

**Staff Assembly Council Meeting Minutes  
February 9, 2017**

**SA Representatives:**

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

**Standing Committee Representatives:**

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

**Ex-Officio Representatives:**

Human Resources	Pamela James	present
A&PW	Kelly Oto	absent
Medical Center	Katie Stenton	absent

**Other Attendees:**

Ingrid Fahr  
Kasey Lucas  
Annabel Ortiz  
Erica Jordan  
Jamie Hernandez  
Omar Saucedo  
Sandy Olson

**Statement of Subject: Call to Order**

Main Points – The meeting was called to order by Thacker at 12:09 pm.

**Statement of Subject: Special Guest- Kasey Lucas; Advancement-UCI Giving Day Project**

- Inaugural giving day (24 hour fundraising campaign) will take place April 12, 2017
  - Command Center in Student Center
- Goal is to raise \$1 million dollars
  - Benchmarking goal off of UCSB (raised \$3.7 million at inaugural event)
- Theme: “When everybody give, everybody gains” or “Making mountains out of an ant hill”

- Asking Staff Assembly to participate as Giving Day Ambassadors
  - Help advertise on social media to donate
  - Advancement will give full tool kit to those who sign up
- Funds collected during Giving Day are designated
  - Donor gets to pick where their funds are allocated
  - Not all funneled to “general fund”

**Statements of Subject: Approval of Past Meeting Minutes**

- October
  - Motion by Harrington
  - Seconded by Vicqueneau
  - Minutes Approved
- November
  - Motion by Harrington
  - Seconded by Bourbon
  - Minutes Approved
- January
  - Motion by Fix
  - Seconded by Harrington
  - Minutes Approved

**Statements of Subject: Chair’s Report**

Main Points – Thacker reported on the following:

- Past Leadership Meetings
  - January 23-Agrela and HR Leadership
    - Discussed upcoming CUCSA meeting in March
- Upcoming Leadership Meetings
  - February 27- Agrela and HR Leadership
- Staff Representative for Hiring Committee of New Assistance Chief of Police
  - Hinojosa-Garcia will sub in place of Thacker
- OC United Way Earned Tax Credit Program
  - Staff Assembly partnering to promote free tax preparation services for CA and Federal filing for staff earning under \$54,000/yr
  - Joint filing available
  - Will track outreach statistics
    - Flyers in English and Spanish will be distributed
- Budget Request for 2017-18 to be Submitted Shortly
  - Plan will largely reflect 2016-17 with increases for Staff Picnic, Pancake Breakfast, and Excellence in Leadership Awards
  - If have requests for funds for committee support, contact Thacker
- Potential Council Meeting Speakers
  - Ron Fleming, Director of Transportation Services
  - Carlin Motley, Anti-Cancer Challenge
- Mesa Court Tour
  - Looking into to hosting working lunch and tour for Council meeting

**Statements of Subject: Vice Chair’s Report**

Main Points- Bourbon reported on the following:

- Inclusive Excellence Celebration Rally Update
  - January 19 hosted by Office of Inclusive Excellence
  - Shout out to Jeremy for his great presentation
    - Presentation was at the end and most staff had already left
  - OIE has mentioned would like to work with Staff Assembly more in the future
- By-laws Committee
  - Meeting today
- Letter of Recognition
  - Will look into where letters for staff participating in Staff Assembly are with the Chancellor's office
- Job Descriptions
  - Bourbon will contact committee leadership officers who's role does not have a job description available
  - Information will be useful for by-law review

### **Statements of Subject: Council Communications Report**

Main Points- Hinojosa-Garcia reported on the following:

- Lunch with Leadership Update
  - Programming resuming this month through May
- Programming with Chancellor Gillman
  - CACS is scheduled to host a larger event with the Chancellor
  - Staff Assembly will defer this year as to not duplicate or conflict events

### **Statements of Subject: CUCSA Report**

Main Points- Thacker reported on the following on behalf of Eiler:

- March CUCSA meeting (March 1-3)
  - Sign-ups for volunteers will be out shortly
  - Reception, March 2; Newkirk Alumni Center
    - RSVPs are forthcoming
    - Council members are invited to attend
  - Swag needed
    - If any unit/department has swag they would like to contribute, contact Thacker
- Outstanding Staff and Senior Leadership Award
  - Need nominations for both categories
  - Criteria for nominees will be sent out
  - Time to discuss nominees will be allocated in next meeting

### **Statements of Subject: Community Relations Report**

Main Points- Fix reported on the following:

- Star Wars runDisney Recap
  - Finish line station
  - Disney still issued tickets despite missing volunteers
  - Tickets have been reconfigured- one park access with 3 month activation period
  - Committee will be taking small break from hosting this type of activity
- Anti-Cancer Challenge
  - June 10-11, 2017

- Initiative out of Medical Center
- 100% of proceeds go towards campus research on curing cancer
- Fix to lead group of 300 volunteers for the event
  - Staff Assembly will have a volunteer team at no cost to volunteer
- Committee Meeting Update
  - Met January 24 to discuss the following:
    - Event calendar for 2017-18
    - Summer event to align with back to school (K-12)
  - Potential to do more outreach in OC but need more participating committee members

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

Main Points- Vicqueneau reported on the following:

- Coffee Talks Update
  - Prany Sananikone was a success
- Spring Activity
  - Architectural walking tour of campus is still in progress
  - Gratitude Day
    - Proposed arranging event where 1 staff and 1 child are paired to make a greeting card
    - Based upon curriculum of compassion
    - Council is in support of such an event

### **Statement of Subject: Scholarship Report**

Main Points – Lee and Sagey reported on the following:

- Emeriti Funding
  - Funding source stated Staff Assembly failed to provide rationale on impact of funding support and as such the funds were discontinued
    - Total of \$1500/yr
  - Committee negotiated and their board will re-review our request at their next meeting
- Next Committee Meeting is February 28<sup>th</sup>
- Dining out event at Chipotle
  - Summer will be at Bluffs location (Newport Beach)
  - Winter will be at UTC location

### **Statement of Subject: Staff Appreciation Report**

Main Points- Harrington reported on the following:

- Pancake Breakfast 2017
  - Will be hosted at Pippin Commons
  - Thursday, March 30 6am to 9am
  - In the process of finalizing the budget
    - Last year accommodated 850 staff
    - Have a carry-over of \$5000 from last year, calculating those funds first before making an additional budgetary request
- Tickets
  - Hockey tickets now available.
    - Partnering with Strategic Communications (SC) for Duck vs. Kings game on Sunday, February 19, 2017.
    - Website has been up and running since before winter break.

- Other sporting events for 2017-18 season
  - LA Galaxy
  - LA Rams
  - LA Chargers
    - May no longer be an option due to UCI contract with Rams
- UCI Sports
  - Athletics have been managing Staff promotions
- Arts Night-Winter
  - 150 tickets for various shows
  - Survey available Feb 6-Feb 10
  - Tickets to be sent out week of Feb 13
- 2017 Staff Picnic
  - Reserved Aldrich Park for Thursday, August 24th.
  - Picnic themes leaning towards diversity and inclusion based upon suggestions provided by survey

<b><i>Action:</i></b>
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The meeting was adjourned at 2:06 PM

The next meeting is March 2017.