

**Staff Assembly Council Meeting Minutes  
June 8, 2017**

**SA Representatives:**

Chair	Jeremy Thacker	present
Vice Chair	Nicole Bourbon	present
Immediate Past Chair	Stephanie Fix	present
Finance Chair	Cathy Yates	present
Finance Chair-Elect	Paul Carrillo	present
Council Communications & Special Programs Officer	Arielle Hinojosa-Garcia	present
CUCSA (Sr.)	Adriana Collins	absent
CUCSA (Jr.)	Kathy Eiler	absent

**Standing Committee Representatives:**

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

**Ex-Officio Representatives:**

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

**Other Attendees:**

Kasey Ning  
Laura Lesher  
Connie Cheng  
Ingrid Fahr  
Stephane Muller  
Kara McClyde

**Statement of Subject: Call to Order**

Main Points – The meeting was called to order by Thacker at 12:46pm.

**Statements of Subject: Approval of Past Meeting Minutes**

- May
  - Motion by Fix
  - Seconded by Lee
  - Minutes Approved

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

Main Points – Thacker reported on the following:

- Past Leadership Meetings
  - May 22- Agrela and HR Leadership
    - Confirmed final budget for 2017-18 expected mid to late June
- Upcoming Leadership Meetings
  - June 26- Agrela and HR Leadership
- Shirt Sizes Needed for Council Members
  - Send information to Thacker
- New Potential Staff Mentorship Program
  - Proposal received to assist with initial start-up of program
    - OEOD and CACS member created proposal
  - Original plans of launch were stalled
  - Great opportunity for Staff Assembly to sponsor and establish ad-hoc committee
  - Discussions to follow with HR and potential collaborators to model best practices at other UCs via Staff Assemblies
- Last Meeting with 2016-17 Council Members
  - Thank you **all** for your hard work this year!
    - Highlights
      - Major reboot to the scholarship program
      - Overcame adversity at closure of UClub
      - Excellence in Leadership Awards expanded
      - Excellent programming hosted by various committees

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

Main Points- Bourbon reported on the following:

- Items to Close Out before July 1
  - Recognition letters for service
  - Bylaw Review
    - Will fine tune with integrating feedback received from the committee
    - Goal to complete in time to present recommendations in July
- Update for Excellence in Leadership Awards Ceremony
  - June 14, 2017 in Pacific Ballroom
  - Volunteer coverage, schedule, and duties will be emailed
  - 2 awards to be given
  - Agrela to give remarks
- Quarter Century Luncheon
  - June 14, 2017 at Chancellor's House
  - All participants have accomplished 25 years of service
  - Hinojosa-Garcia to volunteer for check-in
- Election Results for 2017-18 Council
  - Vice Chair-Kasey Ning
  - Council Communications & Special Programs Officer- Connie Cheng
  - CUCSA First Year Delegate- Stephane Muller
  - Finance Chair Elect-Kara McClyde
- Request for the Continuing Committee Chairs to Submit for 2017-18

- Confirm intent to continue in chair role
- Meeting schedule for your committee
- Goals and projected events activities
- Bio for the “Meet the Council” page on the Staff Assembly website
- 2016-17 Year in Review Report
- Specific to Council Communications, Finance, and Web Communications:
  - How would you like for people to communicate with you?

**Statements of Subject: Immediate Past Chair’s Report**

Main Points- Fix reported on the following:

- UCI Anti-Cancer Challenge
  - Volunteers needed
    - Communications related to volunteers not very organized
      - Concern not enough volunteer will be available
    - If available, come on by
- RunDisney
  - No longer a volunteer option
    - Disney now paying staff to run event

**Statements of Subject: Finance Report**

Main Points- Yates and Carrillo reported on the following:

- Scholarship Fund Tracking
  - Multiple accounts from historical funds has proven difficult to accurately track current funds
  - Working to move funds to new/active accounts
- Fiscal Close
  - Deadline to submit remaining reimbursements, payments, and/or expenses is June 16<sup>th</sup>

