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)
o No giveaway item this year
o Shuttle from Research Park confirmed
o Facilities Maintenance requests are in order (walk through of park and sent order to items that need to be prepared prior to the picnic)
o Campus Rec to order extra water to their regular order if unable to secure free water
o UCIMC staff working on promoting picnic on their campus
o K. Eiler coordinating host departments and shuttle greeters for UCIMC staff
o 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/33392fe14054d6bae39512a30188f3421 (*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.
  o 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
  o Fundraising
  o 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:
  o 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.
  o Larger efforts to communicate 2/3 staff tuition remission along with scholarship program
  o Due to restrictions with Advancement, targeting partnering corporations of UCI is not possible.
  o 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.