Staff Assembly Council Meeting Minutes
August 10, 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 absent
Council Communications and Special Programs Officer
Connie Cheng present
CUCSA (Sr.)
Kathy Eiler present
CUCSA (Jr.)
Stephane Muller present

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

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

Other Attendees:
Jason Valdry
Ingrid Fahr
Adriana Collins

Statement of Subject: Call to Order
Main Points – The meeting was called to order by Bourbon at 12:00 pm.

Statement of Subject: Guest Speaker - Dr. Negar Shekarabi
Main Points – Welcome and introductions. Introduced guest speaker Dr. Negar Shekarabi, Coordinator of Faculty & Staff Mental Health Care and Respondent Services.

- Nothing has changed to behavioral health benefits.
- Office is a bridge to behavioral health resources and serves as a “single point of entry” or “starting point.”
- Makes evaluations, gives recommendations and referrals, can work short time with staff to stabilize.
• Can consult with supervisors and managers about any concerns with staff.
• Located in Theory for more privacy and confidentiality.
• Electronic record separate from personnel file.
• If concerned about individual, give them a variety of resources and he/she can self-select to see Dr. Shekarabi.
• Dr. Shekarabi also serves campus point of contact for individuals being investigated for sexual violence cases.
• Serves as support person; client has no confidentiality.
• Will have booth at Staff Appreciation Picnic on 8/24/17 with brochures, stress hearts, and tote bags.

Statement of Subject: Approval of Minutes
Main Points -
• June minutes approved. Thacker motioned to approve. Seconded by Carillo. All in favor. None opposed.
• July minutes approved. Thacker motioned to approve. Seconded by Harrington. All in favor. None opposed.

Statements of Subjects: Chair’s Report
Main Points – Bourbon reported on the following:
• Open House
  ▪ Contact Nicole if interested in helping
  ▪ Subcommittee will possibility look into inviting affinity groups
• Mentoring Program
  ▪ Will continue to meet with Pamela James
• By-Laws
  ▪ Thank you to subcommittee!
  ▪ Not everything incorporated at this time, but maybe in the future
  ▪ Will be sent out 30 days before October meeting. Every UCI staff member can vote.
  ▪ Highlights will be shared in September
  ▪ Share any concerns with Nicole
  ▪ Ramona will review
• September 21 Planning Day
  ▪ Tentative agenda:
    ▪ In Academic Senate room
    ▪ Ramona will be guest; was also chair/leadership in Staff Assembly
    ▪ Each council will share highlights/year in review
    ▪ Highlights of changes
    ▪ Projected year ahead
    ▪ Any format acceptable
    ▪ Headshots will be taken- dress to impress!
• Reception for New Employees
  ▪ Mixer for employees who joined UCI during the past two years
  ▪ Contact Nicole if interested in volunteering

Statements of Subject: Staff Advisor to the Regents Update
Main Points- Valdry reported on the following:
• Retiree Health
On November agenda; there will be changes to what is currently offered
• Changes will affect retired, current, and future employees
• Valdry wants to find way to minimize impact on current retirees

Statement of Subject: Finance Report
Main Points - None.

Statement of Subject: Council Communications & Special Programs Report
Main Points - None.

Statements of Subject: CUCSA Report
Main Points – Kathy reported on following:
• Muller and Eiler will be attending meeting September 6-8 in San Diego
• Contact them with any issues or questions you wish them to raise at the meeting
• They will be notified what subcommittees they will be on shortly
• Will bring copies of reports next time
• Will send executive summary via email to council

Statements of Subjects: Staff Appreciation Report
Main Points – Harrington reported on the following:
• Staff Assembly Picnic
  • Will be renting walkie-talkies for picnic
    ▪ One will be with Harrington
    ▪ Another at Staff Assembly table
  • Nicole will pick up KUCI radio equipment and DJ around 10:30am
  • Two 6 ft long tablecloths ordered
• Pancake Breakfast
  • Considering moving to Anteater due to Middle Earth construction
• University Club closure
  • Are staff outsourced? If UCI staff, Council should advocate for those whose jobs were affected

Statements of Subjects: Education and Enrichment Report
Main Points – Enciso and Hinojosa-Garcia reported on the following:
• Working Wardrobes event in September will have donation clothing drive and presentation
• Beer Tasting sign-ups filled quickly after Zotmail went out. Discussed with manager of Eureka about possibly holding another event during the year when students are not around.
• School Photo Day event to offer free professional headshots for staff for use on LinkedIn, etc. in October or November. Possibly combine with open house to draw visitors?

Statement of Subject: Community Relations Report
Main Points – Andress-Delany and Han were not present.
• None.

Statement of Subject: Scholarship Report
Main Points – Lee and Sagey were not present.
• None.

Statement of Subject: Marketing Report
Main Points- Ruth was not present
  ● None.

Statement of Subject: Web Communications Report
Main Points - Prom and Bigdeli were not present
  ● None.

Statement of Subject: Ex-Officio Reports
  • James reported on the Staff Engagement Survey managed by Gallup.
    ○ First time done by UCI campus
    ○ Goal is 75% completion rate
    ○ Health and Medical Center have had 80% completion in past years
    ○ Ambassadors in each unit encouraging completion
    ○ Chancellor approved 15 minute survey break on Friday 8/11/17 at 3pm
    ○ Will have booth at Staff Appreciation picnic with iPads
    ○ Option to record audio responses
    ○ Results will be available in October with impact planning to follow
    ○ If four or more reports respond, the manager will receive quantitative results from the survey; if 10 or more reports reply, manager will get comments from survey organized into thematic statements
    ○ Currently at 29% completion
    ○ Survey closes September 1
    ○ 50-60 ambassadors campuswide are well-trained on questions and how to respond
    ○ James will send ambassador list to Nicole

Statement of Subjects: Other Business
Main Points - Fahr reported on the following:
  ● First Generation Staff Group is in its infancy, but the goal is to have staff mentor first generation undergraduates.
    ○ “First generation” defined loosely (i.e. individuals that are first generation, or allies
    ○ Anyone is welcome, as long as want to help reach out to UCI undergraduates
    ○ Building various aspects of program, including mentorship programs for staff
    ○ Want to create scholarship
    ○ Systemwide First Generation Day is October 4
    ○ Seeking to include graduate and prospective graduate students, but starting with undergraduates for now
    ○ Email Fahr with questions; she will share Google Drive
  ● Enciso reported on the following:
    ○ For scholarship fundraising, host a food truck fair. Fifteen percent of profits returned. Harrington has additional information.
    ○ Nicole will email Scholarship committee.

Action:
The meeting was adjourned at 1:08 PM

The next meeting is Thursday, September 21, 2017.