

**Staff Assembly Council Meeting Minutes
August 11, 2016**

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	present
CUCSA (Sr.)	Adriana Collins	present
CUCSA (Jr.)	Kathy Eiler	present

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	absent
Scholarship	Diane Sagey	present
	Sandy Lee	present
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	Sarah Prom	present

Ex-Officio Representatives:

Human Resources	Kevin Phillips	absent
A&PW	Kelly Oto	absent
Medical Center	Katie Stenton	absent

Other Attendees:

Michelle Malon

Statement of Subject: Call to Order

Main Points – The meeting was called to order by Thacker at 12:08 pm.

Statement of Subject: Approval of Meeting Minutes

Minutes for June and July sent for review. Minutes for May are forthcoming.

Motion to approve minutes for June- D.Sagey; Seconded K. Eiler. Motion carried.

Motion to approve minutes for July- D.Sagey; Seconded K. Eiler. Motion carried.

Statements of Subject: Chair's Report

Main Points – Thacker reported on the following:

- New officer appointments:
 - Education and Enrichment Co-Chair: Megan Enciso
 - Council Communications and Special Programs Officer: Arielle Hinojosa
- Past Leadership Meeting- July 26 Provost Lavernia

- Review of last year's 15-16 activities
- Provost may be able to assist with Pancake Breakfast location and/or funding. UClub will not be available. Current quotes via UCI Catering estimated at \$14k (versus \$8k in past at UClub).
- Past Leadership Meeting- August 1 Ramona Agrela & HR Leadership Team
 - 2016-17 budget approved; awaiting written confirmation
 - \$5k supplemental budget approved for Staff Picnic
 - Reiterated support for UCIMC inclusion in Staff Picnic
- Upcoming Leadership Meetings
 - August 23- Ramona Agrela & HR Leadership Team
 - September 29- Chancellor Gillman
- Survey was sent out to collect volunteer information for 2016-17. Letter will be sent out via Chancellor Gillman to recognize their service
- Dawn McKinley, Director of Program Analysis and Research for HR will visit next meeting. Looking for direct feedback on 2016 Merit Programs.
- Council Communications and Special Programs Officer Recruitment:
 - Four Candidates applied for appointment
 - Need to find ways to foster engagement among staff who have expressed interest in our organization

Statements of Subject: Vice Chair's Report

Main Points- Bourbon reported on the following:

- Thanks to D. Sagey for room reservations for Council meetings.
- Planning a meet and greet with Jason Valdry as new Staff Advisor to the Regents.
 - Tentative dates of August 31 and September 1 will be postponed due to Valdry's preschedule meeting with President Napoletano.
 - May need assistance from Hinojosa.

Statements of Subject: Council Communications Report

Main Points- Hinojosa reported on the following:

- As newly appointed member as of today, will be working into Lunch with Leadership invitations for 2016-17 program
- Will meet with former officer to discuss transition

Statement of Subject: Staff Appreciation Report

Main Points- Harrington reported on the following:

- Discount Kayaking (August 24) all set.
- Galaxy game (August 13) all set.
- Pancake Breakfast 2017&2018
 - Looking at alternative locations and other food options as current quotes are significantly higher than what they have been in the past
 - Ramona working on extra funding
- Exploring possibility of Rams tickets but may not be feasible as it is their first season in LA
- Halloween costume contest work has begun
- 2016 Staff Picnic
 - Newport Rib Co confirmed
 - SchoolsFirst to cover dessert
 - KUCI confirmed (music)

- No giveaway item this year
- Shuttle from Research Park confirmed
- Facilities Maintenance requests are in order (walk through of park and sent order to items that need to be prepared prior to the picnic)
- Campus Rec to order extra water to their regular order if unable to secure free water
- UCIMC staff working on promoting picnic on their campus
- K. Eiler coordinating host departments and shuttle greeters for UCIMC staff
- Budgeted for an additional 300 meals (MC staff)

Statements of Subject: CUCSA Report

Main Points- Collins and Eiler reported on the following:

- CUCSA presented the work of 2015-2016 Council at July Regents meeting.
 - Presentation can be viewed at <http://lecture.ucsf.edu/ETS/Catalog/Full/333992fe14054d6bae39512a30188f3421> (*See Wednesday morning session at 47 minutes)
 - Powerpoint to be posted on UCI Staff Assembly site
- Next meeting is in September at Lawrence Berkeley Lab
 - Eiler will present this next update
- 2016-17 workgroups have been established but assignments have not been made. Groups are as follows:
 - Financial and Retirement Literacy and Awareness
 - Government Relations and Staff Advocacy
 - Mental Health, Stress and Work-Life Balance
 - Staff Diversity Initiatives
 - Internal Operations
- Upcoming meetings:
 - December-Riverside
 - March-Irvine

Statement of Subject: Web Communications Report

Main Points –Bigdeli and Prom reported on the following:

- Google Calendar is expected to be up and running on website by September Council meeting.
- Discussion of adding link to UCI Today to our calendar page

Statement of Subject: Education and Enrichment Report

Main Points –Enciso reported on the following:

- Photography 101 event on July 26 was a success
 - \$50 speaker fee paid, sign ups filled quickly
 - Requests to hold another event later in August
- Working on Wine Tasting Event off campus for September
 - Due to cost effectiveness, ticket price will be covered by staff/attendees
 - Will coordinate partnership with Uber and Lyft
- Interested in collecting biographical data on staff to see what is the best area to host off campus events to support attendance numbers
 - Advancement has capabilities to collect such data. Sandy Lee to investigate.
- Mesa Tower tours delayed due to construction delays.
 - Lou Gill confirmed will still honor tours. New date to be set.

Statements of Subject: Finance Report

Main Points — Carrillo reported on the following:

- Cathy Yates is on maternity leave.
 - Carrillo to manage all finances until her return.

Statement of Subject: Scholarship Report

Main Points – Sagey and Lee reported on the following:

- Committee to take two pronged approach to issue of scholarship
 - Fundraising
 - Marketing opportunities
 - Getting people to apply to program
 - Looking at other Staff Assembly programs as a platform to promote
- Council discussion on fundraising/marketing strategies:
 - How to reach the top percentage of salaries to donate to fund?
 - Currently population that is being targeted to donate are the ones that are in need of the funds.
 - Larger efforts to communicate 2/3 staff tuition remission along with scholarship program
 - Due to restrictions with Advancement, targeting partnering corporations of UCI is not possible.
 - Would be useful to reach out to sister campuses to see how they fundraise for scholarships (each campus is different)
 - Related Note: CUCSA has advocated for educational benefits for UC staff but it is too costly for the UC System. One suggestion is to raise staff scholarship funds by hosting a 5k walk/run like UCLA does each year.

Action:

The meeting was adjourned at 1:15 PM

The next meeting is Thursday, September 8, 2016.