Staff Assembly Council Meeting Minutes  
May 12, 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    absent
CUCSA (Sr.)   Ingrid Fahr      present
CUCSA (Jr.)   Adriana Collins  absent

Standing Committee Representatives:
Community Relations Laurie Andress-Delaney
Mindy Han
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
Sarah Prom

Ex-Officio Representatives:
Human Resources Kevin Phillips    absent
A&PW                 Kelly Oto       absent
Medical Center Katie Stenton    absent

Other Attendees:

Statement of Subject: Call to Order  
Main Points – The meeting was called to order by Fix at 12:06 pm.

Statement of Subject: Appointment of Scholarship Co-Chairs  
Main Points – Fix formally appointed the following individuals as Scholarship Co-Chairs:
- Diane Sagey, Assistant Dean of Operations, Paul Merage School of Business. UCI Alumna; Bachelor, School of Humanities and MBA, Merage School of Business.
- Sandy Lee, Donor Relations Analyst, University Advancement. UCI Alumna; Bachelor, School of Social Sciences.

Statements of Subject: Chair’s Report  
Main Points – Fix reported on the following:
- Do you need a name badge? Fix will produce name badges using the old templates.
- 50 for 50: Closing ceremony June 6th, recognizing all of those who performed 50 hours of service. Unfortunately, conflicts with the Chancellor’s luncheon.
- CACS (Chancellor’s Advisory Committee on Staff): Discussed the charge of CACS. There are more questions than answers at this point; unsure whether charge includes performance management. CACS and Staff Assembly are to operate in parallel with different missions. Recently produced staff testimonials. Training.uci.edu is oriented around recognition and
awards; it has a thank you e-card sender. Consideration is being given to changing the recognition items given at the staff service awards; Cecilia and the CUCSA recognition workgroup have surveyed service awards system-wide to see what other campuses do.

- Anteater Equity Games went well. Joanie and Stephanie represented. We plan to continue to support the event in future years.
- Merit brown bag is coming up; encouraged to attend and ask questions. Space is limited, so be sure to register. The HR Merit website (http://hr.uci.edu/partnership/merit/index.php) FAQ has been improved with feedback. Not all departments are using the recommended performance review template. There are resources for individuals and departments. Merit model was a top-down UCOP decision.

**Statements of Subject: Vice Chair’s Report**
Main Points – Thacker reported on the following:

- Excellence in Leadership Awards – Two recipients were selected from 29 nominees. Thank you to the review committee: Jason Valdry, Kasey Ning, Laurie Andress-Delaney, Megan Enciso, Stephanie Fix, and Veronika Vicqueneau. All nominees have been notified of their nominations and invited to the Staff Service Awards on June 8th. Trophies are on order.
- Council Elections – Nominations close Friday night. So far, we’ve received: 1 nomination for Vice Chair, 4 nominations for CUCSA First Year Delegate, 4 nominations for Finance Chair Elect, 1 nomination for Finance Chair. It’s healthy to have a wide pool of candidates, so talk to your friends and introspect. Keep nominations coming. Updated election timeline: May 13: Nominations close, May 16 – May 27: Gather nomination acceptances and candidate statements, May 30 – June 3: Election polling.

**Statements of Subject: Immediate Past Chair’s Report**
Main Points – Aguirre was not present:
- None.

**Statements of Subject: Community Relations**
Main Points:

- Beach cleanup 6/4, zotmail tonight
- runDisney – 55 people attended and worked a water station. Pictures have been posted to Facebook. We have applied for the next run, which will be on Labor Day weekend Sunday.

**Statements of Subject: Staff Appreciation**
Main Points- Harrington reported on the following:

- We have Evita tickets for May 27 and 28
- The picnic theme will be Surf’n SoCal.

**Statement of Subject: CUCSA Delegates Report**
Main Points – Fahr reported on the following:

- No official report
- Next meeting will be at Office of the President, June 1 – 3

**Council Communications & Special Programs Report**
Main Points – Enciso was not present:
- None

**Statement of Subject: Web Communications Report**
Main Points:

- Let Nader and Sarah know if you want changes to the website
• Will be sure to archive older features
• Idea: Committee multimedia reports at the end of the year
• Suggested: Present ideas to Web Communications for implementation. Allow them to manage content.

**Statements of Subject: Education and Enrichment Report**  
Main Points: - Vicqueneau and Bourbon reported on the following:  
  • Waiting on a KUCI tour date  
  • Sad about cancellation of financial planning workshop. Need to work with HR to figure out a replacement. Intention was to develop a financial planning series.  
  • Meeting in June for new members. Looking for members for ideas and event planning/hosting  
  • May have a wine tasting event. Need to figure out billing and venue

**Statement of Subject: Finance Report**  
Main Points— Ning reported on the following:  
  • Get reimbursement requests in before fiscal close

**Statement of Subject: Scholarship Report**  
Main Points – Sagey and Lee reported on the following:  
  • Started a Google Drive folder  
  • Meeting next week as co-chairs  
  • Meeting with Fix, Thacker, and Aguirre soon  
  • First committee meeting in July, list of scholarship interested folks  
  • Internal calendar of events for planning? Joani to send long-term list of standing events. We don’t post to the campus calendar because it is shared with everyone.

**Statement of Subject: Marketing**  
Main Points – Ruth was not present:  
  • None

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**Action:**  
The meeting was adjourned at 1:59 PM

The next meeting is Thursday, June 9, 2016.