

STAFF ASSEMBLY

ANNUAL REPORT

2017-2018

TABLE OF CONTENTS

2	ABOUT STAFF ASSEMBLY
3	2017-2018 PLATFORMS
8	2018-2019 PLATFORM RECOMMENDATIONS
10	2017-2018 STAFF ASSEMBLY COMMITTEE CHARGES
12	EXECUTIVE COMMITTEE REPORTS
17	APPOINTMENTS
18	ACKNOWLEDGMENTS
20	APPENDIX



STAFF ASSEMBLY CHARGE

Staff Assembly is the representative body for all unrepresented staff at UC Davis. Staff Assembly meets monthly to provide a space for staff to collaborate, network, and develop their skills and leadership. Additionally, Staff Assembly supports the needs of unrepresented staff and provides staff perspectives to senior leadership. Staff Assembly reports to the Chancellor of UC Davis and works collaboratively to support the university's mission of inclusive excellence among our staff.

EXECUTIVE COMMITTEE

The Executive Committee of the Staff Assembly consists of the Chair, Chair-elect, Secretary, Communications Chair, Membership Chair, Finance Chair, and Events Chair. Staff Assembly voting members shall elect the Executive Committee of the Staff Assembly from within its own membership. Executive Committee members must be members in good standing.

STAFF ASSEMBLY PURPOSE AND OBJECTIVES

- To promote and advocate for the welfare, interests, and diversity of the staff, the campus, and the University of California, with the UC Davis Principles of Community as a guidepost.
 - To stand as a University-sanctioned organization of staff employees, which will have a voice in matters pertaining to the University within the limitations imposed by law.
 - To provide opportunities for increased staff participation in the governance of the Davis campus.
 - To promote and advocate improved communication and interaction with all University of California, Davis staff employees.
 - To promote and advocate the involvement and interaction of staff among other University of California, Davis organizations and units.
-



During the 2017-2018 year, Staff Assembly identified four platforms to focus our work:

S E R V I C E

S T A F F
S U P P O R T

C O M M U N I T Y
B U I L D I N G

S T R A T E G I C
P A R T N E R S H I P S

These areas were identified in our July 2017 Executive Committee retreat as our key areas of focus. By utilizing these platforms, we were able to remain focused on a staff-centric vision of success.

Moving forward, we believe these areas of focus will provide a solid foundation to both center the work Staff Assembly conducts and support our mission of building upon our work each year. The following includes a synopsis of our accomplishments under each platform.

2017-2018 PLATFORMS

SERVICE

Staff Assembly focused on service and volunteerism in the following ways:

- Associated Students, University of California, Davis (ASUCD) Student Pantry- Conducted a month-long volunteer service to the ASUCD Pantry. The pantry provides a space for students facing financial insecurities to obtain necessities such as toiletries and non-perishable food. We had 96 staff volunteer over the course of the initiative in service on campus to this cause.
- Pay It Forward Campaign- In partnership with ASUCD Coffee House and the ASUCD Pantry, we promoted the opportunity for staff to buy a slice of pizza to donate to the ASUCD Pantry. During April, Staff Assembly donated over 170 slices of pizza to the ASUCD Pantry.
- Staff Scholarships - We raised over \$2,500 in Staff Pin revenue and \$13,500 from the TGFS Vendor Fair for Staff Scholarships. With the help of Kristi Lusso, Management Services Officer in the UC Davis School of Medicine, we provided excellent stewardship of endowed scholarship funds, helping 31 Staff and Staff Dependents fund their educational and career development plans.
- Employee Give Day Challenge - Solicited donations from staff in the first-ever Employee Give Day Challenge. Over \$100,000 in donations were made, and a \$10,000 match from American Pacific Mortgage was secured to fund the Larry N. Vanderhoef Staff Scholarship.

STAFF SUPPORT

Staff Assembly ensured that we provided a voice for staff in the following ways:

- Monthly one-on-one meetings with the Chancellor on relevant staff issues and topics
 - Advocated for the continuation of Breakfast with the Chancellor when Chancellor May began. In 2017-18, Staff Assembly held six Breakfast with the Chancellor events at the Chancellor's residence, hosting 60 staff, who were able to meet with the Chancellor, LeShelle May, Provost Hexter, Associate Chancellor and Chief of Staff, Karl Engelbach, and Vice Chancellor Kelly Ratliff. Guests were asked to come to breakfast prepared to discuss topics related to the strategic plan, current impacts, and questions related to staff, and the goals of staff for the coming 5-10 years. Both the Chancellor and Staff Assembly found it positively beneficial to prompt staff with topic suggestions that were forward thinking and staff and campus specific. Looking back, the discussions at the breakfasts were in general, positive and constructive, and sometimes resulted in unique ideas.
-

2017-2018 PLATFORMS

STAFF SUPPORT (CONT.)

