Staff Assembly Council Meeting Minutes  
May 10, 2018

SA Representatives:
Chair
Vice Chair
Immediate Past Chair
Finance Chair
Finance Chair-Elect
Council Communications and Special
Programs Officer
CUCSA (Sr.)
CUCSA (Jr.)

Standing Committee Representatives:
Community Relations
Education and Enrichment
Marketing
Scholarship
Staff Appreciation
Web Communications

Ex-Officio Representatives:
Human Resources
A&PW
Medical Center
Wellness

Other Attendees:
Jason Valdry – Staff Advisor to the Regents and past council leadership
Jorge Cruz, staff attendee, volunteer
Mei Deng, staff attendee, Marketing/Communications volunteer
Laura Gnesda, staff attendee, interested volunteer

Statement of Subject: Call to Order
Main Points – The meeting was called to order by N. Bourbon at 12:06pm.

Statement of Subject: Approval of Minutes
Main Points –
• March minutes were approved. J. Harrington motioned to approve. Seconded by J. Valdry. All in favor. None opposed.
• April minutes still under review.

Statements of Subjects: Bylaws
Main Points – N. Bourbon reported on the following:

Statements of Subjects: CUCSA
Main Points – S. Muller reported on the following:
• CUCSA committee on financial wellness meets twice a month
• Concentrated on the following topics:
  o UC financial wellness program
  o Strategic partnerships with financial institutions
  o Fidelity examples and budget tools
    ▪ Create realistic examples of financial situations for various staff demographics
    ▪ 50% in come for essentials; 15% pre tax retirement; 5% short term savings
  o Communications and awareness (events, opportunities, webinars, partnerships)
  o Release time (depends on staff/dept)
    ▪ Researching policies to see if there is policy for staff right to attend meetings
    ▪ UCR managers pledged to allow staff to be released
• How do employees use available discounts as UCI has many promotions
  o Medical Center has good (unofficial?) perks program. S. Lee will send information to S. Muller and D. Hall
  o Advertisement is not equal
  o Would like more discounts
  o Should be available to all faculty and staff (not just faculty)
  o Should have clear instructions
• Fidelity targeted email pilot
  o One on one meeting
  o Working to improve and add more availability slots outside work hours

Statement of Subject: Staff Advisor to the Regents
Main Points – J. Valdry reported on the following:
• Proposing change to term of staff advisor to August 31 to coincide with faculty terms
• New staff advisor to begin September, and recruitment will be open soon
  o Must be staff members with at least five years of service

Statement of Subject: Events Update
Main Points – The council reported on the following:
  o C. Cheng – 5/23 Lunch with Leadership
  o J. Harrington –
    ▪ Staff Appreciation Picnic
    ▪ Galaxy game went well with 100 tickets purchased
    ▪ Angels game in the works
  o M. Han – Working Wardrobes
    ▪ Last year in fall; this year had “spring cleaning” and received well
    ▪ Asked if can do in fall also
    ▪ A lot of work with growing number of donations
    ▪ Need more donation locations (3 on campus, 1 at medical center)
    ▪ S. Lee did event in Merage; allowed one week for students to “shop” donations then donated to Working Wardrobes
• M. Han was contacted, but already advertised would to directly to Working Wardrobes; next time need proposal earlier
• Comprehensive event would be great, with resume workshop and food bank
  o P. James will talk to Division of Career Pathways
  o N. Bourbon reminded group that focus of programming first needs to give back to staff since it is the mission of our Council – keep in mind when doing partnerships that the focus doesn’t take away

**Statements of Subjects: Scholarship Committee**
Main Points – S. Lee reported on the following:
• Giving Day
• ~$2305 for scholarships
• Applications due June 4; will award before end of fiscal year
  o What happens if someone is awarded then leaves UCI
    ▪ Need to add language that there is 60 days to claim reimbursement and must be current employee at time of reimbursement request
• Chipotle approved fundraiser in June at UTC
  o Only 3-7 or 4-8pm (Council preferred 3-7)
  o Offers 50% funds, other places usually 20%

**Statement of Subjects: Giving Day**
Main Points – N. Bourbon reported on the following:
• ~$3070 total giving to highlighted staff funds
• 55 gifts, 31 increase from last year
• total ~$55,537 from 816 gifts overall from faculty/staff giving
• strongly recommend not to do booth again as it was not good use of time nor location – instead focus on social media campaigning – do all efforts virtually
• would like more volunteers/social media ambassadors – scholarship committee natural group
• Staff relief fund did not get much
  o N. Bourbon suggested universal jeans day in which staff get “pass” to wear jeans if they donate money
  o HR handles applications and disbursements
  o Need to educate staff
  o Requests are up to $500
  o Anyone can donate, but can only go to unrepresented staff
  o Haven’t been able to accept applications due to lack of funds
  o Need to differentiate how this program differs from catastrophic leave

**Statement of Subjects: Excellence in Leadership**
Main Points – K. Ning reported on the following:
• Awardees will be announced June 12 at staff service awards
• Suggested to do more for nominees
  o Reception with their staff
  o Give them balloons
  o Get Kathy Hills involved – on Ramona’s team – manages communications for event
  o Difficult for whole teams to join reception like event
Statement of Subjects: Merit Program
Main Points – P. James reported on the following:
• 450 people attending training on how to convert ACHIEVE to merit levels
• no budget approved yet; Regents meet May 24

Statement of Subjects: Wellness
Main Points – D. Hall reported on the following:

Wellness Fair
• 750 registered, 950 including medical center
• can sign up day of
• get there early
• up to 78 vendors
• will have plenty of food: kettle corn, cauliflower taco, water, oranges, KIND bars

Mental Health Awareness Month
• EAP created toolkit
• Financial webinars

Statement of Subjects: Elections
Main Points – N. Bourbon reported on the following:
• M. Deng has been working on social media and Zotmails in Nursing
• Will help back up G. Ruth on marketing
• Revamp Lunch with Leadership template

The meeting was adjourned at 1:21 pm.