

Minutes

Date: Friday, January 25, 2013

Time: 1:00-2:00pm

Location: KL 232

Ready Talk Call-in Info: 1-866-740-1260, access code 2284501

Board Members Present:

President- Rachael Martin

Vice President- Katie Unruh

Past President-Annette Garcia

Secretary- Lezly Juergenson

Finance Officer- Stephanie Peterson

Finance Officer Elect-Pam Taylor

Chair for Communications- Nichole Kosier

Chair for Programs, Events & Outreach-Ellie Jorritsma

Staff Assembly Members Present:

De Acker, Joe Wilensky, Karen Meade, Wendy Smith, Benito Gonzalez, Anthony Sali

- 1) **Welcome and Convene Meeting:** began at 1:01pm.
- 2) **Public and Campus-wide Committee Representatives Remarks**
 - a) Director of AA/EEO, Title IX, & Disability Management, Wendy Smith.
Wendy introduced herself and her role of investigating Affirmative Action (limited to employment/diversity), Title IX cases and answers to federal agencies. Wendy represents “protected” groups. If staff are uncertain as to where to go to help, Wendy recommends starting with the campus ombudsman person, De Acker. Wendy is located in Human Resources at the Promenade and is available to come to campus, if needed.
 - b) Chief Information Officer Search Committee, Karen Meade.
The position posted to the Chronicle of Higher Education and Inside of Higher Education on January 22, 2013. It is also posted on the UC Merced website.
 - c) Vice Chancellor for Planning and Budget Search Committee, Annette Garcia.
The committee met and discussed the preliminary candidates. March 20, 2013 will be the airport interviews with the final four candidates invited to campus in April 2013.
 - d) Campus Physical Planning Committee, Joe Wilensky
 1. The Castle trailers will be called Castle Academic Annex Building.
 2. Dr. Paul Brown has suggested Walking Meetings to which staff could hold meetings outdoors and he is hoping to do a research project on its effects.
 3. The CAOB building will hold academic space and offices.
 4. There is no decision at this time about the Transit Plaza (Bus Loop).
 5. All other buildings in the works are on schedule (SSM, S&E2, Housing 4).

3) Approval of Minutes

- a) January 11, 2013 Minutes: Approved by Rachael Martin, seconded by Katie Unruh and Pam Taylor pending a few minor edits.

4) CUCSA

- a) The Staff Engagement Survey/Roadshow is scheduled for February 27, 2013 from 10am-12pm in KL232.
- b) The CUCSA Outstanding Senior Leadership Award nominee information will be sent to the opt-in list, to submit information by February 21. Interested parties can contact Katie Unruh to see who might be eligible.
- c) CUCSA leadership is scheduled to meet with President Yudof on February 05, 2013.
- d) The Next CUCSA meeting is March 6-8, 2013 at UCSB.

5) Unfinished Business

- a) Staff Assembly Scholarship-no updates
- b) 2012-2013 Budget proposal to Chancellor's Office. The budget request was sent to Chancellor's Office. Rachael will meet with Chancellor Leland to discuss the student assistant proposal.

6) Officer Reports and Internal Committee Updates

- a) President
 - 1. Voting process and Bylaws sub-committee (in progress)
- b) Past President- Nothing to report
- c) Vice President
 - 1. Campuswide Committee - There are no candidates for the Sustainability Committee and it is currently open.
 - 2. Staff Excellence Award (no updates)
- d) Secretary - NTR
- e) Finance Officer
 - 1. Account balances - same
 - 2. Internal processes (no updates)
- f) Finance Officer Elect
 - 1. Donation from UCLA Travel for the staff appreciation picnic – two airline tickets in continental US. Staff Assembly will not be receiving the tickets from UCLA due to budget constraints.
- g) Communications
 - 1. Membership report - 293
 - 2. Communication strategy sub-committee - NTR
- h) Programs, Events and Outreach
 - 1. First Fridays and First Wednesdays - NTR
 - 2. Staff Appreciation Week – Meeting with Chancellor's Office on Monday, January 28.

7) New Business, Announcements and Information

- a) Beginning in February, the Staff Assembly Executive Board will meet on the third Friday of each month from 12-2pm in KL 232, unless otherwise noted. Please verify your calendar is updated.
- b) Update internal operating calendar with new meeting information – possible task for Lezly. Will meet with Nichole on January 31, 2013.

8) **For the “Good of the Order”**

First Friday will be February 1st, 2013 from 7:30-8:30am in KL 355.

Next meeting will be on February 15 from 12-2pm KL 232.

Adjournment: Adjourned by Rachael at 1:56pm.