Staff Assembly Council Meeting Minutes  
February 8, 2018

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.)      Nicole Bourbon       present
CUCSA (Jr.)      Stephane Muller     absent

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

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

Other Attendees:
Selena Ho
Jaime Hernandez
Jason Valdry
Kathy Hills
Ingrid Fahr

Statement of Subject: Call to Order
Main Points – The meeting was called to order by N. Bourbon at 12:01pm.

Statements of Subjects: ACHIEVE Updates
Main Points – P. James reported on the following:
• Many organizations realize the annual lookback is not progressive nor helping employees achieve more.
• Supervisors are not having regular dialogue with staff and the annual check in is a big scary thing that impacts merit.
• Employee needs have changed and more coaching and development are necessary.
• ACHIEVE puts burden on leader to identify what employee needs to be successful.
• HR has created a one-page quick start guide for managers and employees. There are also video resources on how to set goals.
• Training begins February 20 for leaders and staff. Sign up via UCLC, available every month.
• End goal: Staff talking to leaders with meaningful dialogue.
• HR will contact leaders if they are not logging in.
• Beginning in April, managers will get an email once a month if they need to approve goals.
• The process is not changing; ACHIEVE is meant to be a tool.
• Users will want to open it up regularly and use it as a tracking tool.
• ACHIEVE is system of record; there is no need to print and put into file.

Statement of Subject: Giving Day
Main Points – K. Hills reported on the following:
• The first Giving Day was successful last year. Want to make it even bigger this year.
• Last year, a Zotmail was sent to staff to give to scholarships.
• Staff last year were not briefed on what giving day was and how to participate. This year, we want to include staff.
• Giving Day video will feature Six staff members that express why they give.
• Doesn’t matter how much you give, it is the act of giving.
• The message will highlight funds that promote or support staff directly.
• $5 minimum payroll deduction
• The command station will be by the Library, with a booth for Staff Assembly.

Statement of Subject: CUCSA
Main Points – N. Bourbon reported on the following:
• CUCSA meeting will be held March 7-8
• It is not the traditional formal meeting, rather the workgroups will provide action planning updates
• It is a good opportunity to see if you are interested in CUCSA
• The final report is in June
• Let N. Bourbon know if you are interested in supporting the efforts of either of the workgroups the UCI delegates sit on, financial wellness or mental wellness – things like research on what other campuses are doing.

Statements of Subjects: Chair Updates
Main Points – N. Bourbon reported on the following:
• K. Ning is still reviewing bylaws; the goal is to have it ready by elections time since it proposes the addition of a position.
• Council proposed an update to the format for Excellence in Leadership to R. Agrela.; there will be two main awards, and three sub awards for different categories that relate to updated competencies from HR
  o More verbiage will be added to ensure nominations come from direct reports, not from the top
• There is a need to reflect increases in budget to avoid dipping into carryforward or programming funds for other committees.
  o If going over budget, the committee needs to make a decision on what to cut; do not expect the council to take on the deficit – since carryforward is not projected for next year. We are utilizing funds as we expand our programming
  o Ask leaders if you need help in negotiating with vendors
If you haven’t reached out to those who expressed interest at Open House, do so now and invite them to your next committee meeting.

The first meeting with Education and Enrichment occurred with C. Yates as the new chair.

**Statement of Subject: Staff Appreciation**
Main Points – J. Harrington reported on the following:
- The picnic theme is not yet finalized.
- It will either be August 16 or 23rd (note: latter is International Day for the Remembrance of the Slave Trade and its Abolition); both dates have been reserved.
  - Considering partnering with Wellness to have table to give out vegetables (“veg out”).
- Pancake breakfast is March 28 at the Anteatery.
- Ducks game will be April 6.

**Statement of Subject: Retiree Health**
Main Points – J. Valdry reported on the following:
- UCOP Retiree Health Plan Working Group
  - This potentially affects both current and future retirees.
- The issue remains on the table, and is unlikely to return to the Regents in the near future.
- UCOP is tasked to propose changes and preserve benefits.
- Currently, UC pays up to 70% of health premium in retirement, the retiree pays 30%.
- Costs are rising faster than UC can afford.
- The group meets every three weeks and will make a recommendation to the President in June.

**Action:**
The meeting was adjourned at 1:52pm.