**UC Merced Staff Assembly**

**Executive Board Meeting**

**Minutes**

Date: October 16, 2015

Time: 12:00-2:00pm

Redwood Room at Castle

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, Melanie Cooper, Cindi Deegan

**Board Members Absent:** None absent

**Staff Assembly Members Present:** Juan Villegas, Brandi Masasso, Mireille Smith, Lisa French, Oli Nandkishore (phone call-in), De Acker (phone call-in), Todd Kucker

* **Convene Meeting:** 12:04 PM
* **Public and Campus-wide Committee Representatives Remarks** 
  + Kim – (2) Reports
    - **TAPS Advisory** – a) New entrance-way to campus is in early planning stages now, and final RFP will be posted mid-December this year; b) Parking permit process (online permit renewal may not occur next year), Lake Yosemite parking hasn’t been established yet.
    - **CPPC** – Next Regents meeting on November 19th is when 2020 will be up for first forward 2020 approval vote by Regents. If the Regents vote for approval, then future Regents meetings will handle forward approval processes.
* **Approval of Minutes –** for September 18 meeting
  + Motion to approve minutes from Viola Kinsman, Motion seconded by Karen Bonilla, and motion carried approval unanimously.
* **SA Leadership Meeting with Chancellor Leland –** Next meeting with Chancellor is scheduled for October 22nd at 10 am.
* **SA Leadership Meeting with VC BAS Reese –** Next meeting with Vice Chancellor Reese is scheduled for November 3rd at 1 pm.
* **SA Leadership Meeting with AVC Powell –** Next meeting with AVC Powell is scheduled for November 12th at 10 am.
* **Staff Advisor Designate to the Regents** – De Acker
  + Retirement options work is still being done to create new retirement tier for all employees hired after July 1, 2016 to cap salary you can receive pension on. Report due to President by mid-December. Significant concerns for recruitment and retention issues for staff and faculty.
  + Regents to create statement on Intolerance in future.
  + De Visited UC Path – UCOP going live with UC Path in about a month, and UCM will be in the pilot project with no specific anticipated date.
  + Investments meeting at UCLA occurred in September. No gun lobby or fossil fuels investments.
  + Staff Advisory will visit UCM and it was suggested that visit to occur in January if De can get it scheduled at that time.
  + De meets with President Napolitano every other month and she is always interested in hearing from staff.
  + De was recently appointed to another campus subcommittee, Change Management Strategy Executive Team Subcommittee – Purpose is to communicate change and will be developing a strategy to communicate change. Pam mentioned, as the CUCSA delegate for UCM her workgroup is Change Management, and she urged that if this committee and her workgroup could work together, it would be critically important. Pam said whatever the workgroup comes up with would be presented as a white paper to UCOP that could be incorporated across all campuses.
* **Unfinished Business:**
  + Update on the Alumni Representative to SA – 1st week in November is anticipated for going to vote for this addition to the SA Executive Board.
  + Update on SA marketing SWAG – Various Staff Assembly SWAG options/pricing were discussed.
    - A motion was made by Tonya Kubo to purchase up to 1000 cell phone sleeves and Cindi Deegan seconded the motion. The motion carried unanimous approval.
  + More discussion about creating a Chair for the Staff Assembly scholarship/and or fundraising.
    - Pam would like to have United Way and Scholarship fundraising chair duties to be combined. It was discussed that Staff Assembly will be assuming a bigger role moving forward with United Way and the right individual could use this as developmental resume builder. This needs to be a separate board position. United Way would fall under the Fundraising Chair position. There was positive discussion to consider a Co-Chair so there could be some succession mentoring and development. This would be a Fundraising Chair and a Fundraising Chair Elect.
    - Cindi Deegan will draft a bi-law change for the next SA meeting in November for Board review.
  + Update about printing brochures
    - Donna will have pricing available for updated brochures at next month’s meeting.
    - Pam Taylor recommended to price/print 500 copies.
    - Kim Garner made motion to print 500 copies. The motion was seconded and motion was carried with unanimous approval.
* **Officer Reports and Internal Committee Updates**

