Staff Assembly Council Meeting Minutes  
March 9, 2017

SA Representatives:
Chair                     Jeremy Thacker  present
Vice Chair                Nicole Bourbon  absent
Immediate Past Chair     Stephanie Fix   absent
Finance Chair            Cathy Yates      present
Finance Chair-Elect     Paul Carrillo   present
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    absent
Education and Enrichment Veronika Vicqueneau absent
                          Megan Enciso    absent
Marketing                Greg Ruth        absent
Scholarship              Sandy Lee        present
                          Diane Sagey     absent
Staff Appreciation       Joani Harrington present
Web Communications       Nader Bigdeli    absent
                          Sarah Prom       absent

Ex-Officio Representatives:
Human Resources          Pamela James    absent
A&PW                      Kelly Oto      absent
Medical Center           Katie Stenton  absent

Other Attendees:
Jason Valdry               

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Thacker at 12:14pm.

Statements of Subject: Chair’s Report
Main Points – Thacker reported on the following:
• Past Leadership Meetings
  o February 27-Agrela and HR Leadership
    ▪ Exploring idea of an entertainment credit card for a council member, most likely vice chair as it is a 3 year appointment
      • Card itself belongs to the holder
      • Dean of the School of the Vice Chair would be responsible for any non-payments
      • Looking for additional alternatives
    ▪ On-Campus room reservation
• Agrela looking into establishing partnerships to reduce costs for Staff Assembly events
  ▪ T-Shirt/Polo Program
    • Potential new program by HR
    • All staff new hires would get a staff polo
    • Staff Assembly wouldn’t be responsible for cost, but responsible for finding options
• Upcoming Leadership Meetings
  o March 27- Agrela and HR Leadership
• T-Shirts/Polos
  o Research volunteer is needed to research options for HR program as well as new shirts (and badges) for Council
  o Prefer non-council chair to serve this role
    ▪ Great entry position for staff new to Staff Assembly
• Childcare Advisory Committee
  o Invitation by Vice Provost Doug Haynes for staff member to serve on this committee
  o Looking to ensure access, affordability, and quality childcare service for UCI staff, faculty, and students
  o Commitment of three to four times a year for one to two hours; possible renewal for second year of service
    ▪ Harrington volunteers to serve
• Future Meeting at Mesa Court Anteatery
  o Catered lunch and tour of Mesa Towers included
  o More details to follow

Statements of Subject: Vice Chair’s Report
Main Points- Bourbon reported on the following:

• By-laws Review Committee Update
  o Hinojosa-Garcia to replace Ortiz as Ortiz is unfortunately no longer at UCI
  o Will be sending out phase two of the review process
  o Goal to have recommendations for Council by May’s meeting
• Excellence in Leadership Awards
  o Will need volunteers to review applications
  o Communications to be sent out soon throughout campus

Statements of Subject: Finance Report
Main Points- Yates reported on the following:

• 2017-18 Budget
  o Total operating budget: $70,700
  o Total supplemental request: $59,998
• Carryforward
  o From 2016-17- $6,158 calculated and accounted
  o Surplus from Charger Ticket bundle earlier in the year
Statements of Subject: Council Communications Report
Main Points- Hinojosa-Garcia reported on the following:

- Overview of Community Panel for UCI PD Hire
  - Panel consisted of 1 woman and 4 men; 2 of the five were people of color
  - A variety of segments of campus were represented
    - Libraries
    - ASUCI
    - Academic Senate
    - University Hills Housing Association
    - Staff Assembly
  - Five applicants were reviewed for the position of Assistant Chief of Police
    - Two internal candidates
    - Three external candidates
  - The panel made recommendations for hire at conclusion of interviews

- Lunch with Leadership Budget Review
  - Large remainder of budget still available for this fiscal year
    - Seven guests hosted compared to nine last year
    - Catering lunches from on and off campus versus UClub exclusively

- Collaborative Event with UCIPD
  - Would like to host event with UCIPD with remaining Lunch with Leadership funds
    - Goals:
      - Staff to meet/know UCIPD officers first and foremost as people
      - Learn the expectations of the job
      - Engage in conversation about the needs of campus
  - Members of Council present in support of hosting such an event

Statements of Subject: CUCSA Report
Main Points- Thacker reported on the following on behalf of Eiler:

- March CUCSA meeting (March 1-3)
  - THANK YOU to all who were involved
  - Entire event came comfortably under budget

- Items Learned Via CUCSA Guest
  - Agrela- New performance management process is moving forward. Saw a preview of what it will look like next cycle
  - Haynes- Office of Inclusive Excellence will be doing climate surveys of schools hiring new Deans
  - Academic Senate- Non-resident student caps will be discussed and voted on at next Regents meeting

Statement of Subject: Education and Enrichment Report
Main Points- Vicqueneau reported on the following:

- Coffee Talks Update
  - Adisa Ajamu, Director for Center for Black Cultures, Resources, and Research
    - Monday, March 13; DCE 3050; 9am to 10am
Statements of Subject: Marketing Report
Main Points – Thacker reported on the following:
  • Zotmail Difficulty
    o Experiencing major delays of messages sent to UCI Medical Center
      ▪ Not being approved by UCIMC moderator in a timely manner
      ▪ In contact with John Murray to work to resolve delays

Statement of Subject: Scholarship Report
Main Points – Lee reported on the following:
  • Emeriti Funding
    o Were successful in reestablishing ties and secured $2700
      ▪ Able to support awardees from 2015-16 and 2016-17 with some remaining
    o Emeriti interested in continuing support in the future
  • Fundraisers
    o Voluntary payroll deductions towards Scholarship Fund
      ▪ Need more marketing
    o UCI Giving Day
      ▪ Asking Council to sign up as ambassadors to market Scholarship Fund
    o Dining out at Chipotle
      ▪ June 20 at Bluffs; 10:30am to 2:30pm
      ▪ December 18 at UTC; 10:30am to 2:30pm
    o Chick-Fil-A Calendar Sales
      ▪ More details to come
    o Merchandising
      ▪ Creating Staff Assembly merchandising to sell towards Scholarship Fund
      ▪ Still in planning stages
  • Scholarship Applications
    o Available online April 15-May 15
    o Forms are currently being updated for next cycle
    o Reimbursements must be done prior to June 15 to hit this fiscal year

Statement of Subject: Staff Appreciation Report
Main Points- Harrington reported on the following:
  • Pancake Breakfast 2017
    o Will be hosted at Pippin Commons
    o Thursday, March 30 6am to 9am
    o Finalizing budget and menu
    o Silent raffle will be hosted
  • Tickets
    o Hockey sold out
    o Other sporting events for 2017-18 season
      ▪ LA Galaxy
        ▪ Working out details for available games
      ▪ LA Rams
        ▪ Working out possibilities to participate this season
      ▪ LA Chargers
        ▪ Checking to see if this is an option
  • Arts Night-Winter
    o 150 tickets for various shows
• Tickets for 03/01 all sent out
• Tickets for 03/17 and 03/18 are all sent or placed on “Will Call”
• Claire Trevor offered 20-50 additional free tickets to distribute

• 2017 Staff Picnic
  o Reserved Aldrich Park for Thursday, August 24th.
  o Theme survey went well
    ▪ Committee will narrow down for final survey of theme
    ▪ Popular submissions were related to diversity and inclusion

**Action:**

The meeting was adjourned at 1:40 PM

The next meeting is April 2017.