**UC Merced Staff Assembly**

**Executive Board Meeting**

**Minutes**

Date: December 19, 2014

Time: 12:00-2:00pm

Location: KL 232

*Readytalk – (866) 740-1260 Access Code 2284501*

**Board Members Present:** Cindi Deegan, Pam Taylor, Carla Hunt, Diane Caton

**Board Members Absent:** Katie Unruh, Karen Bonilla

**Staff Assembly Members Present:** Kim Garner, Liz Soria, Simrin Takhar, Coty Ventura

1. **Convene Meeting:** 12:02 pm
2. **Public and Campuswide Committee Representatives Remarks**

**Campus Climate Survey Task Force;** Angela Counts: Campus Climate Action Plan has been approved and finalized. Wants to get Ideas from staff assembly for implementing the action plans goals, the goals are 1. To improve inclusiveness across all segments of campus community. 2. Improve engagement of faculty, students and staff. 3. Improve campus climate for those with physical mobility or disability conditions. Focus groups will be utilized as opposed to surveys as a method to gauge current campus climate perceptions. Principals of Community have been sent out for printing. Posters, and other items will begin to be seen around campus. Also discussed was developing a protocol for campus memorials for staff, who would be involved in organization and contact with family members. Important is developing a consistent and thoughtful process for all staff memorials. Kim Garner will talk with the chancellor, and will bring ideas back to next meeting, Cindi will talk with HR.

**Transportation and Parking Advisory Committee;** Coty Ventura: An additional Faculty representative, yet to be identified, will be added to the TAPS committee. A new bus line will be begin running on January 20, 2015, the additional bus will reduce the commute time down from 45 min. to 25min. staff assembly feedback is wanted regarding receiving an additional email notification from TAPS on bus delays, road closures, and other impacts to bus routes. This notice will be in addition to notices sent by facilities advisory services. The consensus after discussion was that since this email would be a duplication of the Facility Advisory emails that this may cause confusion and no one wanted to receive two emails. Taps would also like feedback on a request from Graduate Students that the enforcement hours for the Library and Le Grand Lots be changed from the current 7am to 8pm to an the earlier hour of 6pm. This proposal was accepted by the board.

**Affirmative Action/EEO Committee;** Liz Soria: no report. Asked for suggestions for reaching out to committee members regarding getting a meeting date set and getting the committee together. Andrea offered to assist.

**Chancellor’s Advisory Committee on Sustainability;** Rachel Hadley: New Director of Sustainability, Colleen McCormick was introduced and led the meeting after introduction by Graeme Mitchell. Student’s had their 2nd water battle, competing to see which dorm could use the least amount of water during the month of October. This year the water usage was not decreased but it was noted that UC Merced students use 70% less water than the national average. Ways to promote reusable containers by students rather than throw away cups and bottles was discussed. Jason Souza in dining said he would provide a .25 cent discount on coffee to students at the lantern who use a reusable container. We have 4 water stations on hand if once a decision is made as to where and how they are to be installed. The committee agreed that sustainability should be included in the UCM curriculum and promoted during new student orientations. Also it was suggested that the Chancellor and the Deans be invited to the meetings to ensure that they are on board with implementing sustainability in the schools and across campus.

**Budget Committee**; Cindi Deegan: no report

**Childcare Advisory Committee**; Angela Dixon: no report

**Office of Ombuds**; Ollie: no report

**Training and Development Committee;** Viola Kinsman: no reports

**Central Plant & Telecom Reliability Upgrade;** Diane Caton: project is moving forward but the committee has not met.

**HR Advisory Committee;** Simrin Takhar: Last meeting held on December 9th, Fabiola Elizalde from HR attended and talked about the future process for employee evaluations. The goal is for the process to be more interactive and be a yearlong active communication between employee and supervisor as opposed to just a once a year evaluation. Also clarification to be given on ratings, (Satisfactory, etc.) on what they really mean. New evaluation process will be more accomplishment oriented and will tie to job descriptions and core competencies. Compensation will be tied to performance management. HR will be communicating changes to the campus community with timeline and will provide training on the performance management process for both employees and supervisors.

1. **Approval of Minutes –** November 19, 2014: Quorum is not present. Cindi will send out email for approval.
2. **SA Leadership Meeting With Chancellor –** December 12, 2014 meeting report: Chancellor affirmed VC Reese’s comments that we would be rolling out the HR items on performance management and compensations strategy in January, The positions that would be looked at first will be the highest risk and most critical positions. She spoke about the campus climate action plan. She wants the next town hall to be more of an open forum with more Q & A. We now have an Employee Assistance Program (EAP) person available on campus for staff.
3. **SA Leadership Meeting With VC BAS -** December 11, 2014 meeting report: Pam, Cindi and De met with Michael Reese. VC Reese indicated that performance management training for supervisors will be mandatory. Compensation Strategy for performance management will roll out in January, and innovation awards will also be launched in January. VC Reese would also like to continue doing web casts where participants would be able to comment and submit questions anonymously, it was also brought up having a suggestion box available at town hall meetings.
4. **Staff Advisor to the Regents** – De Acker: Meeting was held in Santa Barbara. Was able to meet with several different committee officers. Was able to share what UC Merced is doing on strategic workforce planning. Learned at CUCSA that Career Tracks will be rolled out at all the campuses. Santa Barbara is the next campus to roll out career tracks.
5. **CUCSA**
	1. December 3-5, 2014 meeting report: Pam attended the meeting at UC San Francisco. A Professor of pediatric asthma presented a highly interesting talk on genetics and how a person’s ethnicity can be a very important factor in treatment as certain drugs are detrimental to individuals with certain genetic backgrounds. The Student to the regents spoke on three areas, 1st about the regent’s mtg. where she was against the students protesting tuition raises, 2nd she spoke on the sexual violence and prevention and response committee, and 3rd on the food initiative. She felt with so many in need locally, that our efforts should be directed at home first instead of directing our efforts nationally.
	2. UC Merced Hosted Meeting – March 4-6, 2015: The committee held their second meeting, CUCSA leadership has reach out and will begin holding bi-weekly conference calls beginning January 6th. The search for a faculty speaker for the CUCSA meeting in March continues.
6. **Unfinished Business**
	1. NPS January event, Bobcat Bingo – Continued to next meeting
	2. Student assistance for SA website update – sent copy out to board of job description.
7. **Officer Reports and Internal Committee Updates**

President

January 14, Town-hall meeting – received 12 questions.

* 1. Past President – no report
	2. Vice President – no report
	3. Programs, Events and Outreach
		1. NPS events update - good turnout and receipt of toys for Toy Drive
	4. Finance Officer
1. Account Balances

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| 804175 OP 00175 |  $ 3,090.49 |
| 660010 SA 38070 |  $ 180.60 |
| 660010 SA 69876 |  $ 5,351.18 |

* 1. Finance Officer-Elect
	2. Communications – no report
1. Opt-In List Report
2. Website updates
	1. Secretary – no report
3. **New Business, Announcements and Information**
	1. Staff Memorials – Continued to next meeting
4. **For the “Good of the Order”**

Next Meeting – January 16, 2014

**Adjournment: 1:29**