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

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

Statements of Subjects: Chair’s Report
Main Points – N. Bourbon reported on the following:
• Reminded the council that sometimes it may be necessary to escalate things up to leadership. When items need a higher level of attention can get support and guidance from our executive leadership sponsor, R. Agrela.
• It is better to err on the side of caution and if unsure, check with the Chair. Some events can be in the works already and this avoids duplicating efforts.

• N. Bourbon reminded the council to give G. Ruth some extra time when sending out Zotmails.

• K. Ning and N. Bourbon met in regards to the bylaws, and any changes or enhancements will be shared with the Council and R. Agrela.

• The Education and Enrichment co-chairs have stepped out of the position, and C. Yates will be the new chair. As the committee is growing, it may not be an appropriate time to have two chairs. The goal is to grow the committee and mobilize volunteers.

• CUCSA Save the Date: March 7-8. Workgroups will be planning and updates will take place. There will be no speakers as it is not a typical meeting. The details will be solidified in February. N. Bourbon highly encouraged council members to volunteer and learn, listen, and give feedback.

• N. Bourbon is working on the budget with the finance chair, and sees the need to advocate for more funding this year. There will be no more carry-forward.

• The bylaws will be finalized by the February meeting, and will propose the addition of a new position, Council Communications & Special Programs elect position. During the first year, the elect will take minutes and oversee communications of the council, and the second year, will focus on programs and ad hoc projects.

• N. Bourbon wants to utilize past council leadership as advisors, including I. Fahr, D. Aguirre, and J. Valdry. The goal is to keep historical knowledge and expertise. N. Bourbon discussed this with our sponsor and likes the suggestion having members be a part of the leadership advisory group that we utilize in the new term kickoff council planning in September. This will be finalized in the bylaws proposal.

• N. Bourbon will be collaborating with Kathy Hills in R. Agrela’s office for Giving Day on April 25 and promoting awareness and/or participation by staff.

• The CACS survey on Staff Wellness was emailed to the campus and questions included how staff hear about resources and how much they utilize resources. This is different from the CUCSA efforts on mental and financial wellness, but very informative for our efforts. Ask N. Bourbon if interested.

Statement of Subject: Helping Hands

Main Points – A. Wiley reported on the following:

• Overall the program was successful with 111 applicants. 83 families were supported by 85 sponsors as some families were 10 or more people.

• The program only supports dependents 18 and under.

• Adult-only applicants are rising, with more needing assistance, rather than gifts. Some only asked for food.

• May be a breakdown in communication.

• Lin Tang in Food Services offered food baskets, including ham, green beans, corn, yams, and pies. A. Wiley wants to reach out next year should they have excess of food as students leave campus for the holidays. One person declined the basket because could not eat ham.

• 14 had to say no, 1 was not an employee, and the 13 had received support in the past 3 years.

• The Medical Center was involved.

• A. Wiley emphasized the concern of sponsors about older children and emphasized the need to keep it for dependents under 18.

• Some Spanish-speaking applicants do not complete the applications completely.

• A. Wiley suggested a meeting for all Facilities staff or those who do not have regular access to a computer on campus, on how to complete applications.

• Suggested having at least one Spanish-speaking person on the committee.

• Obstacles: Lack of access to computers or phones; application need UCI netID to complete.
- Total 6 Spanish applications and 60 English applications.
- Thanks to J. Thacker for the online application; will help to make changes to next year’s.
- It is necessary to know if the employee is on campus, Medical Center, or elsewhere in order to divide the tasks.
- A. Wiley had 33 families’ gifts in her office.
- How much can the Medical Center handle? They had about 13 families this year.
- N. Bourbon will do a write-up with photos to highlight the work that has been done. If there is no Spanish-speaking volunteer, can promote need via Zotmail.
- Want to keep the integrity of the program. Perhaps consider branching off into other parts of the year.
- There are employee assistance funds, including a staff disaster fund on the new disaster webpage. This should be expanded and made more prominent.
- P. James will look into how many staff are doing payroll deductions or contributions and will report in February. This will probably be highlighted on Giving Day. This resource has been around, but not marketed, and people are unsure how to find it. The minimum for payroll deduction is $5.
- Contributors will be asked to donate $1 extra toward scholarships.
- Nicole is working on addressing food insecurity for staff.
- Options include hosting a meal for staff after students have left the campus for break, similar to the Pancake breakfast.

**Statement of Subject: Open House Debrief**
Main Points – K. Ning and J. Thacker reported on the following:
- There were about 62 attendees at each table, which is less than anticipated. 47 participated in the headshots, also less than anticipated. However, everyone who attended, especially those who had headshots taken were very happy.
- Those who tabled shared that it was fun and attendees actively engaged at each table. It was a nice central location without students. Many had planned to attend the event. Many were new to campus, while some had been on campus for some time.
- The council discussed having headshots available at the pancake breakfast or picnic, and Staff Assembly tables in line at the pancake breakfast.
- The council discussed what we would like this event to be in the future (i.e. destination event, target those already interested in joining Staff Assembly).

**Statements of Subjects: CUCSA Update**
Main Points – S. Muller reported on the following:
- K. Eiler, senior CUCSA delegate, has left the role. N. Bourbon has filled the role in her absence.
- The second CUCSA meeting took place in Santa Cruz. They brainstormed issues/challenges, best practices in regards to branding, communication mediums, and how to host major events.
- UCI was a great model to other UC campuses for the Engagement Survey. We are well ahead of the curve on mental and financial wellness.

**Statement of Subject: Lunch with Leadership**
Main Points – C. Cheng reported on the following:
- Lunch with Leadership dates are set through May.
- Contact C. Cheng if interested in co-hosting.

**Statement of Subject: Community Relations**
Main Points – L. Andress-Delaney reported on the following:
• Second Harvest volunteer opportunity on Saturday, March 10 from 8:30-11:30am for about 40 volunteers.
• OC Food Back volunteer opportunity in March that has capacity for 80 people. This date will be moved to April.
• Stocking Stuffer event did not take place in 2017 as partnership with Olive Crest proved challenging due to transitions at the organization and lost familiarity with the event held at UCI.
• Considering working with another group, such as Project Hope Alliance. N. Bourbon reconfirmed the need to find a new partner for this event.

Statement of Subject: Staff Appreciation
Main Points – J. Harrington reported on the following:
• Winter/Spring arts nights are in the works.
• Working with Strategic Communications to determine which game dates are being discussed to avoid duplication.

Statement of Subject: Town Hall
Main Points – P. James reported on the following:
• Feedback from the town hall were consolidated and reported.
• Staff feedback suggested it was worthwhile to attend.
• Next steps: Leaders are expected to share results with teams and share one ACHIEVE goal by February.
• The survey cannot take place annually because it takes time to summarize the data. The next one may take place Winter 2019, and be sensitive to the timing of the CUCSA survey.
• There are also plans for represented staff to be on ACHIEVE, as the goal of the process is to encourage dialogue.
• The merit process will not change this year, and future changes have to be approved by President Napolitano.
• N. Bourbon shared that during a CUCSA meeting, the efforts of our ACHIEVE performance management model were described as being revolutionary. We are the only campus doing something like this.

Action:
The meeting was adjourned at 1:39pm.