

# UC DAVIS

## STAFF ASSEMBLY

### General Meeting Minutes

February 9, 2021

12:00-1:00 p.m.

[Zoom](#)

**12:00-12:05 p.m. Welcome and Introductions**

**12:05-12:35 p.m. Featured Speakers and Q&A**

- Christine Lovely, Senior Associate Vice Chancellor of Human Resources and Chief Human Resources Officer and Steve Chilcott, Executive Director of Workforce Strategies
  - Christine welcomed the group and acknowledged 2020 was a difficult year and that 2021 was off to a difficult start for many as well
  - Christine reported HR at Health and on campus have been working remotely but are still working the best they can given the need for heightened HR at present
  - Christine touched upon the response to racial unrest and social injustice by establishing the Race Matters website, learning opportunities with monthly sessions that many of you have attended and supported
  - Steve shared statistics about a few of the programs
  - **Voluntary Separation Program**
    - Program for folks who were interested to volunteer to separate from employment
    - Came with enhanced severance pay
    - Christine mentioned this program was not used as much as expected
    - 26 employees took advantage of the program this year, which wrapped up in January
    - There is not a current plan for offering another opportunity for voluntary separation
    - <https://hr.ucdavis.edu/coronavirus/voluntary-separation>
  - **Vacancy Management Program**
    - Focused on financial stewardship and organized a group to look at vacancies and when/how to fill them
    - They did not want to fill positions when they may have to separate those employees soon after

- UC Davis is still hiring, but not quite at the same rate as before
  - Steve sits on the vacancy management committee, a group that meets weekly and works with departments to ensure workforce management practices are wise and thoughtful
  - <https://hr.ucdavis.edu/departments/recruitment/vacancy-management-program>
- **Temporary Opportunities for Work Program**
  - Internal UC Davis program that assigns work to those within Davis who's position may otherwise be eliminated
  - 19 staff members have been reassigned through this program thus far
  - <https://hr.ucdavis.edu/coronavirus/tow>
- **Question:** Someone asked what number of retirees were not approved to voluntary separate?
  - Steve answered that this program was designed to incentivize separations and there were folks who had already submitted paperwork to retire prior to the program being released. These folks were not eligible based on program parameters. It impacted 1-2 staff.
- **Question:** How many vacancy requests have been declined?
  - Steve did not have the exact number but stated the overall number was fairly low
  - They are encouraging mindfulness in decision making by departments
  - Steve mentioned the number was less than 20 that have been declined or deferred
- **Question:** A person got approval for a new position but it was only approved as a contract. The person mentioned that this does not incentivize current employees to employ without a promise of future employment. What circumstances lead to this?
  - Steve encouraged this person to reach out individually and follow up.
- **Staff Experience Task Force**
  - Forming a task force to help manage results and make moves based on results
  - Results of Staff Experience survey from October will be shared
  - Task Force will examine how campus can move forward with initiatives to help improve the campus as a whole
  - Co-chaired by Kelly Ratliff and Renetta Tull
  - Over 4500 staff took the survey and the results are important to improving the workplace

- The survey will happen again in the Fall
- **Workplace Reimagined Working Group**
  - Group tackling how campus looks at how folks will work going forward
  - Questions to answer: What does the workplace of the future at UC Davis look like? And also, how will this inform the staff infrastructure for the Fall?
  - Group just kicked off and four subgroups are looking at different areas of campus
  - Group will make recommendations to campus leadership on how to move forward
- **Question:** What is the strategy to bring back staff to support undergraduates in the Fall?
  - A lot will come out of the Workplace Reimagined group.
  - They are looking at best practices to ensure hybrid and remote models are effective across campus and standardized so that they are objective and everything is not decided by individual supervisors
- **Question:** What has the impact of COVID been on UC Davis staff who are also primary caregivers? (E.g., working mothers leaving their jobs)
  - The answer is that it is all over the map
  - Some employees feel that the current situation has helped their situation (e.g., focus group of lactating moms)
  - Nationally there are concerning trends
    - Nearly 2.2 million women have left the US labor market since the beginning of the pandemic
    - That inevitably has impacted some parents at UC Davis
  - Resources have been put in place and resources are being shared with employees to help them
  - They will continue to try and share resources with employees who are parents to provide extra support
  - Numbers of the impact to Davis are not available at this time
- **Question:** Will the TOW program be extended past June 30<sup>th</sup>?
  - Steve mentioned there have been discussions and there is an interest in extending this program, but it has not officially been extended. (It is likely to be extended.)
- **Question:** In future staff experience surveys, can questions be split intentionally to highlight university wide vs department questions?
  - Steve mentioned there is a lot of thought that goes into the question making for these surveys

