

## Staff Assembly Council Meeting Minutes September 8, 2016

### SA Representatives:

Chair	Jeremy Thacker	present
Vice Chair	Nicole Bourbon	present
Immediate Past Chair	Stephanie Fix	present
Finance Chair	Cathy Yates	absent
Finance Chair-Elect	Paul Carrillo	present
Council Communications & Special Programs Officer	Arielle Hinojosa	present
CUCSA (Sr.)	Adriana Collins	present
CUCSA (Jr.)	Kathy Eiler	absent-CUCSA mtg

### 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	absent
Marketing	Greg Ruth	present
Scholarship	Diane Sagey	present
	Sandy Lee	present
Staff Appreciation	Joani Harrington	absent
Web Communications	Nader Bigdeli	absent
	Sarah Prom	absent

### Ex-Officio Representatives:

Human Resources	Kevin Phillips	absent
A&PW	Kelly Oto	absent
Medical Center	Katie Stenton	absent

### 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:
  - Works directly with Ramona Agrela, Associate Chancellor of HR
  - 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
  - Call for restructure came from President Napolitano with a deadline of July 2016 (all employees must be reviewed under new structure by deadline)
  - To accomplish task, McKinley worked with a Steering Committee and an Advisory Group.
  - 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 28<sup>th</sup> . An additional event on September 29<sup>th</sup> 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 4<sup>th</sup>.
  - 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 8<sup>th</sup>.
  - 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 14<sup>th</sup>.
  - 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 7<sup>th</sup>
- 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
  - Lee to update online form and have it live by September 30<sup>th</sup>.
- Website
  - Finalizing content and layout. Will send to Bigdeli and Prom for final posting.
  - Current site is a blog format. Will move toward making specific pages.
- Donations
  - Will add link to scholarship site
  - Prepopulated e-giving fund is ready to go.
- Coffee and Donuts Event
  - 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
  - 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.
  - Student Center may be an option for alternative location (UClub undergoing long term renovation).
  - Ramona working on extra funding for event due to increasing cost.
- Tickets
  - Initial work started for Hockey season.
  - Initial work started for UCI Fall Sports
  - Initial work started for Arts Night in the Fall.
- Halloween Costume Contest
  - Confirmed use of "Gazeboo" at UClub for Monday, October 31<sup>st</sup>
  - 50% buffet discount for all those in full costume.
- 2016 Staff Picnic: Sun, Surf N SoCal
  - Another fun day completed
  - Working on scheduling post-picnic meeting with volunteers
  - Looking into securing different grill company to use in 2017
    - Issues with food dispersal
- Full debriefing on picnic will happen at October's meeting.

<b>Action:</b>
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The meeting was adjourned at 1:57 PM

The next meeting is Thursday, October 13, 2016.