

**Staff Assembly Council Meeting Minutes  
February 11, 2016**

**SA Representatives:**

Chair	Stephanie Fix	present
Vice Chair	Jeremy Thacker	present
Immediate Past Chair	Dahlia Aguirre	present
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	present

**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	present
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	Sarah Prom	present

**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 12:01 pm.

**Statement of Subject: Welcome and Introductions**

Main Points – Welcome and introductions.

**Statement of Subject: Approval of Minutes**

December and January's minutes approved. Thacker motioned, Harrington second, all in favor, none opposed.

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

Main Points – Fix reported on the following:

- Appointed Cathy Yates as Finance Chair Elect through 6/30/16
- Med Center wants SAC to put on event for CEO of UCI MC similar to Provost event. If you want to volunteer, let Stephanie know.
- Upcoming meetings to discuss budget and finances.

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

Main Points – Thacker reported on the following:

- Please put together job descriptions for your current Staff Assembly positions – due 2/26
- Descriptions will most likely be included in election email
- Provost event on 2/8 had 74 attendees, went well.
- Creating an event debrief form to collect information about our events (attendance, cost, advice, etc.)
- Looking for volunteers to review applications for Excellence in Leadership

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

Main Points – Aguirre reported on following:

- None.

### **Statements of Subject: Staff Appreciation**

Main Points – Harrington reported on the following:

- Extra tickets to Dance Visions offered to SAC and volunteer lists
- Working on Ducks game and Angel's game
- Pancake Breakfast 3/17 at UClub new start time of 6am, volunteers needed at 5:30am at check-in table. Sign-up sheet available soon.
- No summer kick-off due to budget cuts
- Staff Appreciation Picnic theme suggestions will go out soon. Picnic on 8/25

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

Main Points- Fahr and Collins reported on the following:

- Engagement survey (SAC, CACS, HR all collaborated) over 100 attendees attended event discussing survey
- CUCSA chair asked delegates for a letter from staff voice about new retirement tiers
- Planning to outline issues with new retirement plan including how cap on retirement affects high level staff, which in turn affects recruitment and retention, and diversity and equity

### **Statement of Subject: Web Communications Report**

Main Points –Bigdeli and Prom reported on the following:

- Making updates/enhancements to SAC website.

### **Statement of Subject: Education and Enrichment Report**

Main Points – Bourbon reported on the following:

- Coffee Talk 3/10 with Dave Kniffin. Will discuss importance of teamwork, etc.
- Lost 1 committee member, looking to recruit more members

### **Statements of Subject: Finance Report**

Main Points — Ning and Fix reported on the following:

- Need to make cuts from ideal budget
- Due to budget analysis of past 4 years, budget was reduced
- Fix and Thacker will meet with Ramona and Chuck to discuss new budget

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

Main Points— Enciso reported on the following:

- None.

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

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

- RunDisney volunteer event on 5/8 from 2:30-10:30am. Need a minimum of 60 volunteers. If 95% of volunteers work full shift, everyone gets a free Disneyland Park Hopper ticket. Stephanie and Dahlia will be team leaders.
- OC Food Bank volunteer event on 2/27

**Statement of Subject: Marketing Communications Report**

Main points – Ruth reported on the following:

- None.

**Statement of Subject: Scholarship Report**

Main Points – Aguirre reported on the following:

- Committee will meet on 2/18 to select recipients
- 2/22 meeting for those interested in being chair/co-chair/committee members for 16-17

**Statement of Subject: Ex-Officio Reports**

- None.

**Action:**

The meeting was adjourned at 1:20 PM

The next meeting is Thursday, March 10, 2016.