

**UC Merced Staff Assembly
Executive Board Meeting**

Minutes

Date: January 15, 2016

Time: 12:00-2:00pm

Mondo Building, Granite Room

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

Access Code: 2284501

Board Members Present: Pam Taylor, Kim Garner, David Ellington, Donna Birch Trahan, Danielle Armedilla, Melanie Cooper

Board Members Absent: Karen Bonilla, Viola Kinsman, Tonya Kubo

Staff Assembly Members Present: Bernadette Mello, Blandette Hobson, Brandi Masasso, Brian Powell

- **Convene Meeting - 12:03 PM**
- **Public and Campuswide Committee Representatives Remarks**
 - **TAPS (Coty)**
 - Campus has been in discussion with Merced County for Lake Yosemite parking, and it appears this parking option will not happen. Another location needs to be identified.
 - TAPS is trying to roll out the Research Parking space form. This is being reviewed, but TAPS recommends the entities involved get together first before moving further.
 - Mondo parking spaces – more equitable parking assignments need to be looked at moving forward.
 - CART – those who have mobility issues could make use of this, but they aren't yet ready to implement this program offering. The initial push will be for students first, then will include faculty and staff later.
- **Approval of Minutes** – for the December 18 meeting
 - Motion made by Kim Garner to approve minutes as submitted; motion seconded by Cindi Deegan, and motion carried approval unanimously.
- **SA Leadership Meeting with Chancellor Leland** – Do not have one scheduled.
 - Cindi will arrange the calendar for the rest of year.
- **SA Leadership Meeting with VC BAS Reese** – met with VC Reese on January 6. Kim, De and Pam attended. Next meeting is Tuesday March 1 @ 2:05.
 - Topics included
 - Upcoming Chancellor's Annual Staff Meeting

- Update on The Grove – This is a 3rd party company that has been contracted with to assist the campus with communication. This company/process was used successfully in the School of Engineering (SoE). More info to come later.
 - Discussed status on open searches – VC Student Affairs, Chancellor’s Chief of Staff, Tibor Toth’s recent promotion to Asst. Vice Chancellor of Facilities Management, and NEW position of Associate Vice Chancellor of Physical Operations, Planning and Development. The new AVC will report jointly to Michael Reese/Dan Feitelberg. This position will oversee the consolidation of Facilities Management, Design and Construction, and Real Estate Services. It will also have a significant role in the ongoing contract management of the 2020 Project once buildings come online beginning in 2018.
- **SA Leadership Meeting with AVC Powell** –Next meeting is February 18 @ 10 am
 - Brian Powell was present at Board meeting and reported there have been mixed turnout results at the Brown Bag sessions he has hosted. Some sessions have had strong turnout and others with minimal turnout. The dialogue has been good at each with a variety of topics discussed. AVC Powell reiterated that communications on campus are an ongoing challenge. Brian and Tonya Kubo are looking at options to see how to expand social media communications, and possibly webinars as an option.
- **Staff Advisor Designate to the Regents** – De Acker
 - No update due to De’s absence.
- **Unfinished Business:**
 - Update about printing brochures (Donna will update us after winter break)
 - No further update at this time and update will be forthcoming next month.
 - Update from Cindi on the bylaw draft for the new board position
 - Cindi is proposing a change to the bylaws. There is an option for a Chair and Co-Chair. This option would provide for the incumbent Chair to complete her/his service, and a trained Co-Chair could step in for the next cycle while always having a Co-Chair in training to be ready to cycle into the Chair role as Chair assignments expired. There was also discussion about how long the duration of appointment commitment for the Chair/Co-Chair should be. There was opinion these Board positions should be a 2-year commitment. Another opinion thought they should not be a 2-year commitment due to how busy everyone will be with 2020. It was agreed the Board needs to think about this option more.
 - Cindi also made a few other minor proposed revise edits; one being that Staff Assembly only be responsible for Staff activities.
 - Feedback and input to the proposed changes was asked for from the Board members and they were encouraged to contact Kim, Cindi, or Pam with any suggested changes.
 - Cindi agreed to send this out electronically and then they will send out to staff for a 1-month review.
 - Pam reiterated that she would like to move on this so resolution can be completed soon.
 - Update on the Staff Engagement Survey rollout

- Cindi felt the recent rollout of results to the campus was great. She especially liked the comparison between the campus and UC system-wide results.
 - Pam mentioned she received a feedback comment that the presentation did not pursue the fact that UCM got worse in some key areas.
 - Cindi reiterated there are at least 67 current change initiatives going on right now campus-wide and commented that the Change Administration Team (CAT) is working with The Grove on this.
 - Kim commented that one-third of all staff attended the session and next time they will also arrange for a webcast so more can view. The presentation is now available on the Staff Assembly website.
 - There was an idea that there needs to be a webcast in the near future with the Chancellor and senior leadership participation. Kim said that would need to be discussed with the Chancellor first for her own thoughts/ideas about this.
 - Pam summarized by saying virtually all campuses have same/similar issues as UCM.
- **Officer Reports and Internal Committee Updates**
 - **President**
 - Canned Food Pantry help
 1. Pam asked if there is still a need for volunteers to assist with this program/effort. Danielle said they always need help and the Food Pantry operates every third Friday of the month at the Tri-College location. Donna asked that someone needed to remind Vernetta to write up something to be included in Panorama to highlight this program. This program serves 50% student and 50% community members.
 - Chancellor Innovation Awards
 1. Danielle said they are working on this, and they are working with the Chancellor on a few issues. The website isn't yet current but they hope to have it current by next week. Brian Powell said he would need a copy of the proposal when ready because UCOP needs to approve this per PPSM 74, and their approval is a mandate per policy.
 - (a) Kim said proposals are due April 15th
 - (b) Cindi offered to send last year's file to Kim/Danielle for their reference.
 - **Past President** – Nothing additional to report at this time.
 - **Vice President**
 - Kim will need help with the Innovation Awards and Pam said she will help.
 - Staff Excellence Award will be starting
 1. Kim made recommendation that Staff Excellence Award event get moved to the fall. The entire process will occur in the Fall. They are considering doing announcement at the Annual Meeting with the Chancellor.
 - (a) Kim made motion to move the Staff Excellence Award to the fall; motion was seconded, and the motion carried with unanimous approval.
 - (b) It was noted that there is need to announce this event change right away.
 - (c) Pam received feedback last year that Management and Supervisory Professionals (MSP's) are exempt from receiving this award

