

Staff Assembly General Meeting

Date: 10 16 2017

Time: 12pm – 1:45pm

Location: Promenade Suite M conference room

Board Members:

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

Staff Members In Person: Jason Martin, Cruz, Viola K, Armando Contreras, Juan Villegas, Rachel Martin;
Zoom: Brandi M, CT, Julie George, Laquetta Brewster, Yesenia Curiel, Bbennett6

Agenda:

Orientation to UCPATH – Jason Martin. Staff Takeaways: Check AYSO and verify all information is correct, sign up for direct deposit, be on the lookout for training on the new system in November.

Officer Updates:

President: De Acker

- Announce new Interim VP starting Jan. 1st – Juan Villegas
- Post-retirement health benefit informational sessions
 - 10/19 KL 232 from 12 noon to 1:00pm
 - 10/20 Promenade Suite M from 12 noon to 1:00pm - CANCELLED
- Upcoming Events. Chancellor's Town Hall (1/11/18 9am with Board Lunch and Service Awards 1/12) Service Awards – Feedback request to allow team members or others to participate in the service awards ceremony. Allow others to see them receive the award, not a request to provide them a full meal or what the awardee's receive. Provide feedback to Chancellor. Mort has requested for a list of the awardees. **TASK:** Pam to provide once it is received.

Vice President: Jeff Porto Jr.

- Report from lunch with the Chancellor – Focused on wellness themes. Question: how to follow up with items discussed? Will review in the meeting scheduled to discuss staff engagement with Powell and Ellington.
- Report from meeting with Interim VC Powell and AVC Ellington

Finance Officer & Elect: Donna Birch Trahan, Tonya Kubo

- No updated budget provided. **Task:** Tonya to provide budget that was submitted for approval and update on approval status.

Co-Chairs of Programs, Events, and Outreach: Jay Lomeli, Melanie Cooper (Out of office)

- Update on list of fall events – need to review draft list and updated. **Task:** Melissa to send out list and get this finalized by end of week. Will send out message about decorating contest this week. Penny had a suggestion about partnering for a living with mental illness. Will discuss with Jay.
- Sign-ups for staff assembly members to sit at Open enrollment fair - 10/27 11am - 2pm gym. Penny 11-12; Melissa 12-1p.
- Wellness breaks – Need to plan in more detail before presenting

Co-Chair of Fundraising: Penny Paxton, Priya Lakireddy

- *Note: fundraising money does NOT go into operating budget (Pam)*
- Update on fundraising activities & update – need to finalize list of events. They are waiting for programs, events and outreach to finalize list and then see how they can incorporate fundraising into existing events.
- Survey Draft for review – Sent to board for Review. **Tasks:** All board members to review and provide feedback to Penny by Thursday 10/18. Penny to submit updated survey to Communications by Friday 10/19. Communications distribute survey by next Friday. Question from staff as to what we are doing with the results. Thought was to use them to modify the way that the board conducts business to fit the needs of the staff.
- Mindfulness explanation - Koru – **did not review**
 - research studies that support MBSR,
 - 3-minute video:
<https://www.youtube.com/watch?v=oqWlqRwCzJA&list=PLbiVpU59JkVaWH5kKrKSClkG0vKLr1p9f&index=3>
 - Brief overview/list of research on NIH
Website: <https://nccih.nih.gov/health/meditation/overview.htm#references>

Co-Chairs of Communications: Judy Marks, Mort Peyvandi

- Update on migration of Staff Assembly site with new responsive design template
 - [Development site](#)
- Chancellor's Staff Convocation speech video – not able to disseminate.
- Social media guidelines – need from communications. **Task:** check with Tonya on this deliverable.
- Social media sharing requests by board member personal accounts
- Newsletter – drafted and sent out to board for review. **Task:** Board to complete review and feedback to communications. Update: Newsletter distributed 10/17

Past President: Pam Taylor

- Bylaw proposed changes. Pam has all requested changes from board. **Tasks:** Pam to upload all changes received to the box folder and provide to Melissa. Melissa to consolidate the feedback and present back to the board via email by Thursday this week. Board to review

and decide which feedback should be incorporated. We will have all feedback decided upon before the next board meeting. Melissa to work on detailed timeline.

- Committee Appointments – many committees did not receive any volunteers – **Task:** send out communication again to encourage more participants. Pam to notify the volunteer for training that this committee is not going to meet this year. Update: Included in newsletter
- Committee Updates: TAPS – most updates available on 2020 website. Parking for DCC is in negotiation with city.
 - Next week – need update from wellness committee. **Task:** Pam to follow up with committee rep for update in November.

Secretary: Melissa Tessier

- November meeting date confirmed for 11/13. Updated invite sent. **Task:** communications to update the website. Jeff asked that Melissa send the invites for the room booking so that the team can know where the meeting location is. Note: the meeting is booked 30 minutes prior to the start of the meeting.

Unfinished Business:

- None

New Business

- Childcare Needs Survey results, Spring 2017 (De Acker). Feedback is that people need summer and holiday care for school age kids.

From General Staff (For the good of the order)

- None

Announcements (not included in officer report)

- None

Next Meeting November 13 on Campus