Staff Assembly Council Meeting Minutes
October 12, 2017

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

Standing Committee Representatives:
- Community Relations: Laurie Andress-Delaney, present
- Mindy Han, absent
- Education and Enrichment: Megan Enciso, present
- Arielle Hinojosa-Garcia, present
- Marketing: Greg Ruth, absent
- Scholarship: Sandy Lee, present
- Diane Sagey, absent
- Staff Appreciation: Joani Harrington, present
- Web Communications: Nader Bigdeli, present
- Sarah Prom, absent

Ex-Officio Representatives:
- Human Resources: Pamela James, present
- A&PW: Tanya Zabalegui, absent
- Medical Center: Rebecca Clockel, present
- Wellness: Dyan Hall, absent

Other Attendees:
- Anne Lesage
- Ingrid Fahr
- Cathy Yates
- Stephanie Fix
- Herumi Baylon
- Jamie Hernandez
- Rachel Correll

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Bourbon at 12:03pm.

Statement of Subject: Guest Speaker – Anne Widney LeSage
Main Points – Welcome and introductions. Introduced guest speaker Anne Widney LeSage, Emergency Management Director.
- Shared with council that all hands on deck are necessary when faced with a disaster.
• Shared various emergency preparedness volunteer opportunities: Campus Search and Rescue (CSAR), Emergency Operations Center, Zone Crew, Care and Shelter Team (CAST), Rapid Building Assessment (RBAT).
• Widney LeSage keeps an interest list. Email her if interested in any opportunities. Trainings scheduled when enough people have expressed interest.
• Staff assembly can help publicize volunteer opportunities, such as at Fall Open House.
• Widney LeSage is working on having Ready America emergency kits for sale on campus. Target in University Town Center sells kits online.

Statement of Subject: Approval of Minutes
Main Points -
• August minutes were not approved. Council requested redistribution for review.

Statements of Subjects: Chair’s Report
Main Points – Bourbon reported on the following:
• Meeting with Chancellor Gillman and Ramona Agrela
  o Highlighted Staff Assembly events
  o Likes to mix up attendance. Contact Bourbon if interested in attending upcoming meetings, or presenting at or observing meetings with Agrela.
  o Usually at least one of two co-chairs invited to attend.
  o Bourbon has upcoming meeting with Agrela to discuss engagement survey and CUCSA.
  o In response to Gillman’s question regarding how staff engagement is measured, Bourbon wants to start a survey and identify what events staff are interested in, as well as their experiences in volunteering for Staff Assembly.
• Budget
  o Each committee, although given autonomy to manage their budget for the year should keep in mind that the budget is still council budget and can be used for larger events with prior notice. That is why it is important to discuss/plan events and provide projected costs for review so that we can see where we can pull from as our priorities shift.
• Website
  o Staff Assembly website will feature a welcome letter from Bourbon.
  o Will include photos and biographies of council members.
  o Website will have executive summary to give more information about events. Bourbon will provide template and hopes to have one for every event.
  o Will post nice montage video from Staff Appreciation Picnic.

Statements of Subjects: Education and Enrichment Report
Main Points – Enciso and Hinojosa-Garcia reported on the following:
• While discussing events for the year ahead, co-chairs shared interest in rebranding Coffee Talks into ANT Series: Advancement, Networking, and Training, with the intent to provide workshops to UCI staff to help them advance within UCI/UC. There was discussion around rebranding vs. introducing new events and series in a manner that leads to sustainability.
Bourbon expressed wish to have series that can continue even as individuals in committees change.

Differentiate between Coffee Talks, which are meant to introduce new narratives, compared to Lunch with Leadership, which is more appropriate for high-level leadership to share new initiatives on campus.

Often times, staff reach out to speakers after Coffee Talk event, which would lend well to a mentoring program.

Two events planned for Winter quarter:
- Art of Networking event on how to get started and comfortable with networking.
- Resume/Cover Letter and You (tentatively scheduled for March). Event will address ways to build up materials for job applications, and hope to collaborate with UCI Talent Acquisition.
- Me, Myself, and Online. Possible collaboration with Ryan Foland, Senior Administrator of Social Media and Marketing to address what LinkedIn, Facebook, and other online profiles should look like. Plan to be in interactive session in computer lab in AIRB.

