

**Staff Assembly Council Meeting Minutes  
January 14, 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		
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	absent
	Veronika Vicqueneau	present
Marketing	Greg Ruth	absent
Scholarship	Dahlia Aguirre	present
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bidgeli	present
	Sarah Prom	present
	Adriana Collins	present

**Ex-Officio Representatives:**

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

**Other Attendees:**

Cathy Yates  
Terry Kalwara

**Statement of Subject: Call to Order**

Main Points – The meeting was called to order by Fix at 12:07 pm.

**Statement of Subject: Welcome and Introductions**

Main Points – Welcome and introductions.

**Statement of Subject: Approval of Minutes**

November's minutes approved. Thacker motioned, Fix second, Collins and Harrington abstained, the rest of the council approved. Will approve December's minutes at February's meeting.

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

Main Points – Fix reported on the following:

- Jin Chae stepped down from Finance Chair Elect position, waiting to hear back from potential new Finance Chair Elect

- Looking for a new storage space. Will need to eventually clean out current space.
- New HR Ex-Officio member – Kevin Phillips
- Staff Assembly budget verbally approved by Chuck Holland
- Summer kick off will need to come out of this year’s budget
- Budget for next year will be submitted in April
- Current Excellence in Leadership awards only go to supervisors
- Thinking of possibly creating a staff alumni award, for current staff who are alumni of UCI
- Possibility of staff award for any staff (represented or non-represented)

**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
- Thacker will send out more information/examples of descriptions
- Start thinking about people to recruit for Staff Assembly Committee

**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:

- Would like to organize a list of approved vendors for staff picnic
- Looking at early April for Ducks game tickets
- Pancake Breakfast will be on March 17<sup>th</sup> starting at 6am. Volunteers needed beginning at 5:30am at check-in table
- For Staff Appreciation Picnic, we will need to clarify that you do not need to be present to win the raffle. Need to encourage people to walk around and get up after eating to free up space/chairs. Possibly set up more chairs in the park.

**Statements of Subject: CUCSA Report**

Main Points- Fahr and Collins reported on the following:

- Collins is on the health and wellness work group for CUCSA
- Optum program is shutting down. CUCSA is requesting to President Napolitano to keep the \$3 million from Optum program towards health and wellness at the UC campuses, to get a wellness person at each UC, and one at UCOP who advocates for health and wellness
- Volunteerism for UCI is new group/committee for staff that is starting. Intent is incentivizing alumni to come back and volunteer.
- Fahr is on the performance management workgroup
- SAC will have a town hall on the staff engagement survey on 1/27/16. Co-sponsorship with CACS and partnership with HR.
- Town hall will be taped so people can view later.
- Looking for SAC volunteers to help on the day of the town hall.
- Come prepared to next SAC meeting to bring nominees for staff award

**Statement of Subject: Web Communications Report**

Main Points –Bigdeli and Prom reported on the following:

- None.

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

Main Points – Vicqueneau reported on the following:

- Waiting to hear back from potential coffee talk guests
- Potential future education event on taxes

**Statements of Subject: Finance Report**

Main Points — Ning reported on the following:

- Looking for potential finance chair elect

**Statement of Subject: Council Communications Report**

Main Points— Enciso reported on the following:

- All host spots now filled for Lunch with Leaders
- No January Lunch with Leaders, but there will be two in April

**Statement of Subject: Community Relations Report**

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

- Fifty for 50 funding Board is funding 3 projects including MLK Jr. Day of Service at Orange County Food Bank on 1/18, Hypertrophic Obstructive Cardiomyopathy Screening at local high schools and community colleges, and The Brown Bag Theatre Company event.

**Statement of Subject: Marketing Communications Report**

Main points – Ruth was not present.

- None.

**Statement of Subject: Scholarship Report**

Main Points – Aguirre

- Looking for chair or co-chairs for Scholarship committee
- Looking for fundraising ideas

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

- None.

**Action:**

The meeting was adjourned at 1:58 PM

The next meeting is Thursday, February 11, 2016.