

# Staff Assembly Council Meeting Minutes August 13, 2014

## SA Representatives:

Chair	Dahlia Aguirre	present
Vice Chair	Stephanie Fix	present
Immediate Past Chair	Jason Valdry	present
Finance Chair	Lauri Newell	absent
Finance Chair-Elect	Kasey Ning	present
Council Communications and Special Programs Officer	Amy Fujitani	present
CUCSA (Sr.)	Gerson Gomez	present
CUCSA (Jr.)	Ingrid Fahr	present

## Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	present
	Mindy Han	absent
CUCSA Alumni Representative	Raschel Greenberg	present
Education and Enrichment	Kirstin Brehm	present
	Mia Lewis	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	present
	Joani Harrington	present
Web Communications	Jeremy Thacker	absent
	Adriana Collins	absent

## Ex-Officio Representatives:

Human Resources	John Daly	present
A&PW	Amy Ruth	absent

## Other Attendees:

Staff Appreciation Committee Member	Cynthia Anderson	present
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## Statement of Subject: Call to Order

Main Points – The meeting was called to order by Aguirre at 12:05pm.

## Statement of Subject: Welcome and Introductions

Main Points – The council introduced themselves and welcomed guests. Anderson is a member of the Staff Appreciation committee and serves as the Worklife and Wellness Coordinator in Human Resources.

## Statement of Subject: Approval of Minutes

Stephanie Fix motioned to approve the meeting minutes from June 2014.

- o Gerson Gomez: Seconded
- o Vote: 10 yes, 0 no, 0 abstain

## Statements of Subject: Report on Executive Meetings

Main Points – Aguirre reported on the following meetings:

- Aguirre reminded the council members that she granted all members access to the Staff Assembly shared Google drive documents.
  - As the folder includes a variety of information, Aguirre asked that council members please review the contents and email her with any questions.
  - Aguirre requested that council members update their contact information, including their Dean and immediate supervisor information, as well as the subcommittee membership list.
    - Andress-Delaney requested that the committee affiliation be included on the subcommittee membership list. Aguirre agreed to add the column on the spreadsheet.
- Aguirre met with Newell and Ning to review finances for 2014-15 fiscal year, including the revised reimbursement forms.
  - Puritz clarified that the reimbursement forms are for reimbursements only, not for other costs accrued through Staff Assembly activities. Aguirre confirmed that the form is only for reimbursements, adding that any additional expense requests should go through Newell and Ning, with Aguirre and Fix cc'd.
- Aguirre informed the committee that Staff Assembly has a Facebook page, with a soft launch scheduled for the Staff Picnic.
  - “Selfie stations” will be set up at the Staff Picnic. Staff members who take a photo can access the photo by “liking” the Staff Assembly Facebook page.
  - Aguirre and Fix are the current Facebook page administrators with a regular Facebook page administrator still to be determined.
- Aguirre introduced tentative plans for Human Resources to partner with Staff Assembly for an event and asked the council if anyone would like to form a subcommittee to brainstorm ideas and organize the event.
  - Greenberg commented that Staff Assembly and Human Resources partnered on an event many years ago with great success. All the events were centered on a common theme and were scheduled during Spring break. Two events she recalled included a panel of “homegrown” staff who worked their way up through UCI to achieve top leadership positions and a career development workshop that provided information about what qualities employers looked for when hiring positions.
  - Aguirre confirmed that Greenberg would serve on the committee. Greenberg agreed.
  - Aguirre asked that members email her if interested in helping Greenberg with the event.

### Statements of Subject: Vice Chair’s Report

Main Points – Fix reported on the following:

- Irvine Global Village
  - Fix informed the committee that more volunteers are needed to staff the booth at the event. A suggestion was made that Fix provide the sign-up sheet to Andress-Delaney for additional volunteers.

### Statements of Subject: Special Topics

Main Points – Fix, Valdry and Gomez reported on the following

- Engagement Survey
  - Fix and Gomez commented that UCOP issued the engagement survey with no follow-up as to how campuses should take action to improve staff engagement on their campuses.
  - Following a presentation by world-renowned author and expert on engagement, Bob Lavigna, Fix, Valdry, Gomez, Daly and CUCSA members are developing a plan of action to bring this subject to the attention of campus leadership.

