Staff Assembly Council Meeting Minutes  
October 12, 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 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  absent
Diane Sagey  present
Staff Appreciation: Joani Harrington  present
Web Communications: Nader Bigdeli  absent
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:
Ingrid Fahr
Stephanie Fix
Adriana Collins
Stephanie Duran

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Bourbon at 12:08pm.

Statement of Subject: Approval of Minutes
Main Points -
• August minutes were approved. Andress-Delaney motioned to approve. Seconded by Sagey. All in favor. None opposed.
• October minutes were approved. Andress-Delaney motioned to approve. Seconded by Sagey. All in favor. None opposed.

Statements of Subjects: Chair’s Report
Main Points – Bourbon reported on the following:
- Thank you to everyone working so hard on programming, budget, etc. on top of regular jobs!
- Will send out poll regarding December meeting: go on hiatus or have a potluck.
- Thacker created an online application for Helping Hands for the first time; 50% submitted applications online.
- Reminder to copy Prom and Bigdeli when sending Ruth Zotmail request emails.
- Thank you to committees that will be participating in Fall Open House.
- Chancellor’s recognition letters will go out before the break. These thank our volunteers and council for service to the university.
- Upcoming meeting with Agrela is November 27. Contact Bourbon if you have anything to present.
- Contact Bourbon if you are interested in helping launch Staff Assembly Twitter account.
- Bourbon submitted wellness grant for Staff Assembly for mindfulness retreat by Susan Samueli Center.
- Bourbon suggested Staff Assembly thinking of ideas for staff to present as part of the campaign for UCI.

Statement of Subject: Engagement Survey Results – Pamela James
Main Points – James reported on the following:
- Preview of engagement survey results with the council and discussed upcoming town hall and trainings. The group provided some feedback to consider addressing in the roll out.

Statements of Subjects: CUCSA Update
Main Points – Muller reported on the following:
- September meeting was at UCSD. Next one will be held December 6-8 at UCSC.
- Moving forward planning for three meetings per year, with one being online of regional.
- The past CUCSA survey was the third one sent out.
- Discussion regarding potential changes to retiree benefits has been tabled. Bourbon will send out more information.
- The Regents will not vote on the issue yet as it heard CUCSA’s concerns.
- An advisory board, including our staff advisors to the regents is being formed.
- CUCSA delegates will provide updates.
- Fahr and Fix shared the importance of voicing staff concerns. This happens every few years as a cycle as money issues come up and as soon as they start chipping away at the benefits, it may continue.
- Bourbon suggested a workshop that demonstrates how to formally provide public comment and encourage staff to speak out.

Statement of Subject: Fall Open House
Main Points – Ning and Thacker reported on the following:
- The Open House will be Wednesday, November 29 from 11-2pm in the Viewpoint Gallery, with a Discover UCI Staff Assembly theme.
- Participating committees should complete the one page template. Ning and Thacker will print copies to distribute at the event.
- All committee tables should be staffed the entire time.
- Recommended to have sign-up sheet to gather contact information from interested individuals.
- Free to decorate table with visual aids, handouts, swag, photo collage, etc.
- Ruth is revamping Staff Assembly flier.
• Any raffle prizes should be sent to Thacker. A good time to make announcements is before raffle drawings.
• Education and Enrichment will have professional headshots for staff at event. Selected staff members will be notified of their appointment time.
  o 100 appointments anticipated
  o Standby line to accommodate other staff should there be any no-shows
• There will be a selfie station
• Not planning to have hanging wires in the gallery, but can ask Student Center to put them up if we decide to use them
• Let Communications know about Open House to advertise
• Important to own our marketing which can be used to increase recognition and budget
  o Display videos and images on Staff Assembly website

**Action:**

The meeting was adjourned at 1:37pm.