Staff Assembly Council Meeting Minutes
April 13, 2017

SA Representatives:
Chair: Jeremy Thacker - present
Vice Chair: Nicole Bourbon - present
Immediate Past Chair: Stephanie Fix - absent
Finance Chair: Cathy Yates - absent
Finance Chair-Elect: Paul Carrillo - present
Council Communications & Special Programs Officer: Arielle Hinojosa-Garcia - present
CUCSA (Sr.): Adriana Collins - present
CUCSA (Jr.): Kathy Eiler - absent

Standing Committee Representatives:
Community Relations: Laurie Andress-Delaney - absent
                  Mindy Han - absent
CUCSA Alumni Representative: Stephanie Fix - absent
Education and Enrichment: Veronika Vicqueneau - absent
                          Megan Enciso - present
Marketing: Greg Ruth - present
Scholarship: Sandy Lee - absent
            Diane Sagey - present
Staff Appreciation: Joani Harrington - present
Web Communications: Nader Bigdeli - absent
                   Sarah Prom - present

Ex-Officio Representatives:
Human Resources: Pamela James - present
A&PW: Kelly Oto - absent
Medical Center: Katie Stenton - absent

Other Attendees:
Ingrid Fahr
Dyan Hall

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Thacker at 12:10pm.

Statements of Subject: Chair’s Report
Main Points – Thacker reported on the following:
  • Past Leadership Meetings
    o March HR Leadership cancelled due to scheduling conflict
      ▪ Nothing pending to discuss
  • Upcoming Leadership Meetings
    o April TBA- Agrela and HR Leadership
      ▪ Currently being rescheduled
  • 2017-18 Budget
    o Currently awaiting final approval
o Should hear sometime in May

- UCI Toastmasters
  o Community organization focused on developing public speaking skills
  o Staff Assembly will send out promotional Zotmail on their behalf
  o Chapter President interested in addressing Council
    ▪ Council members present approve of visit

- UC PATH
  o Update presentation to take place most likely at May meeting

- UCI Wellness Fair
  o Wed., May 17; Aldrich Park; 10am to 1:30pm
  o Staff Assembly will be tabling
    ▪ Volunteers needed

Statements of Subject: Vice Chair’s Report
Main Points- Bourbon reported on the following:

- Excellence in Leadership Awards
  o Announcement of applications open to be sent out shortly
  o Volunteers needed
    ▪ Review committee of nominees
    ▪ Five members in addition to the Vice Chair
  o Awards presented at Staff Service Awards Ceremony
    ▪ June 14

- Staff Assembly Council Elections
  o Nominations to open later this month
  o Open positions for 2017-18 are as follows:
    ▪ Vice Chair
    ▪ Finance Chair Elect
    ▪ CUCSA First Year Delegate
    ▪ Council Communications & Special Programs Officer

Statements of Subject: Council Communications Report
Main Points- Hinojosa-Garcia reported on the following:

- Lunch with Leadership Update
  o April program cancelled due to scheduling conflict
    ▪ Guest rescheduled for October 2017

- Collaborative Event with UCIPD Update
  o Met with UCIPD and event is approved
  o “Behind the Badge” Program
    ▪ Rotating interactive panels
    ▪ Subjects include the Academy 101 (what does it take to be an officer), Behind the Operation (PD civilian staff), A Day in the Boots (life as PD officer at UCI)
  o Final date and time TBA
    ▪ Aiming for Week 8, last full week of May

- Potential Swag
  o Would like to ask Council for funding to purchase drawstring bags for the event
    ▪ Total estimated cost at $800
• Remaining swag will be open to all committees to use
  o Council members present approved use of some carryover funds to make purchase

Statements of Subject: CUCSA Report
Main Points- Collins reported on the following:

• Summary Update on Upcoming Engagement Survey
  o March 28, 2017; first and formal UC staff engagement survey planning meeting was conducted
  o April 12; Questionnaire design scheduled to be complete
    ▪ Same survey instrument will be used
    ▪ Exploring adding questions related to diversity, inclusion, and wellness
  o April 13-14; CUCSA delegates will be asked to take pre-test survey and provide feedback on functionality
  o April 24-May 12; intended go-live date of survey
  o June; CUCSA leadership to invite vendor to discuss action planning tool and future progress
  o More to come regarding communication templates and additional updates
• UC CORSO
  o Group of high level staff from various UCs
  o Researching hiring practices, diversity recruitment and retention at all UCs
    ▪ Interviewed current and past CUCSA delegates
      • Qualitative and quantitative data released to CUCSA
• June Meeting to be Hosted at UCSF

Statements of Subject: Community Relations Report
Main Points- Thacker reported on the following:

• Save the Date-Surfrider Beach Clean-Up
  o Sat. May 6; 9am-11am
  o Pending final approval

Statement of Subject: Education and Enrichment Report
Main Points- Enciso reported on the following:

• Upcoming Events
  o UCI Campus Architecture Tour
    ▪ Planning in progress
  o “Clonies” Photo Workshop
    ▪ Planned for May
  o UCI Cove Tour
    ▪ Planned for June

Statements of Subject: Marketing Report
Main Points – Carrillo reported on the following:

• Zotmail Difficulty with UCI Medical Center
  o Ongoing issue
    ▪ UCIMC has separate communications
    ▪ Have made outreach to address issue, but have yet to hear back
    ▪ Currently have to have our messages approved by UCIMC prior to it being sent out to their campus staff
Statement of Subject: Scholarship Report
Main Points – Sagey reported on the following:

- Retirement Association Funding
  - Met with Leadership and are pleased with program administration
    - Provided larger gift of $1500
    - Willing to promote support of program to entire Association

- UCI Giving Day
  - Zotmail sent April 11 to announce Scholarship’s participation in program
    • Raised $3,165 from 32 gifts
    • $1,000 of total was a challenge gift from Lee and Sagey (matching funds)
  - Six scholarships will be issued due to this funding source

- 2017-18 Scholarship Applications
  - Available online April 15-May 15
  - Reimbursements will be done July 1-June 30 (next fiscal year)
  - Moving forward:
    • Notification of scholarships will be done in advance of need of funds
    • Still a reimbursement process, but applicants will know they have support to pay/participate in desired program

Statement of Subject: Staff Appreciation Report
Main Points – Harrington reported on the following:

- Pancake Breakfast 2017
  - Positive feedback
    • Lines moved well due to different food stations
  - Total of 1025 staff served
  - Silent raffle prizes have been distributed
  - Thank you cards sent to Pippin staff

- Tickets
  - Renaissance Fair
    • Work in progress
  - LA Galaxy
    • On sale now (April 23 game)
  - LA Rams
    • Working out possibilities to participate this season
  - LA Chargers
    • Checking to see if this is an option
  - Angels Baseball
    • Work in progress for later game in season

- Arts Night-Spring
  - 196 tickets for various shows
  - Survey for tickets running now
    • Tickets to be sent before April 28

- 2017 Staff Picnic
  - Reserved Aldrich Park for Thursday, August 24th.
  - Vote for theme now (April 6-April 26)
  - Initial contact to approved local hotels for vendor area
  - Newport Rib Co
    • Menu planning in progress
Action:
The meeting was adjourned at 1:07 PM

The next meeting is May 2017.