- Ensured staff were informed of changes that directly impacted their retirement benefits and continued to push for more information and clarity from the UC Regents. The Executive Committee engaged in ongoing dialogue with the Chancellor and Council of University of California Staff Assemblies to learn of any upcoming news and information that could be shared with staff. In turn, we shared comments from staff regarding the concern about the loss of retirement benefits for career employees with the Chancellor. In partnership with HR and the CUCSA Chair, Staff Assembly presented the findings of the CUCSA Engagement Survey at an All-Staff Town Hall Forum in the ARC Ballroom that was also made available as an online format. The forum was broadly advertised to staff via Staff Voice.
- Utilized Staff Voice to gather staff feedback about their experience during the incorporation of UC Path, which is the University of California's priority program to implement a single payroll, benefits, human resources and academic personnel solution for all UC employees
- Developed a new, staff-oriented website with the vision of providing staff with a platform that gives staff a voice and provides useful resources and information. The former website was outdated, did not display current Staff Assembly rules and policies of activities, awards, or contests. The old website did not always have the most current version of the Staff Voice, nor was it easily searchable. The new site has blogs, to host visiting articles (i.e., Career Development Corner), articles related to events, details relating to contests, etc.
- Pay Equity Initiative- As a result of discussions at the Winter Quarterly Update with the Chancellor, HR created the Salary Restriction Work Group (Rich Shintaku- SA Rep), that focuses on the ramifications and process of implementing Assembly Bill No. 168: "This bill would prohibit an employer from relying on the salary history information of an applicant for employment as a factor in determining whether to offer an applicant employment or what salary to offer an applicant. The bill also would prohibit an employer from seeking salary history information about an applicant for employment and would require an employer, upon reasonable request, to provide the pay scale for a position to an applicant for employment."

2017-2018 PLATFORMS

COMMUNITY BUILDING

Staff Assembly took strides to make staff feel part of the campus community by taking the following measures:

- Coordinated the annual Thank Goodness for Staff Picnic on May 16 where over 7000 UC Davis staff received a lunch sponsored by the Chancellor's Office and their Departments. This year the event format changed from one single caterer to 19 food trucks, giving staff a variety of options and cutting down on lines.
- Initiated Staff Assembly "Third Thursdays" in order to encourage staff to explore the campus they serve, to interact with staff members in other fields, to learn about interesting ways other staff are involved on campus, and to get out of their office during the lunch hour. The goal is to immerse staff in the mission of the campus and to engage them on all aspects of what we do here at UC Davis. In 2017/18, we hosted six "Third Thursday" events, with an average of 15-20 attendees at each gathering, and our numbers grow each time we host a "Third Thursday"
- Took an interest in making our new Campus Police Chief, Joe Farrow, feel like a member of the staff community. Staff Assembly hosted Chief Farrow during the November General Monthly Meeting at a Police Recognition event, the first of its kind in Staff Assembly's history. Staff Assembly solicited nominations from staff to recognize five dedicated UC Davis police officers from both the Davis and Sacramento Health campuses for their outstanding contributions to serving staff. The event was well attended and received praise from both administrations and the Police Department
- Thank Goodness for Staff (TGFS) hosted a celebration and meal for Swing Shift and Graveyard Shift Employees. The events included food, entertainment, and contests with prizes.
- Hosted the third annual Staff Assembly Cookie Bake-Off and its first annual Dip-Off. These events created networking opportunities for staff and the opportunity to showcase their culinary skills. Flyers for these events can be found in the appendix.
- Hosted a Staff Appreciation Night with UC Davis Athletics, providing discounted men and women's basketball tickets to get staff more involved with their campus community.



2017-2018 PLATFORMS

STRATEGIC PARTNERSHIPS

Staff Assembly collaborated with various other campus groups and organizations to carry out the mission of the University:



- Sponsored the UC Davis Farmers Market: tabled at 17 Farmers Market events in the fall and spring, provided tabling opportunities for 20 volunteers and provided staff with 265 \$1 vouchers for fresh fruits and vegetables sold at the UC Davis Farmers Market.
- Invited the UC Davis Olive Center to our first Fall Monthly Meeting to host a tasting and informational session.
- New staff website to more effectively reach staff
- Continued to host Breakfast with the Chancellor for staff to interact with senior administration, voice their thoughts about the Strategic Plan and vision for the future of UC Davis.
- Administrative Officers for the Future project on Staff Pin
- Revamped Staff Voice to encourage more engagement, including Find Gunrock and a Staff Survey.
- Tabled at New Employee Welcome to raise awareness about Staff Assembly
- Monthly updates with HR leadership to discuss various topics as they came about throughout the year, including the CUCSA Employee Engagement Survey Results, the All-Staff Town Hall Presentation in November 2017, potential loss of staff retirement benefits at the Office of the President, change of leadership in HR, implementation of Career Tracks, moving to UC Path, implementation of Pay for Performance (P4P), and the new HR website.
- Through our continuing partnership with the Latino Staff and Faculty Association (LSFA), we were able to award a \$500 Scholarship this year. This Scholarship is funded by LSFA and administered by the Staff Assembly Scholarships Committee

2018-2019 PLATFORM RECOMMENDATIONS

SERVICE

- Continue charitable giving efforts such as the Pay It Forward Pizza purchase for the Pantry and consider other charitable giving options like the Yolo County Short Term Emergency Aid Committee (STEAC) Holiday Program
- Continue monthly meetings with HR senior leadership, both Staff Assemblies (Sacramento and Davis) Chairs, Vice-Chair, and Chair-Elect for at least 30-minutes per month. Topics may include potential leadership change in HR during 18-19 AY and other topics as they arise.

