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 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         absent
                                      Sarah Prom           present

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

Other Attendees:
Jamie Hernandez, incoming Council Communications & Special Programs Chair Elect
Felix Rodriguez, incoming CUCSA first year delegate
Amanda Garcia-Hall, incoming Finance Chair Elect
Megan Enciso, incoming Vice Chair
Lauren Walker- staff attendee, interested volunteer for Community Relations
Justin Wang, staff attendee, Interested volunteer for Wellness at Medical Center
Michelle McCoy, staff attendee, interested volunteer for Community Relations
Jorge Cruz, staff attendee, volunteer
Mei Deng, staff attendee, Marketing/Communications volunteer
Stephanie Fix, staff attendee

Statement of Subject: Call to Order
Main Points – The meeting was called to order by N. Bourbon at 12:10pm.

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

Statements of Subjects: Staff Picnic
Main Points – J. Harrington reported on the following:
• Asked council for suggestions for more accurate count of attendance for budget purposes
  o Clicker can cause backlog
  o Wristbands take time and a lot of cleanup
  o Newport Ribs counts napkins
  o Pre-distributing ticket takes time
  o Hand stamp
  o Silicon bracelets
  o E-scan, but no wifi in park

Statements of Subjects: Immediate Past Chair
Main Points – J. Thacker reported on the following:
• Open House was November 29 held in Viewpoint Lounge
  o 62 participants; 47 headshots
  o planned for several hundred participants
  o good idea to do again, but when?
  o Goal: raise awareness and increase volunteers
  o Perhaps smaller lunch and learn workshop in future
• Information for Supervisors of Staff Assembly volunteers
  o Clearly states expectations
  o On website with intro from HR
  o Shared with CUCSA

Statement of Subject: Vice Chair
Main Points – K. Ning reported on the following:
• Excellence in Leadership
  o 35 nominations
  o 2 overall awards, 3 category awards
  o changed qualifications to align with core competencies
  o many were excited to nominate their supervisors
  o Medical Center staff indicated they did not receive email for event
• Elections
  o 369 total votes

Statement of Subject: Council Communications & Special Programs
Main Points – C. Cheng reported on the following:
• 8 lunch with leadership events
  o generally positive feedback overall
  o most people indicated they wanted more time for questions, or others dominated questions with their own work area concerns
  o Consider moving away from full lunches, fewer events with larger capacity, such as town hall with leaders
  o Will meet with P. James and J. Hernandez for ideas
Statements of Subjects: Education & Enrichment
Main Points – C. Yates reported on the following:
• First event went well
• Will do beer tasting over summer
  o Contact D. Hall for connections
  o J. Harrington has estimates on shuttles

Statement of Subjects: Community Relations
Main Points – L. Andress-Delaney and M. Han reported on the following:
• Two Working Wardrobes events held in September and April
  o September event paired with How to Dress event
  o April spring cleaning event
  o Will hold annually in Spring
• Beach clean up with Surfrider
  o 17 or 50 showed due to event in area
  o better in winter
  o total 68 volunteer hours
• Helping Hands
  o 83 families, and 85 sponsors
  o 5 families given meals from UCI Hospitality & Dining
  o J. Wang can help find a more central location at Medical Center for donations that can be locked
  o Staff Assembly storage on campus
  o Provided tax receipts
• Second Harvest Food Bank
  o Try to hold annually
  o Difficult to schedule
  o 48 attendees
  o 144 volunteer hours
• OC Food Bank in April
  o 58 attendees
  o 116 volunteer hours
  o packaged 2080 boxes of food
  o volunteers given T-shirts

Statement of Subjects: Scholarship
Main Points – S. Lee reported on the following:
• 46 applications, 10 awards last year
• 56 applications, 10 awards this year
• previous year only 3 awards
• want to hold extra money to keep 10 awards each year
• earned $328.70 from Chipotle fundraiser
• want to partner with restaurant near Medical Center too
• Chick-fil-A calendars regular $8, we purchased for $5, and sold for $10
• UCI Giving Day
  o $2355 from 36 gifts and 2 challenges
• Meet quarterly, maybe monthly to discuss criteria and guidelines
• Other UCs have vendors contribute to staff scholarships and is more sustainable
o Ask N. Bourbon for UCM development officer contact
o Collect sample letters from other UCs
• Get preapproval from P. Carillo first before announcing/contacting scholarship winners

Statement of Subjects: Staff Appreciation
Main Points – J. Harrington reported on the following:
• Events this year include:
  o Clippers, Angels game
  o Pancake breakfast at Anteatery
    ▪ Will stick with dining commons
    ▪ Week of spring break
    ▪ 1137 attended

Statement of Subjects: CUCSA
Main Points – N. Bourbon reported on the following:
• Mental health action group took previous year’s action plan
• Recommended highlighted models to UCOP
• What committee will take on events/workshops that come from CUCSA group?
• May bring Berkeley professor for mindfulness workshop

Statement of Subjects: Web Communications
Main Points – S. Prom reported on the following:
• Trying to capture everything on website and Facebook, as well as information beneficial to staff
• Contact S. Prom and N. Bigdeli to inform of upcoming events to update calendar
• Aim for 48 hours turnaround
• Send photos from events
• Not everything needs to be on website and Facebook
• Can we consolidate several events and notifications into one Zotmail?

Statement of Subjects: Finance
Main Points – P. Carillo and K. McClyde reported on the following:
• Reminder to council to plan budget ahead and stick to it

Statement of Subjects: Next Steps
Main Points – N. Bourbon reported on the following:
• Send N. Bourbon any data that will help her with the annual report
• Recommended planning meeting for next year and visual timeline of activities and events
  o Suggest not doing Giving Day booth
  o Suggest on be involved with Anti-Cancer Challenge
  o Utilize CUCSA delegates

The meeting was adjourned at 1:43 pm.