

**Staff Assembly Council Meeting Minutes
November 10, 2016**

SA Representatives:

| | | |
|---|-------------------------|---------|
| Chair | Jeremy Thacker | present |
| Vice Chair | Nicole Bourbon | present |
| 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 | present |

Standing Committee Representatives:

| | | |
|-----------------------------|------------------------|---------|
| Community Relations | Laurie Andress-Delaney | absent |
| | Mindy Han | absent |
| CUCSA Alumni Representative | Stephanie Fix | absent |
| Education and Enrichment | Veronika Vicqueneau | present |
| | Megan Enciso | present |
| Marketing | Greg Ruth | absent |
| Scholarship | Sandy Lee | present |
| | Diane Sagey | present |
| 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:

Debbie Kirstler
Bill Bonner
Karen Lei
Jason Valdry
Connie Cheng

Statement of Subject: Call to Order

Main Points – The meeting was called to order by Thacker at 12:06 pm.

Statement of Subject: Special Guests- Debbie Kirstler; UC PATH Project Update

- Current payroll system
 - 35 years old
 - Some version of current system is used by all UCs
- UC PATH will be the new payroll system for all UCs (software and procedures)
 - Office of UC Path is located in Riverside not on (or affiliated with) UC Riverside
- UCI Local Involvement

- Future State Process Design (FSPD)- UCI working on the design of future processes and how UCI will interact with the system and central UC Path office.
 - UCI team is reviewing and revising over hundreds of FSPDs including payroll absence management, compensation and benefits, budgeting and general ledger.
- Workgroups and Subject Matter Experts
 - There are 22 new subject experts representing 18 schools and units on campus.
 - 12 financial experts have been identified and are providing input to creating, reviewing, and revising current iterations of the program.
 - A pilot test was completed and issues were identified.
 - PPS user survey was sent out to all current users to find out the effectiveness of communication strategies, issues with PPS, etc
 - Current workgroups are as follows:
 - General Ledger
 - Human Capital Management
 - General Ledger Subject Matter Experts
 - Human Capital Management Subject Matter Experts
- Project Change and Communication
 - Change coalition- will be looking for volunteers to help demonstrate the new changes with system and how to use them
 - Eyes on the ground to help address issues with current implementation and adaptation to change
 - ADKAR model to be deployed to increase focus (Awareness, Desire, Knowledge, Ability, Reinforcement)
 - Communication- currently updates marketed towards current PPS users via email, new content posted online at ucpath.uci.edu/news
 - Reflection- working with campus Kuali team to learn about what worked and didn't work in that transitional process.
- UC Path's Impact
 - Provide one singular system in which all UCs will have access to and utilize (projected all sites live by Spring 2018)
 - Have a central team (UC Path Center) to run payroll and support
 - Functions that will be available:
 - Off cycle payroll checks will be provided on a schedule (no rush checks)
 - Final pay timing will adhere to legal and negotiated requirements
 - Paychecks will be mailed to employee's home (if not on direct deposit)
 - Can deposit check into multiple bank accounts (direct deposit users only)
 - Employees can update personal data via online portal
 - UC Path Center functions:
 - Answer payroll and direct deposit questions
 - Manage benefit changes for live events, COBRA, AD&D claims
 - Manage issues regarding leaves of absences (ie maternity leave)
 - Manage benefits deductions/billings
 - Note: Center projected to have 400 staff
- Training Plans
 - Central team will create system level training materials
 - Instructor led training for hands-on HR and Payroll users.
 - Web-based training for those who will be primary user of manager and employee self-service portals.
 - UCI anticipates creating localized training materials for local business processes/policies

- Local trainers will be identified and trained to support each school/unit
- Scheduled to begin March/April 2018
- Project Status Deployment Schedule
 - Pilot locations working to go live August 2017
 - All go-live dates are subject to change. Will not go live until deployment prior is successful
 - November 2015- UCOP went live
 - August 2017- Pilot group (UCLA, ASUCLA, Riverside, Merced)
 - Deployment 1- (Davis, Irvine, Santa Barbara, Santa Cruz, ANR)
 - Deployment 2- (San Diego, San Francisco, Berkeley, Hastings)
- Target Points
 - UCI scheduled to go live April 2018
 - July 2016- June 2017: Finalize all local future state process designs (FSPD)
 - July 2017-December 2017: Support campus FSPD implementation
 - September 2017-January 2018: Customize UCI end user training
 - January 2018-February 2018: User acceptance test
 - March 2018- May 2018: End user training (estimated)
 - April 30, 2018: UCI go live!
 - May 2018- September 2018: Functional hyper support
 - Hyper support is expected to last up to 6 months after go-live date
 - End user training is being prepared by central team. Expect will need some customization but will not know what that will be until receive access to training materials.

