an Intelform or use a web form on the SA website (after web upgrade). Nominations to be received by September 29th and will be voted by the board at the October 16th meeting.
 - CUCSA Delegates for this year - 2 openings. De will serve as a representative during her limited term. Will need to decide how to fill when she departs.
- **Past President** (Pam Taylor)
 - Committee Assignments
 - Bylaw Feedback – Has not received feedback from all board members. If you have no changes please also communicate that to Pam. Task: Anyone who has not yet provided feedback please do so by Friday 8/25
- **Vice President** (Jeff Porto, Jr.)
 - SA Leadership Meetings:
 - Chancellor Leland
 - Will be conducting lunch session with Faculty that have finished their 1st year for feedback. Question asked if she can also do this for staff. (Task: **Jeff** to add to list of topics for discussion with Chancellor).
 - Coordinate lunch with the current board and Chancellor. Date pending. Task: **Melissa** to coordinate SA board availability with? (**Jeff** to provide contact)
 - Interim VC BAS Powell
 - UC Path – UCM will go live in December and is a pilot school.
 - Will review procurement process
 - Safety on Campus
 - Staff Engagement survey coming soon
 - Mandatory Supervisor Training - TBD
- **Programs, Events, and Outreach** (Jay, Melanie)
 - Proposed upcoming fall events – thinking about how to coordinate with other campus events. Task: If anyone has events they would like to see happen this year please provide to Jay and Melanie.
- **Finance Officer** (Donna, Tonya)
 - Budget requests - We want to provide the Chancellor with a comprehensive budget proposal, meaning we need to know what -- if any -- expenses officers expect to occur and whether there are board initiatives requiring an increased financial allocation.
 - Pins – Cost of staff pins will be shared with HR
 - Task: SA Board to provide budget requests to Tonya and Donna by Friday 8/25
 - Task: Melanie to provide details on what we spend last year
- **Communications** (Judy, Mort)

- Redesign of Staff Assembly site to responsive design (Mobile Friendly). Will require 1 week downtime.
 - Example- <http://chancellor.ucmerced.edu/>
- Budget request for purchase of SmugMug as image repository (~ \$60/year) – Everyone onboard with this idea.
- Review and approve proposed protocol/parameters for kinds of events/announcements Staff Assembly will forward to All Staff. Task: Board to review and provide feedback by September 15
- **Secretary (Melissa Tessier)**
 - New Process:
 - Approval of minutes - via email going forward – All ok with this approach.
 - Provide agenda items prior to meeting and post for general staff. Allow general staff to add agenda items – not discussed
 - Events Calendar - review list of events and decide on what we are going to be involved in this year. Additions/Modifications/Removals – pending feedback from events and fundraising
 - United Way discussion (De) – not discussed.
- **Fundraising (Penny, Priya)**
 - Assessment of UC Merced Staff needs to identify Staff Assembly's fundraising focus for the Academic Year - Ideally this would be something conducted annually so that way the board will have a pulse on staff concerns and interest. Look into creating a feedback form to get staff involvement on other areas of Staff Assembly, not just fundraising. Penny an active member that participates on the Survey Coordination Committee and I'm happy to provide guidance in this committee's process. Task: Board submits question(s) to Penny, this is regarding identifying UC Merced staff needs and how the board should focus their energy to address those needs, by 9/4. If assistance is needed with questions, Board member(s) need to contact Penny before the deadline for assistance. Due 09/04
 - Proposal of new fundraising activities

New Business, Announcements and Information

- Journey 5K Fund Run: A Run for Ryan (**Tonya**)
 - Board questions: Do we want to recruit a Staff Assembly team for the run/walk? Do we want to volunteer as a group?
 - 9 a.m. Sept. 9. \$15 until race day when it goes up to \$20
 - First time ever, Kids 5 and under fun run course (around the quad). Free. Begins at 11 a.m.
 - Beginnings BBQ for participants and volunteers begins at 11. Korean tacos by Dining
 - Event supports Ryan Nunez Cross-Country Memorial Scholarship (staff member who died in traffic accident on Bellevue last year). Sponsored by Alumni Association, Athletics, CAB and Pearl Family Dentistry.
- Employee Well-Being. (**De**)

Next Meeting - September 18 -12:00 Mondo