- They have found the most important part of the process is to bring the survey results back to their work teams to talk through the results and adjust accordingly
- **Final Question:** Is there a timeline for when staff will be notified when they are expected to return to work?
  - Christine mentioned that she recognizes it is anxiety-inducing to not have exact answers
  - However, there are a number of unknowns that limits the ability of campus to make direct assumptions
  - Staff need to adjust to the fact that there likely will not be a direct answer for some time and could not commit to a timeline

12:35-12:45 p.m.

### Executive Committee Reports

- Chair- Molly Bechtel
  - Serving on a number of committees, which I'll report out on later. One of specific note is Workplace Reimagined, which is evaluating the future of remote work.
  - Regular meetings with Chancellor May and HR leaders, including Christine Lovely—please share your questions and feedback to inform these conversations.
  
- Chair Elect- Sam Bishop-Green
  - Launching citations of excellence and scholarship committees next week
  - Staff Experience Task Force – first meeting February 11, with the goal of providing recommendations to the Chancellor and Provost by April 1
  - School of Veterinary Medicine Dean's Recruitment Advisory Committee – participated in staff listening sessions last week
  - Call out for nominations coming soon before the end of winter quarter
  
- Events Co-Chairs- Lauren McDiarmid and Jaime Allen
  - Lunch with an Expert: Dr. Brad Pollack about Healthy Davis Together
    - February 23 at 12pm Pacific
    - Part of Principles of Community Week
  - Thank Goodness for Staff Planning Committee met on Monday, 2/8
    - Committee is working on TGFS events of all kinds (passive, active and a good variety)
    - Logo Design Contest
      - Design will be used on TGFS marketing materials
      - Submit design by March 14
      - More Details: <https://staff.ucdavis.edu/tgfs-logo-contest>

- Submission Form:
    - <https://ucdavis.app.box.com/f/98a289e64abb4aac959d7eb010f07bff>
  - Save the Date: Week of May 17
- Communications Chair- Jennifer Jackson
  - Satisfaction Survey is coming soon: Feb 17 - March 12
  - Please complete the survey and remember to select Staff Assembly as one of your items to provide feedback on to help us recognize what has gone well during the last year, that we can continue into the future even as work environments may shift back to campus
  - In lieu of on campus gift, every participant can direct a \$1 contribution of one of these UC Davis Emergency care funds:
    - Compassionate Care Fund: helps cover medical bills to care for sick and injured animals at the Veterinary Hospital
    - Student Emergency Relief Aid Fund: Emergency funding to help students in need cover essential living expenses
    - Staff Emergency Fund: provides aid to UC Davis and UC Davis Health staff - up to \$1,000 - who are experiencing financial hardships
  - Marketing materials (email graphics, Zoom backgrounds, etc.): <https://satisfactionsurvey.ucdavis.edu/about/toolkit>
- Secretary- Kyle Urban
  - Looking to finalize bylaws changes by the end of April in advance of elections
  - Beginning work on Staff Assembly annual report to ensure it can be ready by late June/early July
- Member Outreach and Engagement Chair- Carol Swafford
  - Coffee Chat with the Chancellor: <https://staff.ucdavis.edu/events/breakfast-chancellor>
  - Third Thursdays
    - February 18, 2021: Center for Chicana and Latinx Academic Student Success
- Past Chair- Paul Cody
  - CUCSA (Council of UC Staff Assemblies) will be holding UC-wide Townhall via Zoom on **Thursday, March 4th at 12:00PM**. Although CUCSA is representative of policy-covered staff, all staff across the UC system are welcome to attend.
    - At this Townhall, you'll be able to see a little bit of UC ANR, hear from this year's delegation and learn more about our work to address some of the issues affecting staff at the UC. We will have updates from the workgroups on their progress along with opportunities for discussion and feedback.
    - Flexible work with an emphasis on Telecommuting
    - Staff Advocacy with an emphasis on Compensation