STAFF SUPPORT

- Continue to review the Staff Assembly bylaws to reflect transparency in the roles held by the Executive Committee
- Continue the tradition of Breakfast with the Chancellor as an open dialogue for staff with senior leadership, and continue to email all participants prior to the breakfast with an engaging topic of discussion that can lead to constructive dialogue
- Continue the practice of creating an annual report each year, and track whether prior recommendations have been met in subsequent annual reports



2018-2019 PLATFORM RECOMMENDATIONS

COMMUNITY BUILDING

- Continue to explore Zoom for meetings as a means to be inclusive
- Staff Assembly should continue to support the additional Swing & Graveyard TGFS Program and work with FOA leadership to explore both ideas of keeping these events separate, or as a combined event, based on survey data.
- Staff Assembly should create a schedule of topics for Staff Assembly meetings at the beginning of the year, with goals to publish them on the staff website, in Staff Voice, the Insider, and Dateline.
- Continue the Staff Assembly “Third Thursday” event, as it engages staff, showcases interesting work occurring around campus, and reflects the mission of the University.



STRATEGIC PARTNERSHIPS

- The Chair (or delegate) will continue representing Staff Assembly at the Staff Diversity Administrative Advisory Committee (SDAAC) Monthly meetings, and SA should continue to brainstorm the best ways to collaborate with SDAAC and other constituency groups on campus.
- We recommend that the Membership Chair be the point person for the Spring Farmers Market to relieve the Staff Assembly Coordinator and those recruitment efforts are intensified in spring. We also suggest evaluating this partnership at the end of spring 2019.
- We recommend that the UC Davis and the UC Davis Health Chairs continue to meet monthly to maintain regular communication and updates and to ensure UC Davis administration of our shared missions.
- Pursue the creation of an African American Faculty and Staff Association Scholarship.
- Future of the HR and Staff Assembly meeting be restructured to be more productive and useful to both partners

2017-2018 STAFF ASSEMBLY COMMITTEE CHARGES

Staff Assembly oversees committees that provide service, strategic guidance, and support to UC Davis staff. They include the Outreach & Communications, Career & Performance Management, Health & Wellness, and Employee Recognition. These committees were coordinated by Brian Wadell, the Chair-Elect for Staff Assembly. Each committee is tasked with executing their mission and presenting their outcomes to the UC Davis Chancellor during the Spring Quarter.

OUTREACH & COMMUNICATIONS

Chaired by Peter Blando

- The Chair (or delegate) will continue representing Staff Assembly at the Staff Diversity Administrative Advisory Committee (SDAAC) Monthly meetings, and SA should continue to brainstorm the best ways to collaborate with SDAAC and other constituency groups on campus.
 - We recommend that the Membership Chair be the point person for the Spring Farmers Market to relieve the Staff Assembly Coordinator and those recruitment efforts are intensified in spring. We also suggest evaluating this partnership at the end of spring 2019.
 - We recommend that the UC Davis and the UC Davis Health Chairs continue to meet monthly to maintain regular communication and updates and to ensure UC Davis administration of our shared missions.
 - Pursue the creation of an African American Faculty and Staff Association Scholarship.
 - Future of the HR and Staff Assembly meeting be restructured to be more productive and useful to both partners.
-

2017-2018 STAFF ASSEMBLY COMMITTEE CHARGES

CAREER & PERFORMANCE MANAGEMENT

Chaired by Amy Burns

The Committee will utilize the previous Staff Assembly committee white paper and other appropriate sources to investigate the state of career development and mobility for staff, consider recommendations to the HR unit on campus (including the integration of UCPath), and the current, and future, career needs of staff at UC Davis. Additionally, the Executive Committee is requesting an updated white paper to provide progress in performance management at UC Davis, current issues, and recommendations for specific outcomes and deliverables.

HEALTH & WELLNESS

Chaired by Samira Varshikov

The health and wellness of staff at UC Davis is a key component to equitable treatment and providing an inclusive work environment for all staff. This Committee will utilize the previous Staff Assembly committee white papers and other appropriate sources to investigate health and wellness needs faced by staff, make recommendations for improving current initiatives, develop sustainable programs or incentives, and advise the Health and Wellness unit. This committee will also be responsible for assisting in organizing Health Zone at the Thank Goodness for Staff event as well as other health and wellness events.

EXECUTIVE COMMITTEE REPORTS

CHAIR

During my tenure as Chair of Staff Assembly, I focused my efforts on three areas: Community, Vision, and Communication. In everything that I did, I asked myself if it met the vision of the mission of Staff Assembly, focusing our activities and events back to the original goals and bylaws. Staff turn to us to be a voice, and I took the role very seriously each and every time I had the ear of senior leadership, understanding that we were there to represent the staff of UC Davis, and not to further our individual goals.

