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
  - UC PATH Center is actively hiring
    - 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
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 Anteatery
  - 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 20th
  - 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 23rd due to Guest scheduling conflict
  - New host needed
    - Bigdeli to serve as host
- Collaborative Event with UCIPD Update
  - “Behind the Badge”; May 24th; 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
  o “Clonies” Photo Workshop
    - June 5; 4pm
  o 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
  o Zotmails are now being accepted without use of UCIMC form
  o Still several day delay before message received by MC staff
  o 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
  o Raised $3,165 from 32 gifts

• 2017-18 Scholarship Applications
  o Available online through May 15
    - 32 applications received as of May 11

• Next Committee Meeting June 6

• Upcoming Fundraisers
  o Chipotle Dine Out at the Bluffs
    - June 20; 10:30am-2pm
  o Chick Fil A Calendar Cards
    - November-December
  o 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
  o Reserved Aldrich Park for Thursday, August 24th.
  o 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)
  o Detailed email to approved local hotels for vendor area to be sent shortly
  o Newport Rib Co
    - Menu planning in progress

• Tickets
  o LA Rams
    - Working out possibilities to participate this season
  o LA Chargers
    - Checking to see if this is an option
  o Angels Baseball
    - Work in progress for later game in season

• Arts Night-Spring
  o Tickets distributed to winners on April 21
o Tickets remaining for May 31 and June 9
o Arts notes increase of attendance since started ticket raffle program

• 2017 Halloween Costume Contest
  o New location needed
  ▪ Considering lobby of Aldrich Hall (former location prior to UClub)
• 2018 Pancake Breakfast
  o Pippins or Anteatery will most likely be final location

**Action:**
The meeting was adjourned at 1:22 PM

The next meeting is June 2017.