recognition, and it is currently only for Professional Support Staff (PSS).

1. Pam wants to discuss this at the NEXT SA Board meeting if MSP's should be included.
2. Cindi mentioned there needs to be recognition of receipt from nominators too.

○ **Programs, Events and Outreach**

▪ **SAW**

1. Danielle reported some current ideas for Staff Appreciation Week (SAW) are; Tuesday Breakfast, Wednesday Gauntlet (with ice cream socials), games/teams events (not physical), Thursday tours, Friday ACTUAL Picnic, Farmers Market vendors along SE1, food/drinks, live band (DJ), with activities in the Quad as well.
 - (a) Danielle wants SA Board to be very visible and active. If interested being on SAW committee let Danielle know.
 - (b) Kim suggested the breakfast be changed so Chancellor can do a small informal meeting. Others felt a hot breakfast on campus might be good to do. It was suggested this may also help Catering too.
 - (c) It was mentioned it would be a good idea if Chancellor put note out to supervisors/managers to release their employees to attend these activities. It is felt this has been a problem in the past.
 - (d) UC Walk and Health Fair is usually the same week, but that is in flux this year due to uncertainty with Wellness funding from UCOP.
 - (e) Pam wanted an update on funds and Danielle said she needs funds for SAW.
 - 1) Pam will check with Katie Unruh about this. She said no budget call was made this year so formal funding requests have not been made and consequently SA has not been funded for their \$10k.
 - 2) Kim also advised that Chancellor pays for picnic expenses separately from the \$10k.
 - 3) Brian Powell offered and committed to pay for the breakfast again with the same conditions as last year. He said he needs the funding amount needed and logistics.
 - (f) Donna asked what type staffing help was needed and Danielle said they always need help and will need the entire Board to help/participate and other people. Donna said she can put something into Panorama to recruit volunteers.
2. Danielle has a list of donors who gave to our scholarship fund and Pam said she would like to have thank you notes sent to donors.
 - (a) Pam said she will get with Cindi and get some cards for the Board to sign.

- Webcast – Kim needs to reach out to Sonia about this.

- **Finance Officer**
 1. Account Balances

**STAFF ASSEMBLY ACCOUNT BALANCES
2015/2016**

	804175 OP 00175	660010 SA 38070	660010 SA 69876
Ending October Balances	\$3,174.97	\$0.00	\$1,084.16
November Appropriations	\$0.00	\$0.00	\$0.00
November Expenditures	\$0.00	\$0.00	-\$684.37
November Encumbrances	\$0.00	\$0.00	\$684.37
Ending November Balances	\$3,174.97	\$0.00	\$1,084.16
December Appropriations	\$0.00	\$0.00	\$0.00
December Expenditures	\$0.00	\$0.00	\$987.60
December Encumbrances	\$0.00	\$0.00	\$0.00
Ending December Balances	\$3,174.97	\$0.00	\$96.56

- **Finance Officer-Elect** – None at this time
- **Communications**
 1. Website updates
 - a. Celebrating Service on our website – Those names are not up yet.
 - b. Information on the Chancellor Staff Meeting in on our website.
- **Secretary** – Nothing at this time
- **New Business, Announcements and Information**
 - Debrief on Staff Service Awards event
 - Still need to schedule a meeting to do a post-event debrief review. Kim mentioned they would like more discussion about roles/responsibilities with HR and Brian Powell agreed to this meeting to discuss further.
 - Debrief on Chancellor Leland's Annual Staff Meeting
 - Brian clarified a comment from the Annual Staff Meeting that was made and indicated 10,000 jobs will be created over the next 5 years. He said the reference was accurate, but there needs to be understanding and context to that statement so it isn't misleading.
 1. 10,000 are mostly Temporary jobs
 2. There will be about 900 permanent jobs – This includes about 125 new faculty, plus new Research Staff (academic). Only about 110-130 new positions will be Staff positions. The balance will be non-UC employees but will be on campus working. To make 2020 doable the developer will OWN the new building and will have to maintain them for 30 years with THEIR own employees. Brian wants to make sure the campus understands the reality of the number and real staff additions. While there will be some growth in permanent Staff positions, it will be limited over next 5 years. However, there will be many opportunities for advancement.
 - Start the nomination process for 2016-2017 election of officers
 - Pam wants to start the process and begin thinking of friends/colleagues/etc., and if they want to make a difference and have a voice then start bringing it up now!

- NEW Search for VC Student Affairs
 - Pam wants every staff member to have an opportunity to put their name in the hat to sit on the search committee. Pam really wants to see people express their interest with this. She is asking for volunteers now and to get with Kim with any ideas.

- **For the “Good of the Order”** – None to report at this time

Next Meeting –February 19th, 2016 at Promenade Suite M

Adjournment – 1:30 PM