

**Staff Assembly Council Meeting Minutes
April 14, 2016**

SA Representatives:

Chair	Stephanie Fix	present
Vice Chair	Jeremy Thacker	present
Immediate Past Chair	Dahlia Aguirre	absent
Finance Chair	Kasey Ning	present
Finance Chair-Elect	Cathy Yates	present
Council Communications and Special Programs Officer	Megan Enciso	present
CUCSA (Sr.)	Ingrid Fahr	present
CUCSA (Jr.)	Adriana Collins	absent

Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	absent
	Mindy Han	absent
CUCSA Alumni Representative	Stephanie Fix	present
Education and Enrichment	Nicole Bourbon	present
	Veronika Vicqueneau	absent
Marketing	Greg Ruth	present
Scholarship	Dahlia Aguirre	absent
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	Sarah Prom	absent

Ex-Officio Representatives:

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

Other Attendees:

Jason Valdry

Statement of Subject: Call to Order

Main Points – The meeting was called to order by Fix at 12:02 pm.

Statement of Subject: Welcome and Introductions

Main Points – Welcome Everardo Velasquez from Schools First Credit Union. Gave information on services and specials for UCI employees.

Statement of Subject: Approval of Minutes

Will vote on March minutes in May meeting.

Statements of Subject: Chair's Report

Main Points – Fix reported on the following:

- Amending the proposed 16-17 budget to include additional funds for Pancake Breakfast.
- Staff Assembly has been asked to assist with brown bags for staff for more information on the new merit program. Mostly need to promote events and show up for support.
- CACS discussed ideas for more Staff Recognition programs. looking for more ideas (ex. What to give for 5 years of service, 10 years, etc.)

- SAC upcoming volunteer opportunities: Anteater Equity Games 5/4/16 and Wellness Fair 5/18/16

Statements of Subject: Vice Chair's Report

Main Points – Thacker reported on the following:

- 29 nominations for Excellence in Leadership Awards. Nomination review committee will select up to 2 recipients.
- Nominations for council elections will be open April 25-May 6. Open positions include Vice Chair, Finance Chair Elect, CUCSA First Year Delegate. Poll will be open May 16-May 20.
- Thinking about purchasing a button machine to promote SAC committee members, chairs, etc. Will be an investment instead of purchasing name tags.

Statements of Subject: Immediate Past Chair's Report

Main Points – Aguirre was not present:

- None.

Statements of Subject: Staff Appreciation

Main Points – Harrington reported on the following:

- Announcement will be out soon for UCI Men's Baseball game against UCLA.
- Pancake Breakfast- earlier start time was beneficial. Thinking of ways to simplify entry line (tickets). Perhaps a meal ticket in the future to avoid lines at check in.
- Staff Appreciation Picnic theme voting is active. Newport Rib and SchoolsFirst confirmed. Park reserved for Thursday, August 25th. Price is up about \$1 per person mostly due to labor costs.
- Try to get the word out that Staff Appreciation Picnic is not for student workers.
- Thinking of ways to make sure only staff are coming for the picnic/free food. Ideas include fencing, checking ID's, etc.

Statements of Subject: CUCSA Report

Main Points- Fahr reported on the following:

- Performance Management workgroup, of which Fahr is co-chair, needs to prepare final report for CUCSA at last meeting
- UC as a whole did poorly in performance management, specifically in regards to staff recognition
- Will highlight some best practices system-wide, but will focus more on recommendations
- Will include reporting on staff service awards (what's being done system-wide) and pay for performance
- Looking for a new first year delegate, reach out to Fahr and Collins for any questions

Statement of Subject: Web Communications Report

Main Points –Bigdeli reported on the following:

- Idea to possibly send out Zotmail about Staff Assembly website after the picnic to announce winners, etc., driving more people to the website.
- More advertisement wanted/needed to campus about Staff Assembly to promote volunteer opportunities. Try using website "for more information" etc. to drive people to visit the website.

Statement of Subject: Education and Enrichment Report

Main Points –Bourbon reported on the following:

- None.

Statements of Subject: Finance Report

Main Points — Ning and Fix reported on the following:

- Campus is trying to reduce out of pocket reimbursements for gifts (supply type), so if you need to purchase anything (from the bookstore, for example), do a recharge instead ahead of time. Get permission from Finance Chair and Finance Chair Elect, take number to bookstore, and put Finance Chair as finance contact.

Statement of Subject: Council Communications Report

Main Points— Enciso reported on the following:

- Lunch with Leaders with Provost will be held in the Arts and have food catered, due to the University Club being booked.

Statement of Subject: Community Relations Report

Main Points – Andress-Delany and Han were not present.

- RunDisney Tinker Bell Half Marathon volunteer event is full with a waitlist of over 70 people. Application has been submitted for the next RunDisney volunteer opportunity in September.

Statement of Subject: Marketing Communications Report

Main points – Ruth reported on the following:

- Zotmails to UCIMC are receiving pushback. Will bring this up to Ramona, so that Staff Assembly emails and invitations can continue going out to Medical Center.

Statement of Subject: Scholarship Report

Main Points – Aguirre was not present.

- Two co-chairs will be appointed by next month.

Statement of Subject: Ex-Officio Reports

- None.

Action:

The meeting was adjourned at 1:47 PM

The next meeting is Thursday, May 12, 2016.