

**Staff Assembly Council Meeting Minutes
July 20, 2017**

SA Representatives:

Chair	Nicole Bourbon	present
Vice Chair	Kasey Ning	present
Immediate Past Chair	Jeremy Thacker	present
Finance Chair	Paul Carrillo	present
Finance Chair-Elect	Kara McClyde	present
Council Communications & Special Programs Officer	Connie Cheng	absent
CUCSA (Sr.)	Kathy Eiler	absent
CUCSA (Jr.)	Stephane Muller	present

Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	present
	Mindy Han	present
CUCSA Alumni Representative	Stephanie Fix	absent
Education and Enrichment	Veronika Vicqueneau	absent
	Megan Enciso	present
Marketing	Greg Ruth	absent
Scholarship	Sandy Lee	present
	Diane Sagey	absent
Staff Appreciation	Joani Harrington	present
Web Communications	Nader Bigdeli	absent
	Sarah Prom	present

Ex-Officio Representatives:

Human Resources	Pamela James	present
A&PW	Tanya Zabalegui	absent
Medical Center	Rebeca Clockel	absent
Wellness	Dyan Hall	absent

Other Attendees:

Adriana Collins
Laura Leshner
Arielle Hinojosa-Garcia

Statement of Subject: Call to Order

Main Points – The meeting was called to order by Bourbon at 12:01pm.

Statements of Subject: Chair's Report

Main Points – Bourbon reported on the following:

- Past Leadership Meetings
 - June 26- Agrela and HR Leadership
 - Year-end wrap up
- Upcoming Leadership Meetings
 - August- Agrela and HR Leadership
 - Will be rescheduled

- 2017-18 Annual Budget
 - Approved by HR
 - Carryover funds will be confirmed/discussed with chairs independently
- Chancellor's Recognition Letters 2016-17
 - Executive decision made not to send to volunteer lists
 - Data of volunteers was lacking
- Website Update
 - New photos of council members will be taken once polos are in
 - Submit Committee/Council Chairs information to Bourbon by Friday, July 28
 - CC Thacker and Ning to message
- Committee Meetings
 - Send dates of upcoming committee meetings to Bourbon ASAP
 - Opportunity for leadership to meet staff volunteers with our various committees.
- Upcoming Events
 - Working Wardrobes "Power of your Image"
 - Possibility for Education & Enrichment and Community Relations to partner
 - Clothing drive to be done in addition to workshop
 - Helping Hands
 - Review of application and process underway
 - Any interest in assisting in this effort should connect with Bourbon
 - Community Relations will be getting involved
- Planning Meeting for Council
 - TBA: August or September
 - Full participation from Council is needed
 - Items to be discussed
 - Agrela (confirmation pending) to discuss how relations can improve between Staff Assembly and HR
 - Expectations for Chairs and Leadership in 2017-18
 - Opportunities for mentorship
 - Council goals and calendar of events
 - Guidelines and timelines from Web Communications, Marketing, and Finance
 - 2016-17 in review
 - Photos for website
 - Bylaws review
- Staff Assembly Open House/General Meeting
 - Goal to showcase committees and recruit more staff to be involved
 - Include CUCSA and Staff Advisor to the Regents updates
 - Similar event was done several years ago
 - Fair like setting with tables for each committee
 - Lunch hour with food

Statements of Subject: Vice Chair's Report

Main Points- Ning reported on the following:

- Upcoming Council Meetings
 - Rooms needed from October through June
 - Contact Ning if any space available in your area

- Chancellor's Recognition Letters 2017-18
 - Committees will receive document to add volunteer list and contact information
 - More details to come

Statements of Subject: Immediate Past Chair's Report

Main Points- Thacker reported on the following:

- Program Highlights 2016-17
 - Submit year-end report for work you completed during the academic year
 - Figures and statistics appreciated
 - Bulleted items list preferred
 - Due to Thacker by July 31st
- Polos
 - Almost all sizes have been collected
 - Hope to have order/delivery by August

Statements of Subject: Finance Report

Main Points- Carrillo reported on the following:

- 2017-18 Approved Budget
 - Report handed out
 - Any questions or concerns can be directed to Carrillo and Bourbon

Statements of Subject: CUCSA Report

Main Points- Collins (former CUCSA Sr. Delegate) reported on the following:

