

**Staff Assembly Council Meeting Minutes
June 9, 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	absent
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	present
Marketing	Greg Ruth	absent
Scholarship	Dahlia Aguirre	absent
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	present
	Sarah Prom	present

Ex-Officio Representatives:

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

Other Attendees:

Jason Valdry
Kathy Eiler
Paul Carrillo
Arielle Hinojosa
Michelle McCoy

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 and Introductions of newly elected council members and other staff joining the meeting.

Statement of Subject: Approval of Minutes

March and April minutes approved. Fahr motioned, Fix second, all in favor, none opposed.

Statements of Subject: Chair's Report

Main Points – Fix reported on the following:

- Congratulations to our newly elected council members.

- Brown bag event being planned for Jason Valdry's new position – Staff Advisor to the Regents. Prom, Bourbon, and Sagey volunteered to help plan event for approximately 50-100 people.
- New HR Finance Director, Harvey Shieh will meet with new SA leadership, most likely in August.
- Cycle for Cures – a bike ride that includes fundraising. Need SA volunteers, will need about 300 volunteers total. Event will be 2 days at Angels Stadium in Anaheim, although the date is not set yet. Fix will continue to coordinate this as Immediate Past Chair.

Statements of Subject: Vice Chair's Report

Main Points – Thacker reported on the following:

- Congratulations to newly elected members: Finance Chair Elect – Paul Carrillo, Finance Chair – Cathy Yates, Vice Chair – Nicole Bourbon, CUCSA 1st year delegate – Kathy Eiler. Results will be posted on SAC website. Zotmail will be sent to all staff with winners.
- Excellence in Leadership Awards – talk to Kevin Phillips about getting more funding for additional awards to keep up momentum after large number of nominees this year.
- Ideas to possibly send names of nominees to Anna for potential Zotline spotlights through central Communications.
- Idea to get staff service awards names from HR to post on Staff Assembly website. Possible confidentiality issues with releasing the statements/nomination content.

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:

- Possibly looking at basement of student center as new storage space for SAC.
- Extra t-shirts from past years – talk to Anne Wimberly from emergency preparedness about donating shirts.
- Kayaking and paddle boards events set for July and August.
- Galaxy game August 13th at 7:30pm vs. Colorado Rapids
- Angels baseball game June 26th at 12:30pm vs Oakland A's
- Looking at alternate locations for next year's pancake breakfast. Will look at student center and Bren events center as possible choices.
- Staff appreciation picnic August 25th

Statements of Subject: CUCSA Report

Main Points- Fahr and Collins reported on the following:

- Discussed items from June meeting at UCOP. Additional more detailed CUCSA notes available to council.
- Final reports will be made public at the end of the fiscal year
- CUCSA delegates have opportunity to look at practices of other UC Staff Assemblies and report back
- President Napolitano would like to create a system-wide policy or guidelines for staff appreciation in the future
- The CUCSA meeting notes pack 3 days worth of meetings into 3-4 pages of notes for the council

Statement of Subject: Web Communications Report

Main Points –Bigdeli and Prom reported on the following:

- In discussion about creating a calendar of events tab on website.
- Photographer will come to July's meeting to take headshots for council to put on website.

Statement of Subject: Education and Enrichment Report

Main Points –Bourbon and Vicqueneau reported on the following:

- Two new members on committee. Will meet to discuss calendar events for next year.
- Idea about introducing cultures, etc. as education topics.
- Thacker made contact with construction people at Mesa to get tours of the new Mesa tower. Vicqueneau will follow up to schedule.

Statements of Subject: Finance Report

Main Points — Ning reported on the following:

- None.

Statement of Subject: Council Communications Report

Main Points— Enciso reported on the following:

- In the future, LWL Zotmail invitation will have TBA with location. Separate email will be sent to confirmed rsvp'd guests with location.

Statement of Subject: Community Relations Report

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

- RunDisney event on 9/4. Fix and Enciso are coordinating – different process this time for signups. Will not send mass Zotmail to all staff.

Statement of Subject: Marketing Communications Report

Main points – Ruth was not present.

- Don't forget that KUCI offered free announcements.

Statement of Subject: Scholarship Report

Main Points – Sagey and Lee reported on the following:

- Thoughts about moving towards a different scholarship model. Questions about class requirement – does it need to be career oriented? (yes). Idea of opening scholarship up to include conferences, etc. pertaining to current career.
- Idea to change requirements so applicant doesn't have to be currently enrolled in the class. Possibly award money first so winner can use money to register for the class.
- Winner would be notified in spring (around May) of award so they can register in Fall.
- The university has historically matched funds to what we've fundraised in the past.

Statement of Subject: Ex-Officio Reports

Main Points – Phillips reported on the following:

- Plenty of resources available online for staff to read regarding merit increases.
- This year's merit increase is using old performance management system. Next year will be a whole new system.
- Hopefully the new performance management system will include examples of how to strive for excellence, in order to reach the next merit bracket.
- This is a cultural shift. UCI is used to staff receiving a 3% merit increase across the board. We need more tools for supervisors to make sure they are communicating effectively with their staff throughout the year regarding performance.

Action:

The meeting was adjourned at 2:00 PM

The next meeting is Thursday, July 7, 2016.