

**Staff Assembly Council Meeting Minutes  
May 11, 2017**

**SA Representatives:**

Chair	Jeremy Thacker	present
Vice Chair	Nicole Bourbon	absent
Immediate Past Chair	Stephanie Fix	present
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	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	absent

**Ex-Officio Representatives:**

Human Resources	Pamela James	present
A&PW	Tanya Zabalegui	present
Medical Center	Katie Stenton	absent

**Other Attendees:**

Judy Baek  
Ingrid Fahr  
Debbie Kistler

**Statement of Subject: Call to Order**

Main Points – The meeting was called to order by Thacker at 12:05pm.

**Statement of Subject: Special Guest- Judy Baek, UC PATH Irvine Team**

- Timeline for deployment at UCI
  - July 2018
  - The Pilot group shifted their deployment from August 2017 to December 2017 which has shifted UCI deployment accordingly
- Specific Information for UCI Deployment
  - Will cut over to new system in June 2018
    - Less costly option in wake of change of deployment date
  - Concerns regarding July deployment
    - Fiscal close

- Academic salary adjustments, merits, and promotions
  - How UCI Path Team is Addressing Concerns
    - Asked UCOP to provide salary and merit review updates earlier to allow for appropriate data to be entered by end of June 2018
    - Data conversion from current PPS system to UC PATH will begin June 27
      - All entries in current system will be automatically pulled into UC PATH
      - Paycheck for bi-weekly (06/03-06/16) and monthly (June) will still be processed in current system
      - Final bi-weekly paycheck for June will be processed via UC PATH due to legal requirements
  - Progress Update
    - Currently running pilots for business guide workshops
      - Volunteers from Biological Sciences, Physical Sciences, OIT, Administrative and Business Services, and Engineering
      - Pilot helps UCI Team understand usability of workbooks, process maps, and transition documents as well as refine process of workshops
- About UC PATH Center (Riverside, CA)
  - Will be direct contact for all inquiries for UC PATH system
  - Will provide support in the following areas:
    - Benefits administration
    - Leave administration
    - Payroll administration
    - Workforce Administration
- HR Related Services Remaining at UCI
  - Communication of sensitive information to employees, managers, and family
  - Advocacy for all customers (employees) to utilize self-service portal
  - Communication directly with employees as necessary to ensure that local policy requirements and guidelines are observed
  - Incident case management
  - Timely responses to assigned cases
  - Case management as assigned by UC PATH Center
- Other Information
  - At your service will be replaced by UC PATH functions with the exception of benefits information
  - There will be a consolidated location for all emergency contact information
  - License certification will be available through the new employee portal
  - UCI Team website is updated every two weeks
    - [www.ucpath.uci.edu](http://www.ucpath.uci.edu)
  - UC PATH Center is actively hiring
    - [www.ucpathproject.ucop.edu](http://www.ucpathproject.ucop.edu)

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

- February
  - Motion by Harrington
  - Seconded by Fix
  - Minutes Approved
- March
  - Motion by Vicqueneau
  - Seconded by Harrington

- Minutes Approved
- April
  - Motion by Harrington
  - Seconded by Vicqueneau
  - Minutes Approved

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

Main Points – Thacker reported on the following:

- Upcoming Leadership Meetings
  - May 22- Agrela and HR Leadership
- New A&PW Ex-Officio Member
  - Tanya Zabalegui replacing Kelly Oto
- UCI Wellness Fair
  - Wed., May 17; Aldrich Park; 10am to 1:30pm
  - Volunteer sign-up now open
    - Prefer one council member per time slot
  - Raffle gifts needed
    - Contact Thacker if willing to donate items
- Chancellor’s Reception for Staff Assembly & CUCSA
  - Mon., May 22; 12pm
  - By invite and RSVP only
- June Council Meeting- Tour & Lunch
  - 11:30am- Mesa Towers Tour
  - 12pm- Lunch at Anteater
  - 12:30pm-2pm- Council Meeting (Location TBA)
  - Final announcement to be sent out
- Staff Wellness Survey
  - School of Social Science is looking for volunteer to review questionnaire for their staff wellness survey
    - Yates to participate