- o Valdry added that the next step is to provide campus leadership with a sense as to the bigger picture; in other words, helping leadership understand that greater staff engagement can equate to quantifiable numbers such as less absenteeism and less workers compensation claims.
- o Daly added that he would like his counterparts at the other UC campuses to hear Lavigna speak.
- Affinity Groups
  - o Valdry informed the council that there are a number of staff affinity groups listed on the Office of Equal Opportunity and Diversity's website, adding that it may be a good idea for Staff Assembly to reach out to these groups directly.
- End-of-Year Report
  - o Valdry alerted committee chairs that he will be contacting them for a synopsis about their activities the past year to include in his report.

**Statement of Subject: Community Relations Report**

Main Points – Andress-Delaney reported on the following:

- Surfrider Beach Cleanup event was a success; initially had 52 volunteers sign up, with 25 volunteers attending the day of the event. Next cleanup event scheduled for November 2014.

**Action:**

**Statement of Subject: Council Communications Report**

Main Points – Fujitani reported on the following:

- Nothing new to report.

**Action:**

**Statements of Subject: CUCSA Report**

Main Points- Gomez and Fahr reported the following:

- September CUCSA meeting at UCI, September 3 – 5, 2014
  - o Gomez sent council members a link to the shared Google docs drive with all the coordinating documents for the September meeting.
  - o Gomez asked that council members add their names to the general events schedule if they are interested in volunteering for a particular day and for a particular assignment.
  - o Volunteers are especially needed for: 1) Meeting room preparation for all three days; 2) Coordinating airport pickups between the CUCSA delegates and the hotel shuttle service
  - o Gomez informed the council that they are welcome to attend the CUCSA delegate dinner on Wednesday, September 3 at Andrei's Conscious Cuisine and Cocktails. Dinner costs \$55.00/person. Please contact Gomez if interested in attending.
  - o Aguirre encouraged council members to attend the delegate reception at Podlich Family Conference Center, UCI Medical Center on Thursday, September 4 from 6:30pm-7:30pm. There is no fee to attend.

**Action:**

**Statements of Subject: Finance Report**

Main Points – Kasey reported on the following:

- Nothing new to report

**Action:**

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

Main Points – Brehm and Lewis reported on the following:

- Nothing new to report.

**Action:**

**Statement of Subject: Marketing Communications Report**

Main points – Marketing Communications was not present.

**Action:**

**Statement of Subject: Scholarship Report**

Main Points – Scholarship was not present.

**Action:**

**Statements of Subject: Staff Appreciation**

Main Points – Puritz and Harrington reported on the following:

- Staff Night at UCI Athletics
  - o Puritz informed the council that Staff Assembly will be able allowed to table in front of the Bren during Staff Night at UCI Athletics events.
- Vendors at Staff Picnic
  - o Puritz asked the council for advice on how to manage vendor requests to table at the staff picnic, adding that he only approves requests for businesses who work directly with the university such as SchoolsFirst Credit Union.
  - o Daly asked Anderson for insight into the health fair at UCI Medical Center, considering a similar presence at the Staff Picnic. Anderson responded that the Medical Center uses their dining facilities to sell fruit and vegetables and confirmed that vendors will not provide these items without cost to the University.
  - o Valdry responded stating that the Staff Appreciation committee should continue managing it as they see fit, unless there is a complaint.
- Membership lists
  - o Puritz asked for suggestions as to how to manage his committee list as he has about 18 members listed but only 10 who actively participate. Gomez suggested that he send an opt-in email communication which requires the recipient to actively choose to receive email communications from the sender.

**Action:**

**Statement of Subject: Web Communications Report**

Main Points – Web Communications was not present.

**Action:**

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

Main points – A&PW and Medical Center were not present. Daly reported on the following:

- Nothing new to report.

**Action:**

**Statements of Subject: As offered**

Main points – None offered.

• **Action:**

The meeting was adjourned at 1:02 PM

The next meeting is Wednesday, September 10, 2014.