

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
 - 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
 - March 27- Agrela and HR Leadership
- T-Shirts/Polos
 - Research volunteer is needed to research options for HR program as well as new shirts (and badges) for Council
 - Prefer non-council chair to serve this role
 - Great entry position for staff new to Staff Assembly
- Childcare Advisory Committee
 - Invitation by Vice Provost Doug Haynes for staff member to serve on this committee
 - Looking to ensure access, affordability, and quality childcare service for UCI staff, faculty, and students
 - 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
 - Catered lunch and tour of Mesa Towers included
 - More details to follow

Statements of Subject: Vice Chair's Report

Main Points- Bourbon reported on the following:

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

Statements of Subject: Finance Report

Main Points- Yates reported on the following:

- 2017-18 Budget
 - Total operating budget: \$70,700
 - Total supplemental request: \$59,998
- Carryforward
 - From 2016-17- \$6,158 calculated and accounted
 - 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
 - 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
 - Were successful in reestablishing ties and secured \$2700
 - Able to support awardees from 2015-16 and 2016-17 with some remaining
 - Emeriti interested in continuing support in the future
- Fundraisers
 - Voluntary payroll deductions towards Scholarship Fund
 - Need more marketing
 - UCI Giving Day
 - Asking Council to sign up as ambassadors to market Scholarship Fund
 - Dining out at Chipotle
 - June 20 at Bluffs; 10:30am to 2:30pm
 - December 18 at UTC; 10:30am to 2:30pm
 - Chick-Fil-A Calendar Sales
 - More details to come
 - Merchandising
 - Creating Staff Assembly merchandising to sell towards Scholarship Fund
 - Still in planning stages
- Scholarship Applications
 - Available online April 15-May 15
 - Forms are currently being updated for next cycle
 - 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
 - Will be hosted at Pippin Commons
 - Thursday, March 30 6am to 9am
 - Finalizing budget and menu
 - Silent raffle will be hosted
- Tickets
 - Hockey sold out
 - 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
 - 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
 - Reserved Aldrich Park for Thursday, August 24th.
 - 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.