- Basic Needs with an emphasis on Mental Health
- To register:
  - <https://ucr.zoom.us/meeting/register/tJEkcOmopjwpGN1SxbWYI7GncYIWQntPUI4O>
- UCLA Staff Assembly started a new staff affinity group called Asian Pacific Islander Faculty & Staff Association recently. Our first event is coming up next week: APIFSA Lunar New Year Celebration on Thurs Feb 11 from 10am to 12pm via Zoom. Please visit <https://apifsalunarnewyear.eventbrite.com> for more information and to register to attend. They are currently set up for Zoom with 300 attendees max, though they plan to record it and will share the recording with everyone registered in case they can't make it day of or stay the whole two hours.

**12:45-12:55 p.m.**

**Committee/Staff Representative Updates**

- Healthy Davis Together (Molly)
  - As part of the advisory committee, Molly attends monthly meetings and provides feedback on Healthy Davis Together
  - The only big update is that national attention is being paid to Healthy Davis Together on NBC and in the New York Times
  - Also, Healthy Davis Together discovered the first known case of the UK variant of Covid-19 in the Sacramento area
  - Share your feedback about Healthy Davis Together directly with Molly if interested
- Next Generation Reforms to Advance Campus Safety Task Force (Molly)
  - Charged to look at how the University's Police Department can involve to operate on both Davis and Sacramento campuses
  - Molly invited folks to join a townhall on Friday at 11 am
  - Task force has been extended to June 2021
  - More information and sign up here: <https://leadership.ucdavis.edu/strategic-plan/task-forces/campus-safety/outreach>
- HSI Task Force – Implementation Phase (Molly)
  - Existed for many years and has recently involved to an implementation stage
  - Molly serves on the communications subgroup
  - Will share more when work begins
- Police Accountability Board – Lisa Feldmann
  - Independent board separate from police on both campuses
  - Charged with reviewing investigations against the police department when folks have interactions with campus police
  - The board reviews cases and makes recommendations to the chief
  - Next public meeting is next Wednesday, 2/17 from 4-5 pm and more information is being circulated currently

- L&S Recruitment Advisory Committee Dean Search Update - Alissa Magorian
  - Candidate review has begun
  - First meeting to review the prospects for the position has begun
  - Recruitment is still underway concurrently
  - Interviews and town hall information will be available soon
  - Will be formally reviewing candidates in late March
- College of Engineering Recruitment Advisory Committee Dean Search Update – Gwen Caramanica
  - Reviewing CVs from recommended prospects but full applications have not been reviewed yet
  - This step was completed so the search committee knows what they would like in a dean
- College of Vet Med Recruitment Advisory Committee- Sam Bishop-Green
  - Early in the process, not reviewing applicants yet
- Staff Experience Task Force- Sam Bishop-Green
  - Group is looking at campus wide trends now and making recommendations to the Chancellor by April 1
- The Green Initiative Fund- Jennifer Larr
  - 2021 grant proposal review begins this week
  - Recently on-boarded a new staff member who will be focusing 50% of their time to the Green Initiative Fund
  - <https://tgif.ucdavis.edu/>
- Aggie Launch- Kyle Urban
  - Group of folks formed to help Aggie Launch, one of the Big Ideas is UC Davis’ Comprehensive Campaign
  - Program is designed to help students “launch” into their next step after UC Davis
  - Serving in Student Employment Sub-committee
    - Looking at best ways to enhance student employment experience to promote career growth
    - Exploratory process with a wide breadth of professionals across campus in the sub committee
    - More updates by April

**12:55-1:00 p.m.**

**Announcements**

- Kyle Urban announced the Retiree Center’s Transitioning to Retirement workshops just finished, were recorded and can be reviewed online here:  
<https://retireecenter.ucdavis.edu/transitioning-retirement-workshop>
  - They are best for folks 0-5 years from retirement but are helpful for all
- Race Matters 28-Day Challenge:  
<https://hr.ucdavis.edu/supervisors/diversity/race-matters/challenge>

**Save the date**

**General Meeting**

March 16, 2021 (third Tuesday, not second)

12:00-1:00 p.m.

Zoom