- Organizational Restructure beginning 2017-18
 - Meeting schedule has been reduced from four to three in person meetings and one regional meeting (SoCal and NorCal delegations)
 - Funding restrictions resulted in change
- June Meeting Recap at UCSF
 - Four groups presented data from workgroup organizations
 - Data sent to Regents
 - Reports will be posted on CUCSA website
 - President Napolitano came to present
 - One hour dedicated to open question forum
 - Visit Presentations
 - Vice Provost of UCSF HR
 - Rolling out new staff internship program
 - Work with new group for three months then return to current position
 - If program works well, will roll extend program opportunity to UC Berkeley staff
 - Dr. Esteban Burchard, Professor of Bioengineering
 - Researching genetic risk factors for asthma in ethnic populations
 - Pharmaceutical companies only test drugs on Caucasian sample populations
 - Drug work differently in the body in different ethnic population
 - One "size" does not fit all

- Funding for Scholarship Opportunities
 - UCLA historically hosts 5k each year
 - 2016-17 hosted “virtual” 5k
 - Raised same amount of money for little to no cost
 - Potential opportunity for UCI

Statements of Subject: Community Relations Report

Main Points- Andress-Delaney and Han reported on the following:

- Surfrider Beach Clean-Up
 - Tentative date of Saturday, September 30; 8am to 12pm; Huntington Beach
 - Waiting for final confirmation from organization
 - Will ask to split the shift for volunteers
 - 8am to 10am; 10am to 12pm
 - Huntington Beach/Seal Beach Surfrider Chapter
 - New partnering chapter
 - Multiple days and multiple beaches available to volunteer
 - Free parking for first four hours
 - Will have to bring own supplies (bags/gloves)
- Committee Meeting
 - TBA in August
 - Focusing on finalizing Fall events, particularly related to holiday season

Statement of Subject: Education and Enrichment Report

Main Points- Enciso reported on the following:

- Upcoming Event Rescheduled
 - “Clonies” Photo Workshop
 - Planning for July or August

Statements of Subject: Marketing Report

Main Points –Thacker reported on the following:

- Zotmails with UCI Medical Center
 - Messages are going out quicker
 - No idea as to why, but is appreciated

Statement of Subject: Scholarship Report

Main Points – Lee reported on the following:

- 2017-18 Recipients Announced
 - Thank you Sagey and Ruth for sending out Zotmail
- Website Updates
 - Past recipients have been posted
 - Thank you Prom and Bigdeli
- UCI Retiree Association
 - \$1500 contribution has been signed, transferred, and processed
 - Thank you Carrillo and Bourbon
- Committee Meetings
 - Scheduled for once a quarter

- Additional meetings to be added if needed

Statement of Subject: Staff Appreciation Report

Main Points- Harrington reported on the following:

- 2017 Staff Picnic
 - Reserved Aldrich Park for Thursday, August 24th.
 - Winning theme- An Afternoon at the Movies
 - Zotmail about department competition rules and pre-registration information to be sent out shortly
 - Newport Rib Co
 - Menu planning in progress
 - SchoolsFirst
 - Providing cake
 - Arrowhead
 - Working to secure free water for water stations
 - Sign-up Sheet for Volunteers
 - In circulation
 - Park Inspections
 - First walk through July 10
 - Final inspection closer to date of event
 - Vendors
 - Hotels approved by UCOP will be included in this year's vendors area
 - Survey
 - Council recommended a post-picnic survey be conducted as formal data has not been collected in some time
- Tickets
 - Angels Baseball
 - July 22 versus Boston Red Sox
 - Recognition for Nancy and Robert (committee volunteers) who managed event coordination
- 2017 Halloween Costume Contest
 - New location needed
 - Considering lobby of Aldrich Hall (former location prior to UClub)
- 2018 Pancake Breakfast
 - Pippins Commons (used for 2017) or Anteatory
- 2017 Summer Activities
 - Kayak and Stand-up Paddleboard already organized via the ARC
 - Zotmail has been sent
 - Website is updated

Statement of Subject: Web Communications Report

Main Points- Prom reported on the following:

- Google Calendar
 - Goal to have it active by the end of calendar year
- Website Usability
 - Please take some time to visit/review website
 - Any suggestions about potential improvements should be forwarded to Prom and Bigdeli
 - Same applies to FB page

Action:

The meeting was adjourned at 12:58 PM

The next meeting is August 2017.