- **Community:** In the Fall, I presented at Chancellor May's Investiture representing staff, with the coordination of Human Resources we hosted a Town Hall to share with staff the findings of the Office of the President CUCSA Engagement Survey Results asking for various forms of in-person and online feedback, started an employee mission driven program coined "Third Thursday" to bring staff out of their offices engaging in the work of their fellow staff members from the Horse Barn to the Bee Haven; tabled at and sponsored the UCD Farmers Market, tabled at New Employee Welcome; with the new Chief of Police developed a staff recognition program where staff on campus nominated officers at the UCDPD for their excellent service to our community culminating in the Police Recognition Ceremony; supported and planned for Chancellor May and Mrs. May to tour campus on their first Picnic Day at UCD.
 - **Vision:** Presided over the monthly Executive Committee Meeting, the monthly General Meetings, the monthly Updates with Chancellor May, and the monthly updates with HR; attended monthly updates with UC Davis Health Staff Assembly Chair, monthly Executive Committee with Sacramento Health, monthly meetings with SDAAC, monthly meeting with Staff Assembly Coordinator Supervisor, and monthly Breakfast with the Chancellor; served as an AOFTF Program sponsor and mentor.
 - **Communication:** Wrote a bi-weekly Chair's column in Staff Voice trying to share with staff upcoming events, recognize the efforts of outstanding staff, and keep staff aware of critical issues; with the Chair of the UC Davis Health Chair wrote a proposal to Chancellor May and the CIO requesting for an integrated campus directory service; coordinated a successful partnership between SA, the Director of the LGBTQIA, and SDAAC and met with HR senior leaders developing a succinct recommendation advocating for gender and sexual orientation inclusion and self-identification in UC Path, which will affect the entire University of California.
-

EXECUTIVE COMMITTEE REPORTS

PAST-CHAIR

During the 2017-2018 year the Staff Assembly Past-Chair accomplished the following:

- Served in an advisory role to the Staff Assembly Executive Committee.
 - Representative member of the Global Education for All Steering Committee, Co-Chair of the Outreach Committee
 - Co-Chair of the Citations of Excellence Committee with Paul Cody, Assistant Director of the Center for Student Involvement. Managed the committee and awarded \$15,000, to peer-nominated staff. We received 25 nominations for a total of 49 staff members for the Individual and Team categories. Fifteen awards were given in various amounts.
 - Assisted in the organization and facilitation of the Bake-Off, the Dip-Off, Thank Goodness For Staff, Farmers Market tabling, Breakfast with the Chancellor, and the Event Planners Conference tabling.
 - Represented UC Davis Campus Staff Assembly in the Council of University of California Assemblies (CUCSA). Attended quarterly meetings, participated in the Outreach Committee, reported on campus updates to CUCSA and reported to Staff Assembly and its members CUCSA updates.
 - Managed, tracked donations and give aways from 2017 Thank Goodness For Staff Vendors.
 - Ordered and managed promotional items for Staff Assembly.
 - Representative member of the CareerTracks Advisory Committee kept Staff Assembly members updated on activity.
 - Organized Staff Data Workshop, with collaborators, to give staff an opportunity to review and make recommendations on staff data gathered through the Diversity and Inclusion Strategic Plan. A white paper was developed and presented, with collaborators, to Chancellor May.
 - Designed and coordinated Find Gunrock campus-wide contest. Designed and coordinated Staff Assembly Pay It Forward Raffle
 - Coordinated the Pantry Volunteer event for staff.
-

EXECUTIVE COMMITTEE REPORTS

CHAIR- ELECT

During the 2017-2018 year, I participated in the meetings and recruitment with the Chair as stated above. Additionally, I participated in other meetings beyond those coordinated by Staff Assembly:

- I attended the monthly Campus Community Council with members of other constituency groups as we learned about campus plans and direction for the general campus community
- I attended one meeting of the UC Davis Retiree Association as we started dialogue on ways to help staff transition into retirement and be active in the Association
- I attended SCAAC meetings representing Staff Assembly on behalf of the Staff Assembly Chair

In addition to these responsibilities, I had the opportunity to participate in Thank Goodness for Staff planning committee meetings.

SECRETARY

During the 2017-2018 year, I had the opportunity to lead several initiatives facilitated through Staff Assembly. Below is an outline of the three major projects I oversaw.

- Staff Assembly Position Description Update: Led a comprehensive review of the position descriptions in the Staff Assembly bylaws with the Executive Committee and made recommendations about changes and edits that may be implemented by the 2018-2019 Staff Assembly team. Additionally, created “short descriptions” of each position, which have been updated on the Staff Assembly website.
- Staff Assembly Elections: Facilitated the successful election of the 2018-2019 Executive board by utilizing Qualtrics to gather votes and tally results. Additionally, worked with Membership Chair to market positions and created a timeline for the election.
- Staff Assembly Annual Report: Through a collaborative effort with the Staff Assembly Coordinator and the Executive Committee, successfully produced our first Annual Report.

In addition to these key activities, I had the opportunity to represent Staff Assembly in several meetings and committees, as well as help guide our board during the 2017-2018 year.

EXECUTIVE COMMITTEE REPORTS

EVENTS CHAIR

During the 2017-2018 year the Staff Assembly Event Chair accomplished the following:

- Served as the Thank Goodness for Staff Chair to serve over 7,000 staff in the annual appreciation picnic, which include facilitating bi-weekly meetings with a committee of volunteers, coordinating the food with Dining Services, collaborating with the Staff Assembly chair to invite Vendors (on- and off-campus), and soliciting feedback for process improvement.
- Coordinated the annual Bake-Off and engaged over 80 UC Davis Staff as tasters and bakers.
- Created and coordinated a new event, the Dip-Off which allowed staff to share dip recipes before the Super Bowl. We engaged over 70 staff in attendees and had 12 staff dip makers.
- Coordinated an Olive Oil tasting activity for one of the first Staff Assembly general meetings of the year
- Provided decoration and coordination on the Police Recognition event welcoming new UC Davis Police Chief Joseph Farrow.
- Worked with new Staff Assembly Coordinator on all TGFS events and general monthly meeting preparation.

