

**UC Merced Staff Assembly
Executive Board Meeting**

Minutes

Date: April 15, 2016

Time: 12:00-2:00pm

Mondo, Fishbowl Conference Room

Call-in number: 1-866-740-1260

Access Code: 2284501

Board Members Present: Pam Taylor, Kim Garner, David Ellington, Karen Bonilla, Viola Kinsman, Donna Birch Trahan, Tonya Kubo, Danielle Armedilla, Cindi Deegan

Board Members Absent: Melanie Cooper

Staff Assembly Members Present: Jennifer DiSalvo, Jenny Duenas, Asadullah Choudhry, Karen Meade, Harriet Dietz

- **Convene Meeting:** 12:01 PM
- **Approval of Minutes** – for the February & March meetings
 - Motion made by Kim Garner to approve March meeting minutes as submitted; motion seconded by Donna Birch-Trahan, and motion carried approval unanimously.
 - The February meeting was canceled and therefore no subsequent meeting minutes were reported/submitted for approval.
- **Public and Campuswide Committee Representatives Remarks**
 - No updates at this time.
- **Upcoming SA Leadership Meetings:**
 - **Chancellor Leland** – Tuesday, April 15th
 - a) No upcoming date to announce at this time.
 - **Vice Chancellor Michael Reese** – Tuesday, May 3
 - a) This meeting will need to be rescheduled.
 - **Assistant Vice Chancellor Brian Powell** –Thursday, April 21.
 - a) This meeting will need to be rescheduled.
- **Staff Advisor to the Regents** – De Acker
 - De was not able to attend today as she is at UCD.
- **Officer Reports**
 - **President** – Pam Taylor
 - a) We have need for a CUCSA representative. Kim needs to give up her CUCSA role moving forward. Pam said we don't need to send someone to the next meeting but it would be good to begin anew for the next year. Pam asked if any Board members were interested to let her know. Cindi

also asked if the Board needed to move the CUCSA representatives to other/different Board positions? Discussion took place to review CUCSA positions. CUCSA reps are currently the President and Vice-President Board members. Other campuses do this differently and Kim suggested that it doesn't have to sit with the President. Pam reiterated that CUCSA was a great mentoring opportunity, and she mentioned she might like to see a two year term with offsetting rotation. More discussion was held about CUCSA rep options.

- i. MOTION: A motion was made by Cindi Deegan to move the CUCSA rep positions from the President/Vice-President Board positions and to open these rep positions up to any SA Board Member. Kim Garner provided 2nd to the motion. There was no further discussion and the motion carried unanimously.
 - ii. Pam suggested this gets put in with the other by-law changes and voted as the whole.
- b) Pam has received the Chancellor's budget and as of today it hasn't yet been funded, but it is coming soon.
 - c) Pam offered that she would be willing to continue on as SA Board President for another year, as there is so much more that she wants to get done. Additionally, Cindi is agreeable to stay on as SA Board Past-President as long as she is employed with UCM. Pam said the Board will reach out to another former Past President when Cindi retires to backfill remainder of her term if/when necessary.
 - d) Pam asked current Board members their current interest in fulfilling another Board member term. Danielle said she may not be able to commit to another term, while others showed some interest in another commitment year.
 - e) It was also brought up that we still needed to open up two more Board member positions for fundraising chairs, as the Board had indicated in prior meetings the desire to do so. Kim asked if these new Board positions can be done according to the by-laws? Pam said these positions should be voted on, and be opened up for nominations.
- **Past President – Cindi Deegan**
 - No further update beyond previous comments re: by-law changes.
- **Vice President – Kim Garner**
- Staff Visioning Summit Update –
 - a) Follow-up Summit Meeting will be Thursday, April 21, 8:30 AM-4:30 PM. This event will be an all come for staff, faculty, and some students together at the same time. Kim encouraged all who can attend to do so. She also confirmed that online comments are anonymous.
 - Staff Excellence Awards
 - a) This normally happens in the Spring, but the Awards process will be moved into the summer now and announcements will be made at Staff Convocation next year. This is for Staff Only. The date for this is August 19, 2016, 9-10:30 AM.