**Statements of Subject: Council Communications Report**

Main Points- Hinojosa-Garcia reported on the following:

- Lunch with Leadership in Review
  - Total of six events hosted during the academic year
    - One cancelled due to last minute guest scheduling conflict
  - 254 RSVPs were received
  - 68 staff accommodated to participate
  - Guests (Campus Leadership)
    - 57% women of color
    - 57% people of color
    - 43% junior level of their administrative rank
- Behind the Badge in Review
  - Activities:
    - Part I; Main Campus (8am-10:30am)
      - Breakfast
      - Introductions/Speed Meeting of Officers
      - Rotating Panels
        - Behind the Operation (Civilian Staff Operation)

- The Academy 101 (Training to be an Officer)
- A Day in the Boots (Typical day as UCIPD Officer)
- Part II; UCIMC (12pm-1pm)
  - Lunch with the Chief of Police
- 64 registered participants for Part I
- 40 registered participants for Part II
- Participants from UCI PD
  - Chief of Police
  - 2 Lieutenants
  - 1 Sergeant
  - 2 Detectives
  - 4 Officers
  - 3 Civilian Staff

### **Statements of Subject: Community Relations Report**

Main Points- Bourbon reported on the following:

- Surfrider Beach Clean-Up
  - Event scheduled for Sat. May 6 has been cancelled
    - Issues with schedule with Surfrider Foundation
  - Looking to reschedule with different Surfrider Chapter

### **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:

- Zotmail Difficulty with UCI Medical Center
  - Zotmails are now being accepted without use of UCIMC form
  - Still several day delay before message received by MC staff
  - Asked HR for direct zotmail access to UCIMC
    - Final decision still pending

### **Statement of Subject: Scholarship Report**

Main Points – Lee reported on the following:

- 2017-18 Scholarship Applications
  - 46 applications received (40 received this past fall)
  - Deliberations took place June 6<sup>th</sup>
  - Plan to award a total of ten awards for a total of \$5000
- Scholarship Fund Accounts
  - Working to revise current accounts to two new accounts
    - One to host funds raised by recruitment/fundraising
    - One to host funds to be issued as awards
- Upcoming Fundraisers
  - Chipotle Dine Out at the Bluffs
    - June 20; 10:30am-2pm

- Chick Fil A Calendar Cards
  - November-December
- Chipotle Dine Out at UTC
  - December 18; 10:30am-2pm
- Potential Partnership with Continuing Education
  - Speaking with Dean Matkin about hosting a scholarship for specific classes they offer
    - Many scholarship applicants are taking courses with their unit for professional development

**Statement of Subject: Staff Appreciation Report**

Main Points- Thacker reported on the following:

- 2017 Staff Picnic
  - Reserved Aldrich Park for Thursday, August 24th.
  - Winning theme- An Afternoon at the Movies
    - 134 votes out of 424
    - Will approval from UCI PD for use of prop weapons
      - Looking to mimic Comic-Con's policy
    - Zotmail about theme to be sent out shortly
  - Detailed email to approved local hotels for vendor area to be sent shortly
  - Newport Rib Co
    - Menu planning in progress
  - Website has been updated with this year's (2017) information
- Tickets
  - LA Rams
    - Working out possibilities to participate this season
  - LA Chargers
    - Checking to see if this is an option
  - Angels Baseball
    - Work in progress for later game in season
- 2017 Halloween Costume Contest
  - New location needed
    - Considering lobby of Aldrich Hall (former location prior to UClub)
- 2018 Pancake Breakfast
  - Pippins will most likely be final location
- 2017 Summer Activities
  - Kayak and Stand-up Paddleboard already organized via the ARC
    - Zotmail has been sent
    - Website is updated

<b>Action:</b>
----------------

The meeting was adjourned at 1:57 PM

The next meeting is July 2017.