FINANCE CHAIR

Of my achievements as Finance Chair of Staff Assembly, I am most proud of the following accomplishments:

- Helped our newly hired Coordinator, Asheley Greenlee, with orientation and identifying SDPS classes that would set her off to a good start
 - Researched the 2017 Thank Goodness For Staff program, identified a \$9K surplus, and applied it to the 2018 program by reducing our request for additional funding
 - Defined our revenue streams and established sub-accounts to more clearly differentiate between scholarship fundraising revenue and general fundraising revenue
 - Actively participated in the annual budget process utilizing FisDS, knowledge of SA sources & uses, and personal experience with SA and campus finance as source material. This is Step 1 in the process of transitioning Staff Assembly from regularly requesting additional funding mid-fiscal year to starting the year with realistic budget expectations, especially for the TGFS and Citations of Excellence programs.
-

EXECUTIVE COMMITTEE REPORTS

MEMBERSHIP CHAIR

During the 2017-2018 year, I initiated one additional opportunity for Staff Assembly to increase visibility and continued two other ongoing activities. These are summarized below:

- UC Davis Farmers Market sponsorship and tabling in Fall 2017 and Spring 2018, Sponsoring the UC Davis Farmers Market seemed to closely align with Staff Assembly's mission, with an emphasis on Health and Wellness. The Chair quickly saw an additional opportunity for us to table and reach out to staff. This is an opportunity to reach out to the staff at the market, provide them with \$1 vouchers for produce, and to serve as a networking opportunity as well. In total, we gave out 265 vouchers to staff, and had over 25 staff volunteers donate 32 hours of volunteer time.
- New Employee Coffee Chats began in November 2017. In the 7 coffee chats, 15 staff attended. The coffee chats were beneficial in getting to talk in-depth about Staff Assembly, and in recruiting new staff members to attend our general meetings and participate in events.
- Staff Assembly Elections are held at the end of May, and I worked with the Staff Assembly Secretary to ensure we had a functional timeline and an effective recruitment for potential new Executive Committee members.

COMMUNICATION CHAIR

- Transitioned the staff.ucdavis.edu website from Cascade to SiteFarm, achieving a much more user-friendly site for both the end-user and the site editor, demonstrating that Staff Assembly is an early adopter of the campus approved-platform and that Staff Assembly complies with branding in the campus approved formats (a directive from the Chancellor to the entire campus). The new website, coupled with the redesign of Staff Voice have helped improve Staff Assembly's ability to communicate with its intended audience.
 - Integrated the one-question survey into each issue of Staff Voice, which allowed Staff Assembly to have an ongoing "conversation" with staff. Chancellor May selected some of the survey questions and the Q & A was published in Staff Voice.
 - Presented the voice of campus leadership is another goal achieved this year, especially through the Breakfast with the Chancellor program. The communication chair attended every breakfast during the 2017/18 academic year and captured the conversation at each breakfast. A subsequent article in the Staff Voice was published.
-