Working Wardrobes event with Community Relations was successful as many donations were received.
Beer Tasting event at Eureka was successful. Will work with Harrington for another event this year.
Fall Open House- Working with Thacker and Ning for free professional headshots (Bourbon has photographer on hold).
Behind the Badge with UCIPD- December 12
  - Adjusting time to increase attendance
  - Will reach out to Widney LeSage for training

Statement of Subject: Council Communications & Special Programs Report
Main Points – Cheng reported on the following:
- Lunch with Leadership:
  - Shared possible list of guests for feedback and comments from committee.
  - Asked for councilmembers willing to co-host events to contact Connie.
  - Council discussed the series as an opportunity to introduce new leadership on campus.
  - Andress-Delaney will share former popular guests.
  - Fix and Fahr will look at data for past events to see who was invited. Event was formerly called Meals with Mike.
  - Compare guest list to What Matters to Me and Why series to avoid overlap.

Statement of Subject: Community Relations Report
Main Points – Andress-Delaney reported on the following:
- Helping Hands and Stocking Stuffer are annual events
- Second Harvest event in March
- The clothing drive went well and plan for another in around Spring-cleaning time.
  - Will have more drop off locations to reduce burden on the staff, and be strict on drop off times.
- Andress-Delaney asked about suggestions for new ideas, sharing that she hears of new organizations from committee members, but no follow through.
Fahr asked if this was due to too much work for volunteers, or if volunteers are unsure how to get started. If so, council can mentor them on how to get started.

Bourbon noted that many do not want to lead an event, even if it is their idea.

- Bourbon mentioned that Thacker would update on United Way.
- Bigdeli mentioned the need for increased engagement with Medical Center and Gavin Eye Center, which provide services to the community. Asked how we can engage people.
- Due to huge statistic of homelessness and hunger in OC, possible collaboration with Project Hope Alliance.
- Andress-Delany has noted larger program attendance in the fall, dropping off in the spring, and ramping back up again in the summer.
- There was good feedback from Medical Center staff regarding the Staff Appreciation Picnic.

Statement of Subject: Scholarship Report
Main Points – Lee reported on the following:
- Committee will sell Chick-fil-A cow calendars that offers a free item each month. We purchase them for $6 each and sell them for $10.
  - Bourbon would like everyone to help sell calendars.
- Chipotle Fundraiser December 18 in University Town Center.
  - Will send save the date email with flier.
  - Last time at Bluffs, raised $400
  - Lee will ask restaurant if departments catering on campus can count toward fundraiser
- Giving Day
  - Will target this day to raise funds for scholarships
- Dining Fundraisers are the easiest
  - Will create list of restaurants and try to have monthly dine out day
  - Try to target dates with events on campus to increase traffic
- Scholarships were awarded to 10 recipients.
  - Will have another round in Spring.

Statements of Subjects: Staff Appreciation Report
Main Points – Harrington reported on the following:
- Staff used to have to bring own lunch to Staff Appreciation Picnic.
- Pancake Breakfast and Staff Appreciation is strictly to say thank you to staff.
- Will be better in budget line item requests to address rising costs in some areas.

Statement of Subject: Web Communications Report
Main Points - Bigdeli reported on the following:
- When sending items to post to the web, please have it “packaged” nicely so it is ready to post. Prom and Bigdeli are also available to serve as extra set of eyes if necessary.

Statement of Subjects: Immediate Past Chair and Vice Chair Updates
Main Points - Ning reported on the following:
- Shared a video featuring Thacker about the Fall Open House, scheduled for November 29 from 11-2pm in Viewpoint Gallery in the Student Center.
  - Viewpoint Gallery is rented by the week, so in addition to table booting on November 29, events and other Staff Assembly related activities can be highlighted throughout the week.
  - The event is meant to share what Staff Assembly has to offer.
Objectives are:
  ● Increase brand awareness
  ● Drive ad hoc event attendance
  ● Drive volunteer participation in committees

  ○ Thacker and Ning want to showcase committees, with each one hosting a table at the Open House.
    ■ Committees should think about what they wish to showcase, for example, upcoming events or volunteer opportunities.
    ■ Should reach out to subcommittees to arrange shifts at the table.
  ○ Lee will ask Chipotle to donate BOGO cards.
  ○ Consider hourly raffles so people do not just come for the free professional headshots and then leave.
  ○ Fahr indicated that a similar event in the past was successful, but missed opportunities due to lack of follow-up on volunteer list.
  ○ Bourbon will discuss swag possibilities with marketing chair after budget review.
  ○ Harrington will bring tablecloth to November meeting.

**Action:**
The meeting was adjourned at 2pm.

The next meeting is Thursday, November 9, 2017.