**President**

* Adding a Fundraising Chair (2) to take over scholarship funding and United Way
* Staff Engagement Town Hall in January
  + - * Results were received from Staff Engagement Survey and in process now to consider how to present the results to campus. This will be done in a Townhall meeting to present. Along with presenting the results will also be presentation of follow-up goals to work on. First meeting to move in this regard is scheduled for next week.
      * Danielle suggested some specific younger staff involvement with this would be good to consider for this planning committee. Pam thinks having an alumni board member will also help this concern as well.
* Service Awards
* The Chancellor approved a very nice crystal award for awards.
* Staff Assembly needs to have a large presence in this and to make this a high honor for those honorees. We need a Board member to sit at each table at this December 17th event @ 9:30-11:00 AM in the California Room.
* Invitations will go out in November

**Past President**

* The Chancellor has changed the Cabinet this year and has more representatives from Staff and Academic sides so she can have better communications up/down/across the campus.
  + - * Cabinet topics will help inform future Leadership Council agendas
      * Cindi Deegan is representing Staff Assembly on the new Cabinet

**Vice President**

* Main thing Cabinet is talking about are, 1) Change Management; 2) Communication; 3) Budget; 4) 2020 Project
* There is a lot of work to be done on the budget that is ongoing.
* Next Leadership Meeting Erik Rolland will lead an exercise on change management.
* Staff member Juan Villegas expressed concerns the University does not talk enough about the UCM vision, and we don’t hear enough about what UCM’s main vision for what kind of institution we want to be. He feels we need to question if our resources are being deployed to service this vision.

**Programs, Events and Outreach**

* Upcoming events
* Office of Student Life reached out to SA and asked about possible upcoming Canned Food Drive in a few locations. There was also interest expressed in SA assistance with a sculpture contest. Danielle will find out what role Staff Assembly should play. The sculpture contest will be on Nov. 19th.
* Nov. 13th – Open Enrollment Fair in the gym.
* Dec. 17th - Service Awards from 9:30-11:00 AM (California Room)
* Dec. 17th – Staff Assembly Holiday Toy Drive from 8:30 – 5:00 PM (Scholars Plaza)
* Jan. 7th - Townhall Meeting (COB-102)
* Holiday Season - Adopted Family at each location and locations will be posted in early December. A staff survey from options will be done in January. Will place in Panorama too.
* Staff Appreciation Week planning. A committee will be created with an individual from each division and ideas will be pulled and committee will come back with suggestion ideas.

**Finance Officer**

1. Account Balances – Same as last month.

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| **Ending September Balances** | **$3,174.96** | **$0.00** | **$2,123.35** |

**Finance Officer-Elect –** Nothing new to report.

**Communications**

1. Opt-In List Report – The Opt-In List is no longer operational and will be removed in future agendas.
2. Website updates
   1. Article on website about new Campus Challenge. Tonya said we should encourage people to sign up. It was reported that SNS has a contest in the school at this time to raise attention and build some excitement.
   2. Waiting on Executive Board a few outstanding photos to complete these listings on the SA website.
   3. A request was made to add our Twitter feed to the website and Tonya will look into it.
   4. Pam encouraged everyone to LIKE the SA Facebook page.

**Secretary** – Nothing new to report.

* **New Business, Announcements and Information**
  + #GivingTuesdayUCMerced – Lisa French provided overview/update. This was launched as a test last year and the results were good with some companies (Wells Fargo, Foster Farms) providing a 3:1 match for donations. The match is very sizable and they will do this again this year with a lot of marketing. Dec 1st (Tuesday AFTER Thanksgiving) will be the Giving Tuesday Day this year. Last year included the SA Scholarship fund. The Match component portion for SA Scholarship fund was $1,053.
    - Lisa asked if SA wanted to build an endowment OR keep the money in current use for scholarship award?
      * The 3:1 match will last for the foreseeable future.
      * This MUST be awarded for scholarships only.
    - Kim moved to promote the scholarship fund to Giving Tuesday, Danielle seconded. Motion (Motion #1) was carried with unanimous approval.
    - Danielle then move to build toward an endowment and Kim seconded. Motion (Motion #2) carried with unanimous approval.
    - Lisa said a lot of promotion and marketing will occur soon and there will be competitive participations between units/schools/groups.
    - On the Giving Tuesday Day there will be a couple of command centrals. Pam said she could envision SA having a staff person at each location for help.
* **For the “Good of the Order” –** Nothing new to report.

Next Meeting – November 20th Promenade Suite M

**Adjournment:** 1:46 PM