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

Main Points- Thacker reported on the following:

- Excellence in Leadership Awards
  - Nominations under review
    - 45 applications received
  - Awards presented at Staff Service Awards Ceremony
    - June 14
    - May have available funds to award a total of three
      - \$1500 cost for each award
      - Staff Assembly covers taxes of the award
  - Complications with UCIMC staff receiving cash prize
    - Will need to research other ways to issue an award in the event a UCIMC staff member is selected
- Staff Assembly Council Elections
  - Nominations are open

- Voting to take place end of May

### **Statements of Subject: Immediate Past Chair's Report**

Main Points- Fix reported on the following:

- Council Polos
  - Fitting available at conclusion of the meeting
- UCI Anti-Cancer Challenge
  - June 10-11; Angels Stadium
  - Volunteers needed
    - Different stations available
    - Staff can bring family and children 14 years or older to also volunteer
  - More information to come

### **Statements of Subject: Finance Report**

Main Points- Yates and Carrillo reported on the following:

- Balances and Expenses
  - Updated budget through April
- Carryforward
  - Currently working to reduce expected carryforward for 2017-18
- Fiscal Close
  - Campuswide deadline of June 20<sup>th</sup>
  - Will send internal Staff Assembly deadline for expenses/reimbursements shortly

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

Main Points- Hinojosa-Garcia reported on the following:

- Lunch with Leadership May Update
  - Program rescheduled to May 23<sup>rd</sup> due to Guest scheduling conflict
  - New host needed
    - Bigdeli to serve as host
- Collaborative Event with UCIPD Update
  - "Behind the Badge"; May 24<sup>th</sup>; 8am-10:30am
  - Breakfast included
  - Volunteers needed
    - List to be distributed via email

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

Main Points- Thacker reported on the following:

- Surfrider Beach Clean-Up
  - Event scheduled for Sat. May 6 has been cancelled
    - Issues with schedule with Surfrider Foundation
  - Looking to reschedule with different Surfrider Chapter

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

Main Points- Enciso and Vicqueneau reported on the following:

- Upcoming Events
  - “Clonies” Photo Workshop
    - June 5; 4pm
  - UCI Cove Tour
    - Due to scheduling issues will try to plan for September

### **Statements of Subject: Marketing Report**

Main Points –Thacker reported on the following:

- Zotmail Difficulty with UCI Medical Center
  - Zotmails are now being accepted without use of UCIMC form
  - Still several day delay before message received by MC staff
  - Discussion about setting up UCIMC specific Zotmail account
    - Most likely a conversation at HR level

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

Main Points – Sagey reported on the following:

- UCI Giving Day
  - Raised \$3,165 from 32 gifts
- 2017-18 Scholarship Applications
  - Available online through May 15
    - 32 applications received as of May 11
- Next Committee Meeting June 6
- Upcoming Fundraisers
  - Chipotle Dine Out at the Bluffs
    - June 20; 10:30am-2pm
  - Chick Fil A Calendar Cards
    - November-December
  - Chipotle Dine Out at UTC
    - December 18; 10:30am-2pm

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

Main Points- Harrington reported on the following:

- 2017 Staff Picnic
  - Reserved Aldrich Park for Thursday, August 24th.
  - Winning theme- An Afternoon at the Movies
    - 134 votes out of 424
    - Will need to draft rules for competition to ensure health and safety (ex: prop weapons)
  - Detailed email to approved local hotels for vendor area to be sent shortly
  - Newport Rib Co
    - Menu planning in progress
- Tickets
  - LA Rams
    - Working out possibilities to participate this season
  - LA Chargers
    - Checking to see if this is an option
  - Angels Baseball
    - Work in progress for later game in season
- Arts Night-Spring
  - Tickets distributed to winners on April 21

- Tickets remaining for May 31 and June 9
- Arts notes increase of attendance since started ticket raffle program
- 2017 Halloween Costume Contest
  - New location needed
    - Considering lobby of Aldrich Hall (former location prior to UClub)
- 2018 Pancake Breakfast
  - Pippins or Anteatory will most likely be final location

***Action:***

The meeting was adjourned at 1:22 PM

The next meeting is June 2017.