APPOINTMENTS

CAREER TRACKS ADVISORY

Darolyn Striley
Benjamin Gamez

COUNCIL OF UNIVERSITY OF CALIFORNIA STAFF ASSEMBLIES

Darolyn Striley
Chitra Rao

EMPLOYEE GIVING COMMITTEE

Kate Shasky

FACULTY SENATE WELFARE COMMITTEE

Danielle Powers

HEALTHY CAMPUS NETWORK

Samira Varshikov

POLICE ACCOUNTABILITY BOARD

Peter Blando
Lisa Feldmann

PREFERRED PARTNERSHIP PROGRAM (UP3) AUTOMOTIVE AND RIDESHARE WORKGROUP

Veronica Stanton

STRATEGIC PLAN ADVISORY COMMITTEE

Alissa Magorian
Rich Shintaku

TRANSPORTATION AND PARKING SERVICES ADVISORY BOARD

Calvin W. C. Lee

ACKNOWLEDGMENTS

CHANCELLOR GARY MAY

LESHELLE MAY

KARL ENGELBACH, ASSOCIATE CHANCELLOR & CHIEF OF
STAFF

PROVOST RALPH HEXTER

KELLY RATLIFF, SENIOR ASSOCIATE VICE CHANCELLOR

ASHELEY GREENLEE, STAFF ASSEMBLY COORDINATOR

BRENDA SCALZI, CHAIR OF STAFF DIVERSITY ADMINISTRATIVE
ADVISORY COMMITTEE

ALISSA MAGORIAN, VICE-CHAIR OF STAFF DIVERSITY
ADMINISTRATIVE ADVISORY COMMITTEE

LINA LAYIKTEZ, DIRECTOR OF CONFERENCE AND EVENT
SERVICES

PETER KELLY, EVENTS SPECIALIST OF CONFERENCE AND
EVENT SERVICES

JENNIFER ZIMMERMAN, EVENT MANAGER OF CEREMONIES
AND SPECIAL EVENTS

WHITNEY SMITH, DIRECTOR OF CEREMONIES AND SPECIAL
EVENTS

DANA TOPOUSIS, CHIEF MARKETING AND COMMUNICATIONS
OFFICER OF STRATEGIC COMMUNICATIONS

AMANDA STEIDLMAYER, MANAGER OF SCHOOL OF
VETERINARY MEDICINE

e. cote, DIRECTOR OF LGBTQIA RESOURCE CENTER

RADHIKA PRABHU, EXECUTIVE DIRECTOR OF ADMINISTRATIVE
INFORMATION TECHNOLOGY

SUSAN MCCUTCHEON, PROGRAM MANAGER OF ACCOUNTING
& FINANCIAL SERVICES

ANNIE CARUSO, CHAIR OF UC DAVIS HEALTH STAFF ASSEMBLY

JESSICA POTTS, CHIEF ADMINISTRATIVE OFFICER OF
CHEMISTRY

SHERRY MAIN, STAFF ADVISOR TO THE UC BOARD OF
REGENTS

JASON VALDRY, STAFF ADVISOR TO THE UC BOARD OF
REGENTS

BRENDA REBMAN, CHIEF HUMAN RESOURCES OFFICER

LISA TERRY, DIRECTOR OF ORGANIZATIONAL EXCELLENCE

KARMEN FITTES, EXECUTIVE DIRECTOR OF TALENT
STRATEGIES & TOTAL REWARDS

LISA TERRY, DIRECTOR OF ORGANIZATIONAL EXCELLENCE

ACKNOWLEDGMENTS

ELIZABETH (LISA) CRUZ, STAFF ASSEMBLY ACCOUNT MANAGER FOR HER EXPERTISE, ASSISTANCE, WILLINGNESS TO SHARE HER PERSPECTIVE, COURAGE, AND HUMILITY TO SEEK THE PERSPECTIVES OF HER PREDECESSORS STILL EMPLOYED ON CAMPUS.

AMY YOUNG, STAFF RESEARCH ASSOCIATE OF ANIMAL SCIENCE

TERRY DUNCAN, SUPERINTENDENT OF UTILITIES

DANIEL COOPER, ELECTRICIAN OF UTILITIES

NICK HARDEN, ELECTRICIAN OF UTILITIES

CITATIONS OF EXCELLENCE COMMITTEE:

PAUL CODY, CO-CHAIR OF CITATIONS OF EXCELLENCE

DAROLYN STRILEY, CO-CHAIR OF CITATIONS OF EXCELLENCE

JENNIFER JACKSON, ACADEMIC PROGRAM ANALYST OF

COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

DELISHA GORDON-BROWN, FINANCIAL SERVICES MANAGER

OF CONTINUING AND PROFESSIONAL EDUCATION

JULI RAJU, EXECUTIVE ASSISTANT OF GLOBAL AFFAIRS

JOHN KING, DIRECTOR OF ANALYSIS AND POLICY OF

GRADUATE STUDIES

FERNANDO SOCORRO, TRAINING COORDINATOR OF

INFORMATION AND EDUCATIONAL TECHNOLOGY

LAUREN THOMAS, EVENTS MANAGER OF THE SCHOOL OF

EDUCATION

RICH SHINTAKU, DIRECTOR OF DIVERSITY & INCLUSION,

STUDENT AFFAIRS VICE CHANCELLOR'S OFFICE

ROGER MOY, BUSINESS SERVICES ASSISTANT OF STUDENT

AFFAIRS DIVISIONAL RESOURCES

MARY CARRILLO, FINANCIAL ANALYST OF CIVIL AND

ENVIRONMENTAL ENGINEERING

ALL OF THE STAFF ASSEMBLY COMMITTEE CHAIRS AND COMMITTEE MEMBERS

EVERY STAFF MEMBER THAT VOLUNTEERED FOR A STAFF ASSEMBLY EVENT, CAME TO MONTHLY MEETINGS, AND MADE UC DAVIS A WELCOMING ENVIRONMENT FOR EVERYONE.

THANK YOU!

PERFORMANCE MANAGEMENT COMMITTEE REPORT 2017 EXECUTIVE SUMMARY



UC Davis STAFF ASSEMBLY PERFORMANCE MANAGEMENT COMMITTEE REPORT 2017

Executive Summary

Research shows that effective performance management and career development can enhance career success, improve work satisfaction, and help organizations recruit and retain highly qualified staff. The UC Davis Staff Assembly Performance Management Committee's assignment entailed reviewing existing initiatives for improvement in these areas and making recommendations for future action. Due to the breadth of the topic of Performance Management, the committee's research led to collaboration with the Staff Assembly Career Development Committee and key partners in Human Resources on the UC Davis campus and at UC Davis Health. The committee's goal was to gain awareness of the existing efforts and initiatives towards performance management improvement on the Davis campus, at UC Davis Health, and system-wide, and then to identify key recommendations that the committee feels will support and enhance the positive outcomes of these efforts. Our research and in-depth discussions revealed that many campus initiatives and efforts are underway to boost performance management and career development. However, before any of these efforts can have significant effect, the committee believes a culture shift regarding performance management needs to occur; a shift that moves the focus of performance management from the one-time, annual performance evaluation process to an ongoing cycle. Such a change would encourage regular, two-way communication between supervisors and supervisees and allow for a growth and development mindset. The committee believes the shift would also result in greater satisfaction with the performance management process for both supervisors and supervisees.

The recommendations from the committee would require varying levels of practical and/or financial support from the university to begin such a culture change on campus. Our hope is that this culture shift will be championed, modeled and supported by the highest levels of UC Davis management and administration.

