I. Welcome

Provost Peterson welcomed the group and stated that there was a full agenda but he would be changing it up a bit to accommodate some of the presenters’ schedules. Provost Peterson also introduced Luanna Putney, the new Associate Chancellor and Senior Advisor to the Chancellor.

II. Campus-wide Issues

**Compensation Strategy & Workforce Planning**

*Vice Chancellor Reese*

Vice Chancellor Reese made a presentation and gave an overview of the compensation strategy and workforce planning initiatives. He offered definitions of some important HR terms including pay ranges and percentiles and he then described the goals of the initiatives. One important goal will be to increase the average pay range percentile from where we are now at the 31st percentile to an average pay range percentile of the 45th percentile with a focus on job functions that are most critical for achieving campus priorities for the 2020 Project. The 2020 Project is not just about real estate; it is also about workforce strategy to plan for 2020 including both people and physical infrastructure.

III. Updates / Information-Sharing

**Process for Campus Policies and Procedures**

*Director Ireland & Associate Director Kinsman*

There is now a defined process for the creation and dissemination of campus policies and procedures that is being managed by Director Ireland and Associate Director Kinsman. Policies are typically issued by UCOP. Since we are on campus, we do not typically develop policies; we develop procedures. It is crucial to identify the responsible parties and the stakeholders because too often a policy or procedure does not go through the vice chancellor council members. It is important to update the high-risk policies and procedures. Laws and procedures change frequently and they need to be up-to-date at all times.

There is now a communication plan to help you take the right steps to properly approve and communicate all policies and procedures that need to be amended. The first step is talking about the policy. The department determines the need for the policy and identifies who will be the policy contact. The policy contact has the responsibility to take the policy through the entire process and one of the most important steps is to get the appropriate vice chancellor involved early in the process. The policy/procedure coordinator helps determine the appropriate route for approval. Some policies/procedures will require legal review and may
need to be posted prior to finalizing. It is important to ensure the correct endorsements and signatures are obtained. After the vetting and coordination have occurred, the next step is drafting the policy and making sure that you have all the right references, regulations, laws and policies. There are policy templates available to facilitate this process. Once policy is drafted, it should be routed back through all of the people that were involved in the policy vetting and coordination. The final step is for the policy to be approved. The vice chancellor over the department or function being addressed will approve of the policy. After approval the policy will be posted to the policy website and key stakeholders will be notified.

Minors on Campus Website & Principles of Community

*Associate Chancellor Putney*

A new website was created to consolidate information and resources regarding issues related to having minors on campus at [minors.ucmerced.edu](http://minors.ucmerced.edu). Associate Chancellor Putney discussed the new legal context for protection of minors on campus. She specifically pointed out CANRA (Child Abuse and Neglect Reporting Act) that was federally mandated in 2013. A newly produced video was also shown that features UC Merced’s revised Principles of Community that were issued in March 2014. The process of updating these principles was facilitated by the Chancellor’s Advisory Council on Campus Climate, Culture and Inclusion (CCCI) with input from a broad array of campus stakeholders. The principles and the video can be found on the UCM website at: [http://panorama.ucmerced.edu/news/uc-merced-rolls-out-new-principles-community](http://panorama.ucmerced.edu/news/uc-merced-rolls-out-new-principles-community).

UC Merced Involvement in Presidential Initiatives

*Interim Vice Chancellor Nies*

President Napolitano met with Community College Chancellors to discuss the 20% decline in community college students transferring to University of California campuses over the past three years and how to address that decline. UC Merced is supporting the effort to increase both the overall number of transfer students and to broaden the number of community college campuses from which transfers students originate. UC Merced is also directly involved in the President’s Global Food Initiative by partnering with local farmers as well as by issuing three fellowships of $2,500 each to support student research, service learning projects, internships, and humanitarian efforts connected to the Global Food Initiative.

IV. Campus-wide Issues

**Online Instruction**

*Provost Peterson, Associate Vice Chancellor & CIO Kovalchick, Professor O’Day and Assistant Professor Beman*

UC Merced offers no fully online courses at this time, but we do offer hybrid or technology-enhanced courses. Some of the challenges of online courses include students lacking the appropriate technology – either no computer at all or one that will not run all the programs needed for the online course. Hybrid courses allow the student to interact more with the students because they are able to post discussion and lectures online that allow students to be
prepared for class and ready to ask questions. UC Merced needs to lower the technology barriers especially for students that cannot afford a computer. We should ideally have a testing center because professors don’t currently have the ability to restrict who actually takes the test, which creates the possibility of others taking tests for them. Interactive chats with students online will also enhance the student experience.

V. Brief Announcements

United Way Campaign
Coordinator Benedict

The 14th Annual United Way campaign launched in mid-September and will run through October 15th with the theme of “Celebrate United.” The United Way Merced County is celebrating their 60th year of supporting those in need in our community and partnering with local non-profit organizations to help those in need.

Room Reservation Directory
Ombuds Acker

Based largely on feedback from Leadership Council, the Space Advisory Committee formed a work group to investigate the room reservation process and inventory. They have now created a new website at rooms.ucmerced.edu where you can find all reservable rooms on and off campus with details on capacity and technology in addition to instructions on how to reserve them.

Update on Executive Searches

The first round of candidates for AVC of Human Resources will be interviewed during the week of September 29th. Finalists will be brought to campus in late October. The searches for Dean of Engineering and University Librarian have commenced. Candidates for University Librarian should be expected to visit campus by the end of the calendar year.

V. NEXT MEETING: Wednesday, October 22nd from 9:00 am to 10:30 am