**UC Merced Staff Assembly**

**Executive Board Meeting**

**Minutes**

Date: January 16, 2015

Time: 12:00-2:00pm

Location: KL 232

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

**Board Members Present:** Cindi Deegan, Pam Taylor, Katie Unruh, Diane Caton,

**Board Members Absent:** Nichole Kosier

**Staff Assembly Members Present:** Kim Garner, Liz Soria, Danielle Armedilla

1. **Convene Meeting:** 12:06 pm
2. **Public and Campuswide Committee Representatives Remarks**

**Training and Development Committee –** Viola Kinsman: First meeting held on January 9, 2015. Meeting agenda items were, current training programs, Learning Management System upgrade, Training programs for 2015, Career Advancement Mentorship Program (CAMP), Lynda.com, training needs and challenges and additional recommendations. Some training challenges discussed were that some staff are told by their supervisors that they are not permitted to attend training. Another challenge is how to support development opportunities for staff that do not typically use computers in their work and would not be aware of programs such as Lynda.com online or have access to a computer to be able to take the classes.

**Transportation & Parking Advisory Committee –** Coty Ventura:

* + 1. Bus Stop at Bellevue Ranch; current stop is located in a dark, unattended area causing safety concern for riders. Staff Assembly asked if cut-out on G Street would be suitable. Director of TAPS, Karen Groth felt this may be a problem if cars are parked on G Street but TAPS will look at other options for a bus stop location.
    2. Action Item: How does Staff feel regarding the seniority based permit distribution process? Letter was read from Rudy Ortiz, Chair, Committee on Faculty Welfare, Diversity, and Academic Freedom (FWDAF) on a proposed recommendation on parking permit renewal process with a waiting list of permanent employees for parking lots with high demand with priority being given based on seniority. SA recommendation: notice sent out to the Opt-in members to voice their opinion. It was not felt this was something the board could unilaterally decide for the campus.  Someone proposed the possibility of a campus wide email/happenings with the stipulation that if you want to have a say to opt-in.

**No other committee reports**

1. **Approval of Minutes –** November 19, 2014 (no quorum at Dec. meeting) Kim Garner motioned for approval of minutes submitted, Pam seconded, the motion carried.
2. **SA Leadership Meeting With Chancellor –** Next meeting March 13, 2015
3. **SA Leadership Meeting With VC BAS -** Next meeting March 17, 2015
4. **Staff Advisor Designate to the Regents** – De Acker: no report
5. **CUCSA** 
   1. UC Merced Hosted Meeting – March 4-6, 2015: Katie Unruh: made good progress on securing speakers, the Chancellor and Michael Reese are on the agenda, are looking for a faculty representative. The plans for the dinner are set.
   2. Kim asked if it would be a good idea to ask Provost Tom Peterson, if he would like to share the Chancellor’s time during the introduction hour, with her approval.
      1. Logistics and agenda update: Internal organizational details are close to being finalized.
      2. Communications plan: Discussion on inviting Donna Trahan to be part of the CUCSA planning committee.
6. **Unfinished Business**
   1. Student assistance for SA website update: Job has been posted and candidate applications are starting to be reviewed
   2. Staff Memorials: memorials will be under Luanna Putney’s jurisdiction. She will coordinate with Staff Assembly to insure that memorials are handled in a compassionate, consistent manner.
7. **Officer Reports and Internal Committee Updates**
   1. President
      1. Winter Town Hall Meeting: 84 persons were connected online. It was discussed piloting an online process for staff to be able to submit questions online.
      2. Leadership Council Meeting: Chancellor spoke about the difficult budget situation. Michael Reese spoke about professional development and the roll out of the new Learning Management System and also about mandatory training for supervisors. A performance management tool will be rolled out. Space Advisory committee talked about space and upcoming moves of staff.
8. **Daryl Fitzgerald**, Assistant Director – Corporate Relations – Center for Career & Professional Advancement presented his experience as chair of staff assembly at previous campus, CSU Fresno. Talked about the financial challenge for “First Friday’s”. A solicitation for sponsorship was sent out to campus departments, and the sponsoring department would give a presentation and showcasing their department at the First Friday event. This was good for networking and getting to know the campus community. A central location was chosen for consistency, no options were made of off-site locations.
   1. Past President: no report
   2. Vice President: working on Staff Excellence Awards
   3. Programs, Events and Outreach:
   4. NPS events update: Friday the 13th Kickoff, CUCSA in March, food bank in April, and Staff Appreciation Week in May.
   5. Finance Officer: Working on the Image Master Totes, and requisition for the CUCSA Dinner at Vista.
9. 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: No report
  2. Communications - No report

1. Opt-In List Report
2. Website updates
   1. Secretary – No report
3. **New Business, Announcements and Information**
   1. Staff Innovation Awards: Priya Lakireddy is developing the template and will be collecting the submissions which will be passed onto Staff Assembly committee that will screen and select the finalists. Presentation will be shown at Staff Appreciation Week, and awards will be announced in June.
   2. UCM SA Social Media: SA is now on Twitter and Instagram.
   3. UCM SA Bylaws Review – Cindi, Diane, Pam, Katie will form committee to review bylaws.
   4. February SA Event – February 13th, meet march 26th to plan event
4. **For the “Good of the Order”**

The 2020 project is narrowed down to 3 shortlisted teams, the teams before they get the draft for RFP will be visiting the campus the visit dates are currently being scheduled. Staff Assembly will have an hour and half with each of the teams.

Next Meeting – February 20, 2015

**Adjournment:** 1:45 pm