

**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
  - March HR Leadership cancelled due to scheduling conflict
    - Nothing pending to discuss
- Upcoming Leadership Meetings
  - April TBA- Agrela and HR Leadership
    - Currently being rescheduled
- 2017-18 Budget
  - Currently awaiting final approval

- Should hear sometime in May
- UCI Toastmasters
  - Community organization focused on developing public speaking skills
  - Staff Assembly will send out promotional Zotmail on their behalf
  - Chapter President interested in addressing Council
    - Council members present approve of visit
- UC PATH
  - Update presentation to take place most likely at May meeting
- UCI Wellness Fair
  - Wed., May 17; Aldrich Park; 10am to 1:30pm
  - 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
  - Announcement of applications open to be sent out shortly
  - Volunteers needed
    - Review committee of nominees
    - Five members in addition to the Vice Chair
  - Awards presented at Staff Service Awards Ceremony
    - June 14
- Staff Assembly Council Elections
  - Nominations to open later this month
  - 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
  - April program cancelled due to scheduling conflict
    - Guest rescheduled for October 2017
- Collaborative Event with UCIPD Update
  - Met with UCIPD and event is approved
  - "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)
  - Final date and time TBA
    - Aiming for Week 8, last full week of May
- Potential Swag
  - 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
- 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
  - March 28, 2017; first and formal UC staff engagement survey planning meeting was conducted
  - April 12; Questionnaire design scheduled to be complete
    - Same survey instrument will be used
    - Exploring adding questions related to diversity, inclusion, and wellness
  - April 13-14; CUCSA delegates will be asked to take pre-test survey and provide feedback on functionality
  - April 24-May 12; intended go-live date of survey
  - June; CUCSA leadership to invite vendor to discuss action planning tool and future progress
  - More to come regarding communication templates and additional updates
- UC CORSO
  - Group of high level staff from various UCs
  - 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
  - Sat. May 6; 9am-11am
  - Pending final approval

### **Statement of Subject: Education and Enrichment Report**

Main Points- Enciso reported on the following:

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

### **Statements of Subject: Marketing Report**

Main Points – Carrillo reported on the following:

- Zotmail Difficulty with UCI Medical Center
  - 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.