Staff Assembly Council Meeting Minutes
April 12, 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 present

Standing Committee Representatives:
Community Relations
Laurie Andress-Delaney present
Mindy Han present
Education and Enrichment
Cathy Yates present
Marketing
Greg Ruth absent
Scholarship
Sandy Lee present
Diane Sagey absent
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
VACANT N/A
Wellness
Dyan Hall absent

Other Attendees:
Jason Valdry – Staff Advisor to the Regents and past council leadership
Ingrid Fahr – past council leadership
Jamie Hernandez, Scholarship Committee Lead for Giving Day
Jorge Cruz, staff attendee, interested volunteer

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

Statement of Subject: Approval of Minutes
• Will resend March minutes.

Statements of Subjects: Excellence in Leadership Awards
Main Points – K. Ning reported on the following:
• Great turnout in numbers of applications
• Asked for 5 volunteers to read applications over a two–week period; K. Ning will send email
• All applications will be considered for overall category as only a couple were missing one or two sections
• Reminder that award should not be utilized as a retirement award, and should be received from the teams vs. top down recognition.

**Statements of Subjects: Pancake Breakfast Updates**
Main Points – J. Harrington reported on the following:
• Will look into chicken sausage instead of turkey bacon for next year
• Feedback was positive overall
• Will be held in same location (Anteater) next year
• ~1,137 attendees

**Statement of Subject: Community Relations**
Main Points – L. Andress-Delany and M. Han reported on the following:
• M. Han working on Working Wardrobes; will adjust dates for May to not conflict with Giving Day; need office with room for rolling rack and box; let M. Han know
• L. Andress-Delany will follow up on research park location
• Other drop off locations include Humanities, Bio Sci, and Research Park
• Better to have shorter impacted drive vs. long time
• Working Wardrobes mentioned the need for more men’s professional dress shirts

**Statement of Subject: Education and Enrichment**
Main Points – C. Yates reported on the following:
• C. Yates had successful coffee talk with Diane Sagey
• No events for the remainder of the year
• Will scale back food order. First event, so good to evaluate
• Noted Room rental is the largest expense

**Statements of Subjects: Upcoming Events**
Main Points – The Council updated and confirmed the following events:
• Giving Day April 25
• Scholarship application now through May 15
• Lunch with Leadership April 24, May 23
• CUCSA final draft of presentation that will delivered to CUCSA in June will be shared at next meeting
• Staff Appreciation picnic survey theme to go out
• Angels and Galaxy games- upcoming
• Working Wardrobes early May

**Statement of Subject: Chair Updates**
Main Points – N. Bourbon reported on the following:
• N. Bourbon reminded the council to give G. Ruth more lead time on Zotmails – there are several in the queue and it helps to prioritize
• Encouraged council to volunteer for Anti-Cancer Challenge
  o Will sent Zotmail asking staff to join Staff Assembly team if they don’t have a team
• Consider running in elections

**Statement of Subject: Giving Day**
Main Points – N. Bourbon reported on the following:
• N. Bourbon shared Giving Day videos
• Staff Assembly is highlighting staff scholarship, emergency fund, staff relief fund, and taking donations for pilot programs
Will use social media to promote page
Kickoff will be at command center 11-2pm
Will open April 24 at 5pm for international donors
Mike Puritz will be at Newkirk Den 4-6pm; open to Staff Assembly, Giving Day ambassadors, not to community; goal to celebrate people closest to Giving Day

Statement of Subject: Bylaws
Main Points –N. Bourbon reported on the following:
• Zotmail went out as 30-day notice of voting is required
• Vice Chair is responsible for facilitating the review of bylaws, this is done annually, each council term. Our recommendations have been reviewed by R. Agrela
  o Bylaws are meant to focus on long-term and what is needed for infrastructure, but support smart growth; does not necessarily call for a change each year; last voting was in 2012
• Attendance requirements are in alignment with other UC councils and allows council to be effective in planning efforts
• New position: Council Communications and Special Programs Chair – Elect; Elect will focus more on communications, while Chair will focus on overseeing the development of special programs
  o It is difficult to focus on piloting programs if incumbent is focusing on communications
  o With two positions, the duties can be split to cover administrative work, programming, Lunch with Leadership, and new events, and allow the council chair to focus on priorities
  o Elect will focus on notes, minutes, working with web communications and marketing committees to coordinate communications (especially Zotmails). This has taken a lot of the Chair’s time this year
  o N. Bourbon wishes for stronger support for communications as it is a lot to manage, and does not believe it should be a separate role at this time, as there is benefit to the chairs knowing high level communications and special programs
    ▪ Additional role offers opportunity for mentorship
    ▪ In terms of events, good to have second person as backup
  o Position was originally secretarial, but position has grown in this way, however we could revisit in the future how this is working and split secretarial role from events focus.
• New group proposal: Article VII Standing Committee, Special Committees, ex–officio and past leadership advisory group
  o Goal to retain knowledge of past participants
  o Call on group once a year to help with planning
• Bylaws will be made available to all staff before voting in May
• Summary of changes along with red line changes to document are available on website

Statement of Subject: Retiree Health
Main Points –J. Valdry reported on the following:
• Reported on 77 page PowerPoint; focus on retiree health
• “plan design” means cuts
• One significant change is Medicare Exchange, currently available to retirees outside CA
  o As an example, Retirees receive a stipend to purchase own medical insurance on the market
  o Contract with providers to help retirees find medical plan that works best for them
  o Saves ~$50 million in healthcare costs
  o Still within Regents policy because UC must pay 70% of premium
  o Might work because allows for greater customization and cost savings, but requires retirees to do own internet research
There is no vision coverage for retirees; dental 100% coverage

- Workgroup is just making recommendation; President will make decision
- One Exchange vendor provides concierge service to retirees on annual basis to make changes to their plans
- May 1 full day meeting
- Will send recommendations to President end of June
- If approved, will be available for open enrollment in 2019 for 2020
- Benefits are the same for all faculty in staff in retirement; no pay bands

Statement of Subject: Finance
Main Points – P. Carillo reported on the following:
- Will process remaining reimbursements this week
- Inform P. Carillo and K. McClyde of expenditures for remainder of year

Statement of Subject: Scholarship Committee
Main Points – S. Lee reported on the following:
- Reminder sent to recipients for reimbursements
- Cannot do Chipotle fundraiser in June/ will host in December – Sandy will check if can change to June annually
- Asked to contact finance chair before awarding recipients

Statement of Subject: Web Communications
Main Points – S. Prom and N. Bigdeli reported on the following:
- Reminder Send photos from events
- Like the Facebook page
- Most people tend to check Facebook page, but directed to website for more information

Statement of Subject: Human Resources
Main Points – P. James reported on the following:

STAFF RELIEF FUND
- New flier created for staff relief fund
- Will be at Wellness Safety Fair and UC Walks
- Only have ~$500 in fund
- Staff Assembly will post on website

MERIT PROGRAM
- No budget approved; expected first week of May. Merit training will be available to all staff and supervisors
- Schools and units can request training

ACHIEVE ONLINE
- Testing online compensation tool; only available for leaders to input rating

Action:

The meeting was adjourned at 1:33 pm.