Staff Assembly Council Meeting Minutes
October 11, 2018

SA Representatives:
Chair                  Kasey Ning                  present
Vice Chair             Megan Enciso                present
Finance Chair          Kara McClyde                present
Finance Chair-Elect    Amanda Garcia-Hall          present
Council Communications and Special Programs Chair  Connie Cheng     absent
Council Communications and Special Programs Chair-Elect  Jamie Hernandez present
CUCSA (2nd year)       Stephane Muller              absent
CUCSA (1st year)       John Bodenschatz            present

Standing Committee Representatives:
Community Relations    Alice Han                  present
Education and Enrichment Cathy Yates               absent
                                       Kamber Lamoureuse          present
Marketing              Mei Deng                   present
Scholarship            Sandy Lee                  present
                                       Lynette Mabutol            present
Staff Appreciation     Joani Harrington          present
Web Communications     Nader Bigdeli              present
                                       Sarah Prom                absent

Ex-Officio Representatives:
Human Resources        Pamela James               present
Medical Center         Justin Wang                absent
Wellness               Dyan Hall                  present

Other Attendees:
Jeremy Thacker
Ingrid Fahr
Dylan Hall
Jason Valdry

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

Statement of Subject: Approval of Minutes
• We will look to send around the minutes for both August and September soon

Statements of Subjects: Chair- Kasey Ning
Main Points –
• Welcoming new members:
  o John (insert last name)
• Sharing operation of budget with Ramona, review numbers reported regarding picnic
• Difficult to maintain to cater to most of our staff members
• Suggestion by Joni- General announcement to remind all leadership/directors of the picnic meant for staff (covered staff)
  o Discussing if we were to also support student workers separately
  o Student workers to be included going forward
  o Some admin faculty to be included in the staff count
• Campus removal of the EEE Legacy Survey
  o Jeremy: Introducing new campus survey (Qualtrix)- fancier version of survey monkey, to be announced soon
  o Kasey: Recommending a demo to the group
  o Sandy suggestion: Group account for Staff Assembly
  o Admin account to be used for council members
• Reminder: Lunch meeting for Staff Assembly Council Meeting for November

Statements of Subjects: Vice Chair- Megan
• No updates

Statement of Subject: Finance Chair- Elect- Amanda
• No updates

Statement of Subject: Community Relations- Alice Han
Main Points –
• Lauren stepped down from the co-chair role
• Alice heading up this committee, please contact Alice or Kasey
• Update by Alice:
  o 10/27 event
  o Look to make the announcement soon
  o Suggestion by Sandy: Toy Drive with Paul Merage- collaboration
  o Kasey: Being mindful of the helping hands project and timeframe

Statement of Subjects: Scholarship- Sandy Lee
• Two dining out fundraisers:
  o October 16: Dine-out fundraiser at The Stand
  o 11/13: Chick Fil-A UTC
  o Looking to have one in Jan, Feb, May and June

Statements of Subjects: CUCSA- Stephane (absent)
• None at this time

Statement of Subjects: Staff Appreciation- Joani
• August 16th 2018 annual picnic – Newport Rib paid!
• 2019 picnic – preliminary work started
• Rams game – ticket sales low for November 11 game vs Seahawks – might need to do more marketing for things like pro-sports games

• Working on Ontario Reign (LA Kings’ farm team) game in January 2019

• Possible Ducks’ game in February? – initial coordination with Strategic Communications

• Arts Nights tickets – fall 2018 – Legally Blonde – distributed tickets to shows
  - November 17, 2018 - 2:00 pm – 20 tickets
  - November 17, 2018 - 8:00 pm – 30 tickets

• 2019 Pancake Breakfast – initial planning – hoping for date during 2019 spring break – 3/26 (Tues), 3/27 (Wed), or 3/28 (Thurs) 2019 are our best options

**Statement of Subjects: Education and Enrichment- Kamber and Cathy**

Main Points- Kamber:
- Eureka tasting, working on professional development seminars, career development, mock interviews, etc.
- More updates next meeting
- Buck Collection Tour: Looking to increase guest count

**Statement of Subjects: Communications and Special Programs- Connie and Jamie**

Main Points – C. Cheng and J. Hernandez reported on the following:
- Looking to secure dates and speakers for Lunch with Leadership and special program with panelists (name pending, “Lunch with Leadership XL”)
- Lunch with Leadership with Dean Song Richardson- 11/15
- More to come next month

**Statement of Subjects: Mei with Marketing**

Main Points – Mei:
- Zotmail format:
  - Concern previously was for last minute requests
  - Time schedule of the events
  - Maybe part of the request:
    - Note if you would like a reminder and the date of the reminder
    - Google form for event submissions- translate to google calendar

**Statement of Subjects: Immediate Past Chair**

Statement of subjects: Ex-Officio Pamela James
- Meeting with Ramona:
  - She wants us to co-brand with our engagement campaign with Lunch with Leadership, call on 10/25 to discuss more
  - Non-represented staff: Recognition for non-represented staff receiving one time check of about $700 to recognize non-represented staff- lead by the Chancellor
**Wellness and Engagement:** Going through all the amazing ideas submitted, taking into consideration of all comments, organizing them to the Executive Directors, presenting to cabinet, hopefully doing something before the next campaign.

**Healthy Campus Initiative: 10/11/18**
- Every UC to be the healthiest place to work, live and study.

**Open Enrollment:**
- Look at the wellness plans, benefits, programs, etc.
- Free flu-shots! On 11/1 at the Open Enrollment Fair.

The meeting was adjourned at 12:51pm.