The committee recommends the following:

1. Instill a culture of performance management.
2. Establish a system to facilitate ongoing Performance Management conversations. Implement easy-to-use tools to incorporate career goals and development opportunities into supervisor-supervisee discussions on performance.
3. Improve training and support of supervisors by providing resources for all employees and managers regarding supervisor-supervisee performance management interactions.
4. Implement systems to evaluate the effectiveness of training and support mechanisms for supervisors and supervisees.

The committee utilized the following documents for research of this subject:

- UCOP and UC Davis performance management related initiatives,
 - UCOP, UC campuses and Georgia Tech's related informational websites,
 - 2013-2016 CUCSA Campus Climate surveys,
 - 2012 UC Davis Health Systems Engagement Survey,
 - 2015 UCOP Wide Staff Engagement Survey,
 - 2016 Taskforce report on Workplace Climate
-

PERFORMANCE MANAGEMENT COMMITTEE REPORT 2017 EXECUTIVE SUMMARY



- 2017 UC Davis Supervisory Effectiveness Task Force Report,
- Pay for Performance (P4P) initiative and UC Path, and
- Current and planned trainings related to performance management.

Please note that performance management and talent management UC-wide system was in the middle of being revamped during the construction of this report. We understand that many initiatives recommended may be in place or dated at the time of the release of this report. However, the committee feels that, rather than editing this document, we hope that this report stands for future committees and initiatives and a historical document to show progression of the campus efforts.

The ongoing task of this committee would be to support Human Resources in the implementation and evaluation of the effectiveness of these recommendations. The extended committee feel that performance management and talent management are constantly evolving and continuing discussions on these topics will ensure future success.

STAFF ASSEMBLY POLICE RECOGNITION FLYER



STAFF ASSEMBLY BAKE-OFF FLYER



ALL-STAFF TOWN HALL FLYER

ALL-STAFF TOWN HALL

PRESENTED UC DAVIS HUMAN RESOURCES &
BY: UC DAVIS STAFF ASSEMBLY

COUNCIL OF UNIVERSITY OF CALIFORNIA STAFF ASSEMBLIES

AGENDA:

- PROVOST RALPH HEXTER
- CUCSA STAFF ENGAGEMENT SURVEY RESULTS
- RESPONSE AND NEXT STEPS
- Q & A

STAFF ARE ENCOURAGED TO ATTEND
RELEASE TIME IS GRANTED WITH SUPERVISOR APPROVAL

DECEMBER 14, 2017 10:30AM - 12:00PM LIGHT REFRESHMENTS PROVIDED	ARC BALLROOM A&B LIVESTREAM AVAILABLE AT: LIVESTREAM.COM/UCDAVIS /STAFFTOWNHALL2017
---	--

UCDAVIS
STAFF ASSEMBLY

UCDAVIS
HUMAN RESOURCES

STAFF ASSEMBLY DIP-OFF FLYER



STAFF ASSEMBLY THIRD THURSDAY FLYERS



UC DAVIS STAFF ASSEMBLY PRESENTS

THIRD THURSDAYS

MEAT LAB AND HORSE BARN TOUR

OCTOBER 19, 2017
12PM-1PM
@MEAT LAB
COLE FACILITY "C"

AN OPPORTUNITY FOR STAFF TO ENGAGE WITH THE CAMPUS COMMUNITY.

MEAT WILL BE AVAILABLE FOR PURCHASE.

UCDAVIS
STAFF ASSEMBLY



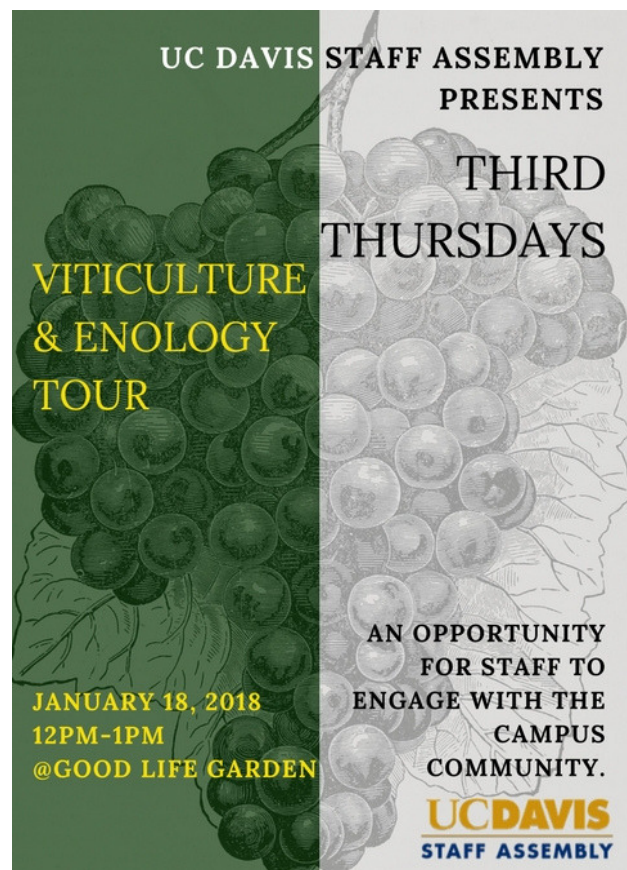
UC DAVIS STAFF ASSEMBLY PRESENTS

THIRD THURSDAYS

GREENHOUSE TOUR

NOVEMBER 16, 2017
12PM-1PM
@CORE GREENHOUSES
BOWLEY HEADHOUSE

AN OPPORTUNITY FOR STAFF TO ENGAGE WITH THE CAMPUS COMMUNITY.