Statements of Subject: Chair's Report

Main Points – Thacker reported on the following:

- Past Leadership Meetings
 - October 24- ABOG (Academic Business Officers Group), CACS (Chancellors Advisors Committee on Staff) and Staff Assembly
 - First synergy meeting of its kind. Discussed marketing and related opportunities to collaborate.
- Upcoming Leadership Meetings
 - November 28- Agrela and HR Leadership
 - October meeting was cancelled but have been in contact via email. December meeting has been cancelled due to the holidays. Meetings will resume in January 2017.
- New Medical Center Ex-Oficio Member
 - Rebecca Clockel to replace Katie Stenton.
- December Meeting
 - Sunset hike and dinner at UTC week of December 5th. Invite to be sent out.
 - Will potentially shorten or cancel December meeting.
- PSA- Marijuana Use is Against UC Policy
 - Despite new CA law which legalizes usage.
- Performance Management Pilot Underway
 - Over 200 participants campus-wide
 - Headed by Dawn McKinley
 - Moves to an online system (no paper), adds manager check-ins during the evaluation period, makes goal system much more dynamic.
- Card/Donation Collection for Family of Jim McKenzie Underway

Statements of Subject: Vice Chair's Report

Main Points- Bourbon reported on the following:

- Recognition Letters Sent to Chair for Review
 - Letters will be catered to the recipient (i.e. council member versus committee member).
- By-law Review Committee
 - Committee established.
 - First meeting scheduled later in November.
 - Larger recommendations will be discussed with members of Council.

Statements of Subject: Council Communications Report

Main Points- Hinojosa-Garcia reported on the following:

- Lunch with Leadership 2016-17
 - Past Guest-Ronnie Hanecak (Nov. 8)- 13 staff in attendance
 - Upcoming Guest- Jorge Cisneros (Dec. 19)- Planning on increasing capacity to 16 staff
- Other Opportunities?
 - Have budgeted for larger event to accommodate the Chancellor or other head administrator.
 - What should this event look like?
 - Discussion will continue at next meeting.

Statements of Subject: CUCSA Report

Main Points- Thacker reported on the following on behalf of Eiler:

- March CUCSA meeting will be hosted at UCI. Planning in progress.
- Thacker, Bourbon, and Eiler managing arrangements.
 - Hotel accommodation contract is signed.
- Work balance survey will be sent out.
 - CUCSA is collecting data related to work group.

Statements of Subject: Community Relations Report

Main Points- Thacker reported on the following on behalf of Fix:

- runDisney Star Wars Light Side Half Marathon
 - Need 90 volunteers for finish line medals station.
 - January 15th from 3am to 11am.
 - All spots are full.
 - If interested in being placed on the waitlist, contact Stephanie Fix at sfix@uci.edu
- UCI Hunger and Homelessness Awareness Week Begins November 14th
 - Keep an eye out for event announcements.

Statement of Subject: Scholarship Report

Main Points – Lee and Sagey reported on the following:

- 34 Applications Received for this Cycle
 - Feedback- Application process was easy.
 - Committee to meet on Monday to decide who will serve on the application review committee.
- Emeriti Funds have yet to be Requested this Academic Year
- Reminder: Dining out event at Chipotle
 - To take place week of December 12th during the lunch hour.
 - Scholarship committee will receive 50% of proceeds

- Thank you!
 - Carrillo, Prom, Bigdeli, and Ruth for your support in getting the program off the ground!

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 replace full breakfast and stay within current budget.
 - \$8,000 is the current available budget
 - Agrela working on extra funding.
- Tickets
 - Hockey tickets now available.
 - Partnering with Strategic Communications (SC) for Duck vs. Kings game on Sunday, February 19, 2017.
 - SC will give us updates to post on our website.
 - UCI Fall Sports tickets now available.
 - Athletics will cover Zotmails
 - Website is updated.
 - Arts Night for Fall-
 - All tickets have been distributed to winners.
 - Only 140 staff participated in the survey.
 - Tickets remaining for *Parade*, most likely due to topic of show.
- Halloween Costume Contest
 - Large turnout with several group costumes.
 - Will need alternate location for 2017 as UClub not available
 - Considering splitting gift cards by increments of \$20 to increase number of prizes given.
 - \$300 in funds available
- 2017 Staff Picnic
 - Exploring dates in June and July to avoid August heat.
 - Reserved Aldrich Park for same date/time as last year in the meantime.

| |
|----------------|
| Action: |
|----------------|

The meeting was adjourned at 2:04 PM

The next meeting is January 2017.