Staff Assembly Council Meeting Minutes
September 8, 2016

SA Representatives:
Chair
Vice Chair
Immediate Past Chair
Finance Chair
Finance Chair-Elect
Council Communications & Special
Programs Officer
CUCSA (Sr.)
CUCSA (Jr.)

Standing Committee Representatives:
Community Relations
CUCSA Alumni Representative
Education and Enrichment
Marketing
Scholarship
Staff Appreciation
Web Communications

Ex-Officio Representatives:
Human Resources
A&PW
Medical Center

Other Attendees:
None

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Thacker at 12:10 pm.

Statement of Subject: Special Guest- Dawn McKinley, Director of HR Program Analysis and Research
- Background:
  o Works directly with Ramona Agrela, Associate Chancellor of HR
  o Role at UCI is to look at program inquires requests from UCOP, UCI HR and other staff organizations
- Purpose of visit: Feedback from meeting attendees regarding the merit review process for 2015-2016.
- Background to restructured merit review for 2015-2016
  o Call for restructure came from President Napolitano with a deadline of July 2016 (all employees must be reviewed under new structure by deadline)
  o To accomplish task, McKinley worked with a Steering Committee and an Advisory Group.
  o Two pronged approach in that this process should consist of a performance review component and a merit review component.
Did not have time to accomplish such before deadline so dealt with merit review component for 2015-2016.

- Challenges the committees faced
  - UCI is decentralized- HR needed to give guidelines that could be applied/interpreted by all units
  - Each unit handled the division of merit funds differently

- Looking forward:
  - 2016-17 will use same performance review evaluation as the 2015-2016 cycle.
    - Cycle will end March 31.
    - May- supervisors will have merit review information
  - During the 2016-17 AY Steering Committee and Advisory Group will look at restructuring the performance review/management process.
    - Goal to roll it out by January 2018

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

**Main Points** – Thacker reported on the following:

- Past Leadership Meetings
  - August 23- Ramona Agrela and HR Leadership cancelled due to proximity to prior meeting and lack of updates

- Upcoming Leadership Meetings
  - September 29- Chancellor Gillman
  - October TBA- Ramona Agrela and HR Leadership

- Meeting minutes
  - Will review May and August at next meeting

- Vacation Time: Out of office from September 12 through 27. Will be back in office September 28.
  - If any pressing needs, contact Bourbon, Vice Chair.

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

**Main Points**- Bourbon reported on the following:

- Update: Meet and greet with Jason Valdry, new Staff Advisor to the Regents.
  - September 28th. An additional event on September 29th if enough interest
  - Program Idea:
    - Structure as a coffee-talk to better fit Valdry’s preferences
    - Also will allow more time for Q&A

- Meeting locations for 2017
  - If have any preferences on where else to meet, let Bourbon know.
  - Thank you to Sagey for coordinating a big portion of our meetings in School of Business.

- Reminder: Committee lists are needed for Chancellor’s Letters

- Bylaws Review Working Group
  - October-November project. Bylaws for Staff Assembly as an organization up for review.

**Statements of Subject: Council Communications Report**

**Main Points**- Hinojosa reported on the following:

- Lunch with Leadership 2016-17
  - Total of 7 events for the year
  - Will offer catered lunch (fast-casual) of guest’s choice
  - Locations TBA around campus
  - Invitations for this year’s guest have been sent. Deadline of 09/14 to respond.
**Statements of Subject: CUCSA Report**
Main Points- Collins reported on the following:

- September CUCSA meeting is currently underway (September 7-9) at Berkeley Lab.
  - Ingrid is attending on Adriana’s behalf.

**Statements of Subject: Community Relations Report**
Main Points- Fix reported on the following:

- runDisney Volunteer Event review:
  - 88 volunteers from 3am to 11am unpacked and distributed over 13,000 medals at the Half Marathon event on Sunday, September 4th.
  - Great group that worked really well together.
  - Application submitted to volunteer again at Star Wars race on January 15, 2017
    - Should know by end of the month if participating.

**Statement of Subject: Education and Enrichment Report**
Main Points – Vicqueneau reported on the following:

- Paint and Wine tasting event will be held at Art Wine on September 8th.
  - 20 people attending. Cap for event is at 30.
  - Site found via UCI Merage Alumni (owner of site)
- Mesa Tower Tour will be on September 14th.
  - One day only
  - Only available to those who were confirmed participants for cancelled tour.
  - No reopening of sign-ups.
- Committee meeting scheduled for October.
- Vicqueneau will be out October 7th
- Looking for new ideas
  - Working on lunchtime series involving building history on campus/building placement.

**Statement of Subject: Marketing Report**
Main Points – Ruth reported on the following:

- Ability to send reminder Zotmails have been called into question. May need to take steps to reaffirm ability to do so.
  - Zotmail now managed by OIT not distribution. One person managing platform. Was told recently that we are not allowed to send out reminders as part of the system.
    - Years ago Staff Assembly told that we were exempt from this rule.
    - Recommend to talk with Agrela if this is still the case.
    - This is our one and only way to communicate with all staff on campus (data from PPS auto-pulled to subscribe new employees).
- Thacker confirms will add to list of topics to speak with Agrela at next meeting.

**Statement of Subject: Scholarship Report**
Main Points – Sagey and Lee reported on the following:

- 2015-16 Scholarship Recipient Reimbursement
  - Doing work to ensure that reimbursement is done correctly. How does taxation come into play?
- Committee Invites
  - Sending invitations this week to meet late September.
  - Mike Puritz will be included.
• Application
  o Lee to update online form and have it live by September 30th.
• Website
  o Finalizing content and layout. Will send to Bigdeli and Prom for final posting.
  o Current site is a blog format. Will move toward making specific pages.
• Donations
  o Will add link to scholarship site
  o Prepopulated e-giving fund is ready to go.
• Coffee and Donuts Event
  o Would like to host a promotional event to advertise the program
    ▪ Will discuss with Thacker about funding opportunities to host such an event.
• Dining Fundraisers
  o Will determine a date for Blaze, Chick-Fil-A, Chipotle, Veggie Grill or Gina’s Pizza
    ▪ Idea of piggybacking on the date of Shocktober Fest.

Statement of Subject: Staff Appreciation Report
Main Points- Thacker reported on the following on behalf of Harrington:

• Pancake Breakfast 2017 & 2018.
  o Student Center may be an option for alternative location (UClub undergoing long term renovation).
  o Ramona working on extra funding for event due to increasing cost.
• Tickets
  o Initial work started for Hockey season.
  o Initial work started for UCI Fall Sports
  o Initial work started for Arts Night in the Fall.
• Halloween Costume Contest
  o Confirmed use of “Gazeboo” at UClub for Monday, October 31st
  o 50% buffet discount for all those in full costume.
• 2016 Staff Picnic: Sun, Surf N SoCal
  o Another fun day completed
  o Working on scheduling post-picnic meeting with volunteers
  o Looking into securing different grill company to use in 2017
    ▪ Issues with food dispersal
• Full debriefing on picnic will happen at October’s meeting.

Action:
The meeting was adjourned at 1:57 PM

The next meeting is Thursday, October 13, 2016.