

Minutes

Date: October 05, 2012

Time: 1-2 pm

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- Stephanie Marquez (absent)

Staff Assembly Members Present:

De Acker, Gina Johnson

1. Welcome and Convene Meeting

Welcome and convene meeting at 1:02 p.m.

2. Approval of Minutes

Rachael Martin motioned to approve the minutes for August 24, 2012; Katie Unruh seconded the minutes. Minutes approved pending the correct of Nichole's name and a correction in item #4C. Katie Unruh has motioned to approve the minutes for September 21, 2012; Pam Taylor seconded the minutes. Minutes are approved.

3. Public and Campus-wide Committee Representative Comments

A. Staff Representative, Chancellor's Advisory Committee on Sustainability, Gina Johnson committee report. Please see the committee report on Staff Assembly website for detailed information.

1. Sierra Cool Schools, UC Merced was 25th out of 96 schools, UC Irvine was number one.
2. AASHA "STAR" rating, UC Merced received a silver rating.
3. A goal for the committee was to look at the "STAR" rating system and perhaps use the metrics for our campus.
4. The committee is looking to make Earth Week (April 22, 2013) a larger event.
5. Recycling now accepts all plastic bags and computer box foam blocks but not packing peanuts.
6. The Green Department Challenge is up and running again and by January 2013, the committee would like to pilot the program in select departments. The interest will be helpful as Human Resources has added a sustainability competency to the all performance appraisals.

- B. Sonia Johnston and Mike Roona sent President Rachael Martin an email addressing the concern to create a campus wide call for a staff representative to serve on the search advisory committee for the Vice Chancellor for Planning and Budget search. Rachael will address the concerns during the agenda item discussion.

4. Action Items

- A. Finance Officer(s) and Internal processes - No finalized procedure for processing funds yet but Stephanie Peterson and Pam Taylor are working on it.
- B. Staff Assembly Scholarship
 - 1. Items under consideration are to create a formal congratulations letter, an award certificate and a public announcement of recipient's name (permission needed from recipient) and to include an announcement in the Panorama newsletter.
 - 2. Past President and President role will handle the administration of the Scholarship.
- C. The staff pins PO has been created and the order has been placed.
- D. The Staff Assembly shirts need a call-out to membership for pre-orders with a deadline. Pam Taylor will create the Intel form and then email Nichole for the announcement to go out. The cost is \$28.00 for each shirt.
- E. The Nov. 03, 2012 UCLA football tickets are in Rachael's possession. Stephanie Peterson will handle finances. Nichole will create a call for participation to be sent to the opt-in member list.

5. Officer Reports and Internal Committee Updates

A. President

- 1. First President's Newsletter was emailed and posted on the website. The newsletter will go out once a semester.
- 2. Rachael, Katie and Annette met with Chancellor Lelend on October. 5, 2012 to discuss CUCSA updates, SA E-Board goals, and best practices for campuswide collaborations on issues of matter to staff, including Human Resources.

B. Past President

- 1. CUCSA is seeking approval of President Yudof to share the results of the CUCSA staff engagement survey.
- 2. CUCSA delegates participated in a pilot career counseling session last spring. OP is now interested in launching a campus pilot program for career counseling for staff and has selected Merced as the site of this pilot program.

C. Vice President- Nothing to report (NTR)

D. Secretary- NTR

E. Finance Officer

- 1. Operating account balance: \$1113.90
- 2. Agency account balance: \$8504.92 still includes the 2011-2013 scholarship funds

F. Finance Officer Elect-NTR

G. PEO-Stephanie M. (absent)

1. First Friday (Oct. 5) had 118 in attendance but the food ran out before 8am. The next meeting will need an increase for the food order.
Thank you to Rachel Peters for helping with First Friday.

H. Communications-NTR

6. New Business, Announcements and/or Information

- A. A staff representative is needed for the search advisory committee for the Vice Chancellor of Planning and Budget.
- B. The E-Board supported creating a campus wide call for a staff representative to serve on the search committee.
 1. Katie Unruh will create a campuswide call for a staff representative to serve on the search advisory committee. Deadline for interested staff to submit a statement is Wednesday, October 17 at 5pm.
 2. Staff Assembly leadership will meet with the consultants from the search firm Isaacson, Miller on Tuesday, October 09, 2012 from 9:30-10:15am in KL 311C.
 3. Rachael Martin will attend the search advisory committee lunch meeting from 11:30-1pm as staff representative until an elected representative is found.

7. Calendar of Events

8. For the “Good of the Order”

Thank you to Nichole for the fantastic work on the SA website.

Next Meeting will be on October 19, 2012 from 1:00-2:00pm in KL 362

Adjournment

Meeting adjourned 2:02pm

Submitted by Lezly Juergenson