Staff Assembly Council Meeting Minutes  
July 12, 2018

SA Representatives:
Chair Kasey Ning present
Vice Chair Megan Enciso present
Immediate Past Chair Nicole Bourbon present
Finance Chair Kara McClyde present
Finance Chair-Elect Amanda Garcia-Hall present
Council Communications and Special Programs Chair Connie Cheng present
Council Communications and Special Programs Chair-Elect Jamie Hernandez present
CUCSA (Sr.) Stephane Muller present
CUCSA (Jr.) Felix Rodriguez present

Standing Committee Representatives:
Community Relations Lauren Walker present
Education and Enrichment Cathy Yates absent
Marketing Greg Ruth absent
Scholarship Sandy Lee present
Staff Appreciation Joani Harrington present
Web Communications Nader Bigdeli absent

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

Other Attendees:
Jeremy Thacker

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

Statement of Subject: Approval of Minutes
Main Points –
- June minutes were approved. J. Harrington motioned to approve. Seconded by N. Bourbon. All in favor. None opposed.

Statements of Subjects: Chair
Main Points – K. Ning reported on the following:
- Thanks to outgoing council members
- L. Walker recently appointed to Community Relations as of July 1, 2018; need co-chair
- Need co-chair on Scholarship committee
- Meeting with R. Agrela July 2 regarding budget
  o $2,300 carry forward lower than past years
- recommended to not have excess in budget when requesting more for next year
- no budget for 18-19 yet
- Confirmed with Council that 2nd Thursday of each month is still good meeting time
- Planning meeting in August 9, 2018
- Contact D. Hall regarding separate wellness budget to increase staff participation; committees can work with HR
- G. Ruth is stepping down as Marketing Chair
  - N. Bourbon motioned to appoint M. Deng to Marketing Chair. J. Harrington seconded.
- N. Bourbon still working on annual report; will be leaving UCI at end of month
- Per R. Agrela, no more chancellor’s letters; only to elected council

**Statements of Subjects: Staff Appreciation**
Main Points – J. Harrington reported on the following:
- Picnic will be August 16
  - Circulated signup sheet for volunteers
  - Need more bodies in morning and afternoon for set up and clean up
  - HR has extra canopies for water stations
  - Can get donations for water bottles from Dining/Pepsi
  - Big A frames available; HR has extra; J. Harrington will contact D. Hall
  - Zotmail will have information regarding department competition
- Discounted tickets for Angels game August 11

**Statement of Subject: Scholarship**
Main Points – S. Lee reported on the following:
- 10 scholarship recipients were notified
  - application asked for permission to post name and their testimony
- Chipotle fundraiser did not meet $300 minimum
  - Perhaps it was the time
  - Profit sharing for the fundraising effort changing 50% to 33%, but twice a year okay
- Need co-chair
- Asked committee members if they want to stay on for another year; before this was assumed

**Statement of Subject: CUCSA**
Main Points – S. Mueller reported on the following:
- Next meeting early September
- N. Bourbon shared mental health report
- S. Mueller shared financial report
- Submitted to UCOP
  - President J. Napolitano was present and thankful to hear CUCSA feedback
- Suggested adding CUCSA corner on Staff Assembly website to help disseminate information
  - Add links to other Staff Assemblies on our website

**Statements of Subjects: Education & Enrichment**
Main Points – C. Yates reported on the following:
- Will meet soon to plan for 18-19

**Statement of Subjects: Council Communications and Special Programs**
Main Points – C. Cheng and J. Hernandez reported on the following:
Met with K. Ning and P. James to discuss programming for 18-19
  o Move from 8-10 small events toward fewer larger events to accommodate more staff
  o Need name for larger panel events
  o N. Bourbon will send UC Berkeley contact information for ideas
  o Goal of events is to show big picture of the organizational chart as it is hard for some employees to understand the structure
  o Planning for 100-150 attendees
  o Suggested to have activities to network i.e. icebreaker

Statement of Subjects: HR
Main Points – P. James reported on the following:
  • Anticipate approval of merit budget
    o Will be retroactive for nonrepresented staff
    o Will be effective July 1, 2018
    o Will send formal communication once timeline approved

Statement of Subjects: Immediate Past Chair
Main Points – N. Bourbon reported on the following:
  • Suggested removal of A&PW group from ex-officio
    o By including, Staff Assembly is excluding other staff affinity organizations
    o Do not attend meetings
  • N. Bourbon motioned to remove the A&PW group from ex-officio status. Seconded by M. Enciso. All in favor. None opposed.

The meeting was adjourned at 1:05 pm.