- b) Donna requested the timeline for information to go out. Danielle and Kim said they will loop Donna into another meeting so announcement can be planned for, and if any rules or awards criteria have been changed. Pam said she would like to review the criteria again and she has heard a lot of feedback about it. She would like to discuss this more and considered for future criteria.
- Chancellor's Innovation Awards – Update if any.
 - a) This has been pushed back and this also will be announced during the Staff Convocation . There will be a separate reception for award winners in August. There is some new criteria for this year and there will be a special category for Staff Engagement Survey. Kim reminded all that the cash awards are very good, with the top award at \$5,000. It was mentioned last year's winner of this was from Health Services. Kim mentioned there is a desire to see these proposals become more collaborative in nature. She said in her time/experience with CUCSA, she believes UCM is doing far more for staff than any other campus. She said no other campuses are doing the Chancellor's Innovation Awards. There was a question from a staff member about expectations and process for these awards. Kim responded with guidance for individuals to go the the webpage for instructions. She said the process is to come up with an idea, figure out how it will work, and then a committee will work together with proposing entity to plan. Staff member Assad urged that any proposal should include IT department if the proposal necessarily will need to include IT for implementation.
- **Programs, Events & Outreach Chairs** –Melanie Cooper & Danielle Armedilla, Staff Appreciation Week Planning Update
 - What is needed from SA Board?
 - a) See Schedule of Events sheets. The Board needs to help and Danielle/Melanie need to know what events we can make and help with.
 - Shirts design needs to be approved TODAY.
 - a) There is Latin translation for Bobcat Strong – Latin seemed appropriate for the Olympics theme. A vote of styles by Board members yielded a decision to go with the Latin design on the lower back of the shirt.
 - Staff games will be 3-5 PM, teams will be 8-10 participants on each.
 - a) Rules – no students this year (to serve as athletic ringers for teams).
 - b) There will be 6-8 games, however, NO kayak race this year; The Chancellor wants to know if we would like leadership to participate in the games this year? Pam added she feels leadership should not compete together on the same team, but maybe one on each team would work well. The Chancellor generally likes to see the leadership participate in the games. Further discussion took place about this event.
 - c) May 12th is super important – This is T-shirt distribution date and they need LOTS of SA Board help. The t-shirts will only sells for two weeks and will be sold for \$15 on a pre-order basis. Pre-orders will close on 4/29. Distribution of shirts will occur on 5/12, 3:30-5:30 PM.
 - d) There will be a bounce house at the picnic.

- **Finance Officer** – Karen Bonilla
 - Karen reported that balances are still the same as they were at the end of March.
 - Pam said \$10,000 was the budget funds requested.
 - AVC Brian Powell will cover the cost of the SAW Breakfast again this year.

STAFF ASSEMBLY ACCOUNT BALANCES
2015/2016

	804175 OP 00175	660010 SA 38070	660010 SA 69876
Ending February Balances	\$3,139.97	\$0.00	\$96.56
February Appropriations	\$0.00	\$0.00	\$0.00
February Expenditures	\$0.00	\$0.00	\$0.00
February Encumbrances	\$0.00	\$0.00	\$0.00
Ending March Balances	\$3,139.97	\$0.00	\$96.56

- **Communications Chairs-** Donna Birch Trahan and Tonya Website Updates
 - Website Updates – Tonya said Chancellor’s webcast is next week – April 20th, 3-4 PM, and will include Tom Peterson as host. She said the last webchat there was 250+ participation, and 50 questions. This information will be in Panorama next week and more announcements are planned to come.
 - a) Pam wants to make sure Staff Assembly is taking a strong leadership role in the webcasts/chats.
 - b) Tonya also mentioned she feels there is a lot of information that isn’t being coordinated well enough. There was a request made that Pam, Tonya, and Kim would review the past events for improving planning/execution for future events. It was agreed that more coordinated communications need to occur moving forward and SA’s intent is to sponsor 3 webchats. While SA doesn’t need to be attached to all campus webchats, SA sponsored webchats and events need to have clarity and organized coordination. Kim, Pam, and Tonya agreed to schedule another meeting to discuss further for additional review.
 - Webcast Updates – Donna updated on this and she said there hasn’t been a lot on social media lately. Social media is great for Staff Appreciation week, and they will get Danielle to get promos for this.

- **For the “Good of the Order”**

- Last call.
- **Next meeting will be in Friday, May 20th – Campus at KL232.**

- **Adjournment – 1:10 PM**