

Staff Assembly General Meeting

Date: 09 18 2017

Time: 12pm

Location: Mondo, Granite Room, 3rd floor

Board Members:

- **Interim President:** De Acker
- **Past President:** Pam Taylor (Absent - Sick)
- **Vice President:** Jeff Porto, Jr.
- **Finance Officer:** Donna Birch Trahan (Absent - Vacation)
- **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 (via zoom)
- **Co-Chair of Fundraising:** Penny Paxton (Absent - Training)
- **Co-Chair of Fundraising:** Priya Lakireddy

Staff Members: Callale Concon, Henok, Viola, Vanessa Hauser, Melissa Crow, PArroyo, Evilciauskas, Christine Tumonong, Yasenia Curiel

Committee Updates:

- TAPS – no update
- Work Force Planning – Two new committees to develop implementation plans. One of those is the Supply chain.
- Wellness – to begin coordinating with dining.
- Volunteers needed – there are committee volunteers needed for this year. Task: Pam to send out call for participation.

Officer Updates:

President: De Acker

- Meeting Protocol – Everyone will raise nametag (secretary on behalf of zoom) prior to asking a question. Questions will be addressed in the order raised.
- CUCSA report – UCM had deferred to host until June 2021. Discussed best practices for employee engagement resource groups. Jay and De will work on something for UCM to begin in 2018. Irvine has a wellness ambassador, is this something UCM would consider?
- Communication plan for Staff engagement Survey. UCSC has a “Buddy” program for new employees.
- Responding to Regents agenda item to reduce retiree health benefits
 - Discussed drafting a letter to staff to help explain how this impacts us. Task: Judy to prepare based on the letter De provided. Distribution via email and University Communications. Tonya is rep from university communications that will review the

letter prior to distribution. Question: Do we want to send a representative to speak at next Regents meeting?

- United Way discussion – Hold for now
 - Employee Well-Being
 - Prepare feedback to discuss at the Chancellor's lunch. Meeting scheduled Monday to discuss agenda. Task: All board members to provide Jeff suggested agenda topics by Friday 9/22
 - Staff Feedback via zoom chat: Well-Being; however, suggest that you identify what well-being means.... some issues surrounding well-being is 1) family and work balance 2) new space in project 2020 — cubicle space 3) what does it mean to have well-being staff? 3) Talking circles or focus groups to discuss Well Being on campus is important — you can use the Ombuds
- Suggestion: think of the low hanging fruit for staff assembly to “advocate” for

Past President: Pam Taylor (absent)

- Bylaw proposed changes – Move to October Meeting

Vice President: Jeff Porto Jr.

- Staff Engagement Survey – about 50% of those randomly selected participated
 - Determine the best way to roll out – Need to get the information to staff quickly. Do not have a date on when we will receive the results.
 - After results are released consider holding sessions to get employee feedback
 - Review historical surveys and changes that were results of those meetings to see how the changes impacted staff
- Meeting with Provost – there are many changes in the schools coming. They are looking to form a few new committees and will request staff representation. There may be some reorganizations in the schools coming soon. One concern is the faculty to staff distribution.

Finance Officer & Elect: Donna Birch Trahan (Vacation), Tonya Kubo

- Proposed budget – Task: Get budget requests to Tonya by Monday
- Task: Tonya to submit budget for approval by end of September so the accounts (negative) can be funded.

Secretary: Melissa Tessier

- Review Roberts Rules of Order
 - Motions:
 - If a vote is required, a motion must be made and seconded prior to the vote. Normally, the President states the question (describes the proposed action) for consideration. The President then asks who wants to move and that board member states “I move” (and sometimes restates the motion). The President asks who wants to second the motion and that board member states “I second the motion.” The motion carries if a quorum of 2/3 of the Board votes yes.
 - New Business:
 - Anyone attending the meeting can bring up new business, a question for discussion, or a new motion.

- For the Good of the Order:
 - Anyone attending the meeting can make suggestions or offer comments about the Board or its work.

Co-Chairs of Programs, Events, and Outreach: Jay Lomeli, Melanie Cooper

- Proposed upcoming fall events
 - October Decorating Activity. CARE office would be willing to be an advocate and promote this.
 - CARE had an event to support Valley crisis center that provided an opportunity for team building creating boxes to fill with donations.
 - Potential November “thankful” event with tie in for winter clothing donations
 - Think about considerations to better engage with all locations
 - January potentially have basketball event and tie in with fundraising

Co-Chairs of Communications: Judy Marks, Mort Peyvandi

- Proposed protocol/parameters for kinds of events/announcements Staff Assembly will forward to All Staff. Task: Judy/Mort to send email to staff notifying of the guidelines.
- Website – update in process. Mort has identified some broken links that need to be researched. Task: Site to be sent to Tonya for review as communications.
- Development site link- <http://staffassembly.ucmerced.edu.672elmp01.blackmesh.com/>
- Request access to Chancellor's Staff Convocation speech video: Pending the Chancellor's office to release
- Question: are 5-year employee gifts still being distributed by Staff Assembly? President speaks at the event in the past.
- Volunteer intake form
- Task: VP submissions: REQUEST ALL BOARD MEMBERS TO RECRUIT 1 OR MORE POTENTIAL NOMINEES.

Co-Chair of Fundraising: Penny Paxton, Priya Lakireddy

- Proposal of new fundraising activities & update
 - Basketball Family night (see above update)
 - Would like to begin family assistance fund. Planning this year and plan to begin next year
 - Valley Crisis center Clothing drive in the winter
 - Request to re-order agenda and put Fundraising and Programs, Events, and Outreach together since they have common events.

Unfinished Business:

- List of key topics to discuss with Chancellor this year – Provide to Jeff
- Melanie provide financials from last year – Complete
- Questions for staff input provided to Penny – Need update from Penny

New Business

- Open Enrollment – Does Staff Assembly want to tale at the event?

From General Staff (For the good of the order) - None