

**Staff Assembly Council Meeting Minutes
January 12, 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	present
	Mindy Han	absent
CUCSA Alumni Representative	Stephanie Fix	present
Education and Enrichment	Veronika Vicqueneau	present
	Megan Enciso	present
Marketing	Greg Ruth	absent
Scholarship	Sandy Lee	present
	Diane Sagey	absent
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	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
Stacy Rose
Jamie Hernandez
Annabel Ortiz
Jason Valdry
Kacey Ning

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 Past Meeting Minutes

- May
 - Motion by Fix
 - Seconded by Harrington
 - Minutes Approved
- August
 - Motion by Harrington

- Seconded by Vicqueneau
- Minutes Approved
- September
 - Motion by Fix
 - Seconded by Vicqueneau
 - Minutes Approved

Statements of Subject: Chair’s Report

Main Points – Thacker reported on the following:

- Past Leadership Meetings
 - November 28-Agrela and HR Leadership
 - Discussed coordination with CUCSA meeting in March
 - Looking at ways to optimize the Helping Hands program to reach more people. Program as a whole is growing.
- Upcoming Leadership Meetings
 - January 23- Agrela and HR Leadership
- Condolence Card Received by McKenzie Family
 - Thank you to ICS Dean’s office for successful delivery!
- New Year, New You Expo
 - Dyan Hall in Wellness hosting.
 - Friday, January 27 from 11am to 2pm.
 - Need volunteers to man the Staff Assembly booth.
 - 1 council member, 1 volunteer per shift.
 - Raffle prize will be available.

Statements of Subject: Vice Chair’s Report

Main Points- Bourbon reported on the following:

- By-law Review Committee Update
 - Small subcommittee reviews bylaws on an annual basis.
 - Meeting today to discuss issues and proposed changes may be coming forward to Council.
- Committee Chair(s) Job Descriptions-
 - Description of post is part of the review. Please review your position and submit any appropriate changes. Descriptions help non-council members understand the responsibilities of the post.
- Website Committee/Chair Profile Updates
 - Bourbon wants to include a brief welcome message to profiles to Chair positions to create a sense of approachability by non-council members.
 - A brief description of the role of the designate committees would also be helpful.
- UCI Resource Guide Beta App
 - Designed to allow for student, staff, and faculty hires to be connected to campus resources.
 - Link only app, no content available.

Statements of Subject: Council Communications Report

Main Points- Hinojosa-Garcia reported on the following:

- Discussion on Hosting Larger Event
 - Intended to highlight Chancellor or other position.
 - Discussion will continue at next meeting.

Statements of Subject: CUCSA Report

Main Points- Ingrid Fahr reported on the following on behalf of Eiler:

- March CUCSA meeting (March 1-3)-
 - Formed local planning committee; Thacker, Bourbon, Eiler, Fix, Fahr.
 - Working with CUCSA Leadership to build agenda, secure local speakers and executive leadership attendance.
 - UCI Staff Assembly Council will be invited to attend welcome reception for Delegates.
 - Details to follow.
- Outstanding Staff and Senior Leadership Award
 - Need to consider nominations for both categories.
 - Plan to discuss potential candidates at February meeting.
 - Nominations can be sent to Fahr (ifahr@uci.edu) or Eiler (keiler@uci.edu)
 - Delegates to write-up nominations with support and input from Council.
 - Will present at June CUCSA meeting.

Statements of Subject: Community Relations Report

Main Points- Andress-Delaney reported on the following:

- 7th Annual Holiday Stocking Stuffer
 - Held Thursday, December 8th from 12-1pm.
 - Number of community volunteers to prepare for event. 70 volunteers the day of to stuff over 350 stockings.
 - Larger items were collected and sent to Olive Crest as extra gifts.
 - Want to add more donation bins around campus, particularly UCIMC. Inquiries were made this year.
 - Exploring possibility of hosting event in late November to avoid conflicts with winter campus closure.
- Helping Hands 2016
 - Statistics:
 - Applicants: 104
 - Sponsors: 73
 - Families Sponsored: 83
 - Families Declined: 21 (Due to continuous past years of participation. Attempting the opportunities for new families to be supported.)

Statement of Subject: Education and Enrichment Report

Main Points- Vicqueneau and Enciso reported on the following:

- Ideas for Future Coffee Talks
 - Prany Sananikone, Director of Diversity Relations and Educational Programs (OEOD)
 - Jorge Cisneros, Chief of Police
- Spring Activity
 - Architectural walking tour of campus.
 - Planning in progress.

Statement of Subject: Scholarship Report

Main Points – Lee and Sagey reported on the following:

- 42 Applications Received in November

- Feedback- Application process was easy.
- Next Application Period Beginning April for 2017-18 Fiscal Year
- Dining out event at Chipotle
 - Fundraised \$335 (\$600 made in food costs).
 - Organizations can only partake in fundraiser once a year. Arrangements are already being made for next year.
- New Fundraising Initiatives
 - Coupon card with Chick-Fil-A
 - Mike Purtiz Challenge (idea based upon ice bucket challenge on social media)
- Marketing Opportunities
 - UCI Giving Day-April 13th
 - Investigating ways in which to advertise the existence of the program.
- Current Funds
 - \$1300 remaining as of January 12, 2017.

Statement of Subject: Staff Appreciation Report

Main Points- Harrington reported on the following:

- Pancake Breakfast 2017
 - On campus options much more than what UClub has done in the past.
 - Possible use of Pippin Commons during spring break, but still more expensive.
 - Possible to host food truck event to temporarily replace full breakfast.
 - Working on survey to have staff vote on breakfast option.
 - Another alternative is Newport Rib Co. (food vendor for picnic)
 - Going to be submitting a request for supplemental funding.
 - Need to have a comprehensive event plan and identifying what is the financial gap.
- 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.
 - Arts Night for Winter and Spring-
 - Beginning initial planning.
- 2017 Staff Picnic
 - Last Thursday in August (last year's date for picnic) is the start of a religious holiday which involves fasting.
 - Reserved Aldrich Park for Thursday, August 24th.
- Potential Future Event
 - UCSD hosts a celebrate the night event.
 - Targeted to staff that work night shifts.
 - Start at 10pm.
 - Chancellor attends.
 - Meals, giveaways, release time from work.
 - Post pictures of staff that must stay and support the skeleton crew (can't take break to enjoy festivities)
 - Possible to reserve a block of Art tickets specifically for this population.

Action:

The meeting was adjourned at 2:15 PM

The next meeting is February 2017.