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  
Marketing: Greg Ruth absent  
Scholarship: Sandy Lee present  
Staff Appreciation: Joani Harrington absent  
CUCSA Alumni Representative: Stephanie Fix present  
Education and Enrichment: Veronika Vicqueneau absent  
Marketing: Megan Enciso present  
CUCSA (Sr.): Adriana Collins absent  
CUCSA (Jr.): Kathy Eiler absent

Ex-Officio Representatives:  
Human Resources: Pamela James absent  
A&PW: Tanya Zabalegui absent  
Medical Center: Rebeca Clockel present  
CUCSA Alumni Representative: Stephanie Fix 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 16th

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 6th
  - 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

**Action:**
The meeting was adjourned at 1:57 PM

The next meeting is July 2017.