UC DAVIS STAFF ASSEMBLY PRESENTS

THIRD THURSDAYS

VITICULTURE & ENOLOGY TOUR

JANUARY 18, 2018
12PM-1PM
@GOOD LIFE GARDEN

AN OPPORTUNITY FOR STAFF TO ENGAGE WITH THE CAMPUS COMMUNITY.

UCDAVIS
STAFF ASSEMBLY



UC DAVIS STAFF ASSEMBLY PRESENTS

THIRD THURSDAYS

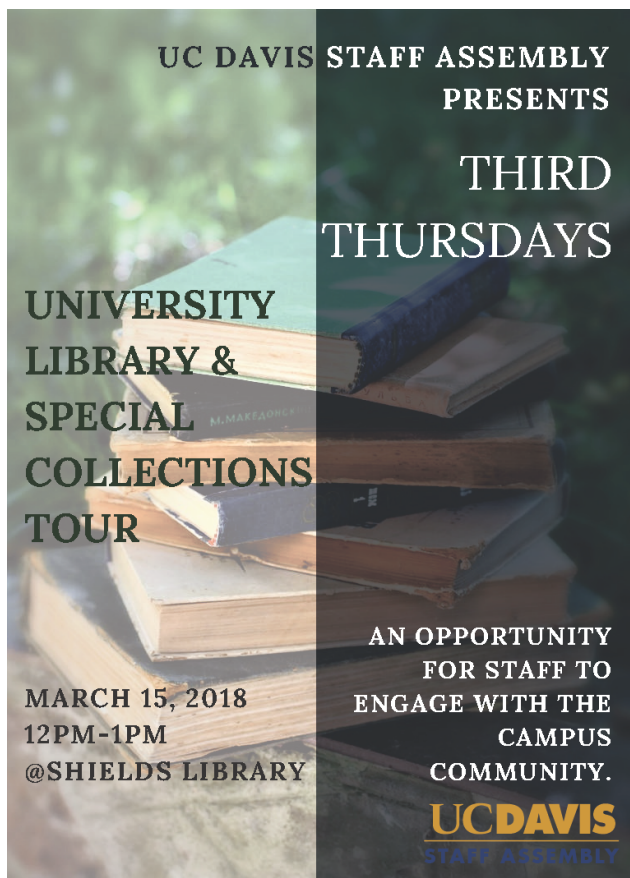
CRAFT CENTER TOUR

FEBRUARY 15, 2018
12PM-1PM
@UCD CRAFT CENTER

AN OPPORTUNITY FOR STAFF TO ENGAGE WITH THE CAMPUS COMMUNITY

UCDAVIS
STAFF ASSEMBLY

STAFF ASSEMBLY THIRD THURSDAY FLYERS

The flyer features a background image of a stack of old books. The left half has a light green overlay, and the right half has a dark green overlay.

UC DAVIS STAFF ASSEMBLY
PRESENTS

THIRD
THURSDAYS

UNIVERSITY
LIBRARY &
SPECIAL
COLLECTIONS
TOUR

MARCH 15, 2018
12PM-1PM
@SHIELDS LIBRARY

AN OPPORTUNITY
FOR STAFF TO
ENGAGE WITH THE
CAMPUS
COMMUNITY.

UCDAVIS
STAFF ASSEMBLY

The flyer features a background image of a honeycomb with bees. The left half has a light brown overlay, and the right half has a dark brown overlay.

UC DAVIS STAFF ASSEMBLY
PRESENTS

THIRD
THURSDAYS

HAAGEN DAZS
BEE HAVEN
TOUR

APRIL 19, 2018
12PM-1PM
@BEE HAVEN

AN OPPORTUNITY
FOR STAFF TO
ENGAGE WITH THE
CAMPUS
COMMUNITY.

UCDAVIS
STAFF ASSEMBLY

THANK GOODNESS FOR STAFF FLYERS

VENDOR APPLICATIONS OPEN
MARCH 1, 2018

THANK GOODNESS FOR STAFF

VENDOR SHOWCASE

UCDAVIS
STAFF ASSEMBLY

2018 TGFS



UC DAVIS STAFF ASSEMBLY

EVENT DATE:
MAY 16, 2018
11:30AM - 1:30PM
RUSSELL FIELD
UC DAVIS



2018 TGFS Night

May 16
7-9 p.m.

Join us at the Walter A. Buehler Alumni Center for "TGFS After Dark" as we celebrate our UC Davis swing shift employees! There will be a free meal, mini vendor showcase, games, contests & more!



Save the Date

Thank Goodness for Staff (TGFS)

MAY 16, 2018 | RUSSELL FIELD

11:30AM - 1:30PM

FOOD TRUCKS ARE COMING TO TGFS THIS YEAR, SO NO FOOD PREP TRAINING IS REQUIRED TO VOLUNTEER!

ADMINISTRATOR VOLUNTEERS WILL GREET STAFF AND HAND OUT WATER. PLEASE SAVE THE DATE!

UCDAVIS
STAFF ASSEMBLY

THANK GOODNESS FOR STAFF 2018

Vendor Showcase Applications are Now Open!

MAY 16 2018 | 11:30AM-1:30PM
UC DAVIS RUSSELL FIELD

