

**Staff Assembly Council Meeting Minutes  
October 13, 2016**

**SA Representatives:**

Chair	Jeremy Thacker	present
Vice Chair	Nicole Bourbon	present
Immediate Past Chair	Stephanie Fix	absent
Finance Chair	Cathy Yates	absent
Finance Chair-Elect	Paul Carrillo	absent
Council Communications & Special Programs Officer	Arielle Hinojosa	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	present
Marketing	Greg Ruth	present
Scholarship	Sandy Lee	absent
	Diane Sagey	absent
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	Sarah Prom	present

**Ex-Officio Representatives:**

Human Resources	Pamela James	present
A&PW	Kelly Oto	absent
Medical Center	Katie Stenton	absent

**Other Attendees:**

Andrea Gaines  
Kevin Phillips  
Annabel Ortiz

**Statement of Subject: Call to Order**

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

**Statement of Subject: Special Guests- Kevin Phillips, Interim Executive Director of Human Resources; Pamela James, New Executive Director of Campus Human Resources; Andrea Gaines, Learning and Development Consultant for Campus Human Resources**

- Introduction of Pamela James:
  - 1 month in position, replacing Kevin Phillips.
  - Local resident
  - Private sector experience; ConAgra Foods, Taco Bell
  - Aim to be strategic and proactive to give staff the best possible HR support they need.
- Presentation by Andrea Gaines, Campus HR update

- HR working with focus groups to figure out where training development is needed as well as what progress has campus made to recognize staff
- Current State:
  - Annual service awards are a \$40,000 celebration. Does the current practice influence employees to stay and be engaged? What practices are out in the world that we can bring to UCI? How often should we have recognition type events?
- Training Needs Assessment
  - Focus groups, one hour sessions with both supervisory and non-supervisory staff.
  - HR is looking to interview staff members that are identified to have exemplary characteristics, behaviors, and traits.
    - Recommendations of such people can be directed towards Andrea.
- Culture of Recognition
  - Focus groups focusing on service awards, one hour sessions with both supervisory and non-supervisory staff.
  - Need to create an integrated aligned experience for all people giving and receiving all types of recognition.
  - Results: reported 20% increase in engagement when managers make recognition presentations personal.
  - Some options available:
    - Customized UCI Recognition website
    - eThanks (online thank you cards)
    - Online wall of fame for UCI/Departments
    - Email recognition
  - HR reimagining service anniversaries as a Celebration of Life at Work
    - Looking into creating a yearbook which will have messages from the Chancellor, manager, and colleagues. Would also come with a pin and desk weight with years of service inscribed.
  - Next steps:
    - Be on the lookout for the needs assessment survey and encourage colleagues to complete it. Contact HR if you have any ideas for training, service awards, or ways to foster and support continuous recognition.

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

Main Points – Thacker reported on the following:

- Past Leadership Meetings
  - September 29- Chancellor Gillman; overview of major past and upcoming events, overview of scholarship program revitalization. He is working on promoting to high level administration to get results and support.
  - October 3- Ramon Agrela and HR Leadership; finalized billing issues related to UCIMC attendance at Staff Picnic (\$5,000 allocated for accommodation), re-affirmed Zotmail Reminders policy (can send reminder emails without restriction), discussion of scholarship program revitalization.
- Upcoming Leadership Meetings
  - Not available, still working out scheduling
- Staff Assembly group UCI Net ID; Should we get one?
  - Background- If there was a central NetID, those who would be reviewing scholarship applications could do so directly from the system.
  - Allows for easier sharing and hand off of resources.

- Cost of \$5 per month.

Council had no decisive opinion. Will revisit this option if needed in the future.

- Smoke and Tobacco Free Task Force; October 20
  - Stephanie-Jean Hinojosa (friend of Staff Assembly) will attend. Request for feedback.

Council asked to target efforts towards international student population. Idea of incorporating into campus orientation or another related program.

- Staff Advisors to the Regents; October 27
  - 12pm to 1pm: Open forum available to all staff
  - 2pm to 3pm: Meeting with Staff Assembly and CACS only. Open forum format.
- December Council Meeting
  - Typically a little different to celebrate the holidays
  - Ideas presented: Hiking, Lunch at Eureka, paint and lunch

### **Statements of Subject: Vice Chair's Report**

Main Points- Bourbon reported on the following:

- Final Reminder
  - Send names of committee members for service recognition
  - Information will be forwarded to the Chancellor's office.
  - Letters will be catered to the recipient (i.e. council member versus committee member).
- Need for Volunteers?
  - If any committees need people, let Bourbon know.
  - Receiving interest inquiries from new staff participants.
- Attendance: Each committee should have one committee member to represent at Council meetings.
  - Bylaws Review Working Group; ongoing

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

Main Points- Hinojosa reported on the following:

- Lunch with Leadership 2016-17 Confirmed for Full Year
  - Oct 26- Kate Klimow
  - Nov 8-Ronnie Hanecak
  - Dec 19- Jorge Cisneros
  - Feb 27- Rebecca Brusuelas-James
  - Mar 7- Douglas Haynes
  - Apr TBD- Joan Tenma
  - May 16- Dana Roode
- Hosts Needed; Please sign up
- Other Opportunities?
  - Should we investigate holding alternative events for Gillman, Parham, Agrela?
  - Will investigate into budget if can accommodate additional events

### **Statements of Subject: CUCSA Report**

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

- Collins is officially on leave; Fahr (former first delegate) will take her place at December CUCSA meeting.

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

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

- OC Food Bank Event; Oct 1
  - Total of 75 volunteers/participants.
- Helping Hands
  - First email sent.
- runDisney Star Wars Light Side Half Marathon
  - Need volunteer for finish line medals station
  - January 15<sup>th</sup> from 3am to 11am
  - Friends and family can volunteer with staff as long as over age 18
  - No general campus email will be sent.
  - Contact Fix ([sfix@uci.edu](mailto:sfix@uci.edu)) if interested in participating.

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

Main Points – Thacker reported on the following on behalf of Lee and Sagey:

- Meetings
  - Sept 29- Chancellor Gillman, Mike Arias (Chief of Staff), Agrela
    - Very supportive of program.
  - Oct 3- Agrela
    - Fine tuning issues of taxation for recipients
  - Oct 3- First Committee Meeting
    - Ten to 12 participants, Mike Puritz in attendance
    - Draft of application has been made.
- Application
  - Expected to go live Oct 15, deadline of Nov 15.
- Website
  - Section on website is in progress.
  - Donation link will be available on designated page.

### **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.
  - Agrela working on extra funding.
- Tickets
  - Hockey tickets now available. Website has been updated.
  - UCI Fall Sports tickets now available. Athletics will cover Zotmails
  - Arts Night for Fall- tickets for November and December. EEE surveys are being prepared.
- Halloween Costume Contest
  - Confirmed use of “Gazeboo” at UClub
  - Confirmed use for Friday, Oct 28 (UClub closed on Mondays)
  - 50% buffet discount for all those in full costume. Might be last time for discount.

- Zot Bucks cards will be purchased for prizes.
- 2017 Staff Picnic
  - Initial planning is underway.

**Statement of Subject: Web Communications Report**

Main Points- Bigdeli and Prom reported on the following:

- Google Calendar on website is still in progress.
  - Committees need to send information on upcoming events.
- Will be creating a separate page/tab for Scholarship committee as old blog format is no longer feasible for content.
  - Contact Bigdeli or Prom to establish separate page/tab for your committee.

<b><i>Action:</i></b>
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The meeting was adjourned at 1:34 PM

The next meeting is Thursday, November 10, 2016.