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-Delaney 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.