

**UC Merced Staff Assembly  
Executive Board Meeting**

**Minutes**

Date: December 18, 2015

Time: 12:00-2:00pm

Campus KL 232

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

Access Code: 2284501

**Board Members Present:** Pam Taylor, Kim Garner, David Ellington, Tonya Kubo, Danielle Armedilla, Cindi Deegan

**Board Members Absent:** Karen Bonilla, Viola Kinsman, Donna Birch-Trahan, Melanie Cooper

**Staff Assembly Members Present:** De Acker, Oli Nandkishore, Coty Ventura

- **Convene Meeting** – 12:08 PM
- **Public and Campus wide Committee Representatives Remarks** - none
- **Approval of Minutes** – for the November 19 meeting
  - Motion made to approve Minutes as submitted from Kim Garner; motion seconded by Cindi Deegan, and motion carried approval unanimously.
- **SA Leadership Meeting with Chancellor Leland** – Tuesday December 8th @ 1 p.m. Cindi Deegan, Kim Garner, De Acker and Pam Taylor were in attendance.
- **SA Leadership Meeting with VC BAS Reese** – Next meeting is Tuesday January 5<sup>th</sup> @ 2:05.
  - Due to scheduling conflict this next meeting may not occur.
- **SA Leadership Meeting with AVC Powell** – Next meeting is January 21 @ 10 a.m.
  - This meeting needs to be confirmed and may be subject to change.
- **Staff Advisor to the Regents** – De Acker
  - De reported the Retirement Options Taskforce is done with their work. A report is scheduled to come out sometime in mid-January. New employees will have a relatively short window of time to make election decision if options are provided, and once a defined benefit is selected it won't be able to be changed. De's focus has been to ensure staff receives same as faculty will with any change.
  - Abuse of Conduct Policy/Statement – a small workgroup will come up with options for OP President to consider and select from.
    - Employees will need to be trained on this.
  - De and Staff Advisor Designate will be making upcoming visits to UCM, UCD, and UCB.

- De's Advisor position will be expiring soon and it's 2-year role, and will be coming up in January for application submissions.
- **Unfinished Business:**
  - Update on the Alumni Representative to SA
    - This topic has been pursued fully and is no longer a current consideration.
    - Danielle reported that \$4966 (including the match) was donated to the Staff Assembly Scholarship fund from the GiveTues event. Pam requested an update on how the funds will be distributed to SA, and Danielle will also provide the list of donors to Pam once she gets the list.
  - Update about printing brochures
    - Donna will update us again after winter break
  - Update from Cindi on the By-law draft for the new board position – no update at this time.
  - Update on the Staff Engagement Survey rollout
    - Jan. 7<sup>th</sup> Event (1:00-2:30 PM in Lakireddy Auditorium)
      - 1) Staff Advisor to the Regents address staff
      - 2) Townhall Meeting – This will be renamed Chancellor Leland's Annual Staff Meeting.
        - a. Meeting will be recorded, and Tonya will tweet during the Live Event.
        - b. Management needs to encourage their staff to attend
        - c. Further logistics discussion took place for SA's involvement in this event
      - 3) Staff Engagement Survey Results – Pam Taylor and Brian Powell will present.
        - a. Three key themes – Communication, Performance Mgmt, and Change Mgmt.
      - 4) Chancellor's Innovation Awards
- **Officer Reports and Internal Committee Updates**
  - President
    - Service Awards: Pam said this event was amazing and the feedback she has received has been very positive, and no other campus is doing this at the formal level that UCM is. Kim commented that there was 100% participation from Vice Chancellors. Kim thinks more can be done to get the word out for the next event, and suggested this can be done at the Cabinet meeting before the event. Kim said there also needs to be much better delegation of responsibilities for the Lists and Event planning next year. She stated there needs to be more discussion and collaboration with AVC Powell before the next event, so appropriate resources are identified and committed.
    - Holiday party – It was reported the Toy Drive went well and over 190 toys were collected this year.
    - Canned Food Pantry help – Pam reported SA helped out last month and it was a heartwarming experience. The UCM Food Pantry is conducted on the 3<sup>rd</sup> Friday of every month.
  - Past President – Cindi said Jan. 7<sup>th</sup> should be date for final RFP to go out for 2020 Project.
  - Vice President

- CUCSA Dec 2-4 meeting at UCLA – Kim and De attended for UCM.
  - 1) Highlight – new retirement benefits package and salary cap conversation
  - 2) Performance Mgmt Workgroup – Other than OP, UCM is only campus on Halogen Electronic Performance Appraisal system.
  - 3) Pay for Performance – other campuses haven't been talking about this and AVC Powell has set UCM up well with early and ongoing communications to all UCM employees in this regard.
  - 4) Recognition for Staff – many campuses aren't doing anything for service awards at this time.
  - 5) Optum (Wellness) is ending and CUCSA will make recommendations for what to do now. Chancellors and CHRO's are concerned about getting unfunded mandates from OP.
- Programs, Events and Outreach – none to report at this time
- Finance Officer – none to report at this time
  - Account Balances – n/a
- Finance Officer-Elect – none to report at this time
- Communications -
  - Website updates – Tonya stated they are working on website update for Celebrating Service Awards and that will hopefully be up sometime in January. Pam mentioned that she really likes and appreciates the social media improvements and focus this year. It was mentioned there are a few board members that still need photos posted on the SA website and Tonya said getting them posted will be easy once photos are received from board members.
- Secretary – none to report at this time
- **New Business, Announcements and Information**
  - January 7th – all the events – This event and the various sub-events are very important to our staff and campus. This event will serve multiple purposes and it is important to maximize attendance and for the board to be in attendance.
- **For the “Good of the Order”** – none to report at this time

Next Meeting – January 15, 2016 at Mondo, Granite room

**Adjournment:** 1:45 PM