

# UC DAVIS

## STAFF ASSEMBLY

### General Meeting Minutes

August 11, 2020

12:00-1:00 p.m.

[Zoom](#)

12:00-12:05 p.m.

Welcome

12:05-12:45 p.m.

Campus Partner Presentations and Q&A

- Katie Hetrick
  - Finance, Operations and Administration – Communications*
  - Campus comprehensive plan to help prepare our campus for the gradual return
  - 5 things that we want everyone to be aware of when they come to campus, these are actions that everyone must commit to while they're on campus
    - wear face coverings
    - physical distance
    - wash your hands
    - monitor your symptoms
    - disinfect your personal and shared spaces regularly
  - Supply Chain Management is working with senior leadership, on Aggiebuy where you can purchase things that you need for COVID at no charge going to be centrally funded, only order on Aggiebuy
  - Before departments can have their employees return to campus, asking everyone to develop a worksite plan
  - Reprographics, is printing, and laminating whatever signs you want, in whatever numbers you want
  - Staff should use these specific products when placing the signs on Windows and on walls, to prevent damage to the any glass surfaces or wall surfaces
  - part of the campus ready plan will be, before they return to campus take training, this is through the UC Learning Center
- Lyndon Huling
  - Human Resources - Leadership Recruitment & Diversity Services*
  - New department formed a couple months ago
    - Team members; Lyndon Huling, Ellen Jordan and Mario Eguizabal
    - university's mission and vision related to cultivating a diverse workforce

- team is charged with primarily focusing on high level recruitments and making sure they bringing diverse talent forward for consideration
- other piece to highlight the team is heavily involved in leadership initiatives both on the Davis campus the Sacramento campus
- Big picture of what they do is leadership recruitment and diversity services
- Race Matters Initiative
  - response to recent events
  - model behind race matters initiative is to equip supervisors managers and other leaders to have these conversations and to feel comfortable doing so

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

**Executive Committee Introductions and Updates**

- Molly Bechtel, Chair
  - July planning and 2020-2021 vision/goals
  - Monthly meetings with Chancellor May/HR – we want to hear from you!
  - Next Generation Reforms to Advance Campus Safety Task Force
- Sam Bishop-Green, Chair-Elect
  - Working in partnership with Molly with campus leaders
  - Working with HR and the new Staff Engagement Survey
    - Going out in October to all staff
- Kyle Urban, Secretary
  - Getting familiar with the role in SAEC
- Jennifer Jackson, Communications Chair
  - Working on making staff feel engaged and connect, specifically through staff voice
- Carol Swafford, Member Outreach & Engagement Chair
  - Coffee Chats ( in Lou of Breakfast with the Chancellor) collaborating with UC Health
- Delisha Gordon-Brown, Finance Chair
  - Learning alongside Molly and Sam
- Jaime Allen & Lauren McDiarmid, Events Co-Chairs
  - Planning ways to transition some of our popular annual events to a virtual format
  - Look out for a survey to see what types of events staff are most interested in.
- Paul Cody, Past Chair
  - I will be serving as 2<sup>nd</sup> year delegate to Council of UC Staff Assemblies. CUCSA is a group of Staff Assemblies from all the UC campuses that meet quarterly to maintain and enhance communication within the UC system on matters of interest to staff. Normally each quarterly meeting is held at a different UC campus, but are currently being held virtually. The next meeting is September 2-4. There may be a virtual town hall as was done at the June meeting. Each year CUCSA has several

work groups that on issues that are important to staff. One example is the new parental leave policy that started with a CUCSA workgroup. I will be serving on a work group that looks at staff compensation. Past reports can be found at [cucsa.ucla.edu](https://cucsa.ucla.edu).

- I am also serving on the Fall Planning Operations Workgroup. Most of the information can be found at [campusready.ucdavis.edu](https://campusready.ucdavis.edu). If you have specific questions or concerns please let me know [pvcody@ucdavis.edu](mailto:pvcody@ucdavis.edu). Our next meeting is scheduled for August 18<sup>th</sup>.

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

**Announcements**

**Next Meeting**

September 8, 2020  
12:00-1:00 p.m.  
Zoom