**Staff Assembly Council Meeting Minutes**  
**November 14, 2019**

**SA Representatives:**
- **Chair**: Megan Enciso - Present
- **Vice Chair**: Connie Cheng - Present
- **Immediate Past Chair**: Kasey Ning - Present
- **Finance Chair**: Amanda Garcia-Hall - Present
- **Finance Chair Elect**: Jake Vo - Present
- **Council Communications & SP elect**: CrystalRae Lugo-Shearer - Present
- **CUCSA (2nd year)**: John Bodenschatz - Present
- **CUCSA (1st year)**: Lou Gill - Absent

**Standing Committee Representatives:**
- **Community Relations**: Alice Han - Absent
- **Education and Enrichment**: Cathy Yates - Absent  
  Kamber Lamoureux - Absent
- **Marketing**: Mei Deng - Present  
  Angelica Yaghoubi - Present
- **Scholarship**: Sandy Lee - Present
- **Staff Appreciation**: Joani Harrington - Present
- **Web Communication**: Sarah Prom - Present  
  Nick Ayo - Present

**Ex-Officio Representatives**
- **Human Resources**: Pamela James - Present  
  Cecilia Preciado - Absent  
  Andy Rivera - Present
- **Medical Center**: Justin Wang - Absent
- **Wellness**: Dyan Hall - Present

**Other Attendees:**
- Jason Valdry
- Jeremy Thaker
Call to Order

- Megan Enciso called the meeting to order at 12:03pm

Approval of Minutes

- (no motion on the floor to approve 10/10/19 minutes)

Chair

- December 12 meeting will be a potluck. Sign-up sheet will be sent to council members

Vice Chair

- Meeting on Monday, 11/18/19 with the Bylaws committee.

Immediate Past Chair

- No updates

Finance

- No updates

Staff Appreciation

- Halloween Costume Contest – Thursday October 31- winners are listed on the SA website.
  - Went well
  - Revisiting gift cards and prizes
- Arts Nights
  - All free tickets are gone.
  - Might still have seats to purchase at reduced staff rate.
  - Working on winter options, which begins after January 1, 2020.
- Pro-sports games
  - Working on a few more games, possibly Angel’s game for opening weekend.
- UCI Sports
  - Waiting for options from UCI Athletics
- 2020 Breakfast
  - Tentatively set for Tuesday, March 24 (week of spring break)
  - Location of breakfast may be held at the Anteatery in Mesa Court Student Housing.
- 2020 Picnic
  - Looking at possible dates other than third week of August to avoid religious observances
  - Will be updating the picnic website with more maps of Aldrich Park and FAQs.

Community Relations

- Helping Hands
  - 144 families will receive assistance this year.

Scholarships

- Committee will have a meeting in December
- Calendar in progress for Dine-Outs
  - Thank you for coming out to support us
CUCSA

- Received 176 respondents from the survey regarding the UCOP Presidential Search
- The discussion on retirement benefits was tabled until July 2020
- Attended the UCLA Regents meeting.
- Health Benefits Advisory Committee
  - There will be no December meeting
  - Working to create a 3-5 year strategic plan
  - Will gather input from SA regarding concerns of staff regarding Health Benefits

Education & Enrichment

- The Ergonomics event with Belinda Malanac was successful. Looking to host a similar event at the UCI Medical Center.
- Zero Waste Home with Bea Johnson 12/13/19 at 12-1:30pm at Humanities Gateway 1030.

Council Communications & Special Programs

- SA discussed the direction of Lunch with Leadership and Lunch with Cabinet Series (sponsored by Human Resources)
- It was agreed upon that the CCSP would meet with HR to discuss collaboration opportunities (CCSP and HR met on 11/21/19).

Marketing

- No updates

Web Communications

- New shared folder was created in the SA Google Drive called “Photos”. This will allow committees to upload their event photos to this folder, instead of sending them to Marketing Communications. Marketing Communications will post the photos on the SA social media channels as they see fit.

Human Resources, Employee Engagement and Wellness

- Employee Engagement
  - Engagement Data
    - 50 minute Town Hall sessions
      - Will focus on big picture as it relates to engagement
      - Monday 11/18/19 is the first Town Hall meeting for UCIMC.
      - You can go to any town hall meeting—same content of information
      - Click on UCLC.uci.edu search “Town Halls” to find dates and locations.
      - Managers will have access to results on Monday 11/18/19.
      - If they have more than four direct reports and four responded; managers will see the data.
      - Less than four direct reports; will only see UCI as whole data.
      - Individual contributor—will not see anything, but will see the resources offered.
    - Engagement Ambassadors
      - HR will be providing them with templates to share with their schools/units information
      - This will go out on Friday 11/15/19
Service Awards
- Currently doing a best practice benchmarking—with top employers in OC/Nationally to see what they provide for Service Awards.
- UCI wants to be the employer of choice.
- Initial goal—is to do a quick benchmarking, bring vendors to do a RFP—where SA will be key stakeholders to be involved when looking at companies to see what they can offer.
- 2020 Service Awards will be status quo.
  - All awards will be dispersed through your local HR

Wellness Ambassadors
- Meeting on 12/13 at Brandywine 11-1p

Healthy Holiday Challenge
- Starts on Monday 11/18/19
- Free flu shots on Wednesday 11/20/19, at the open enrollment event.

New Hire Orientation
- 125 tickets given away to the Hockey Game.
- Lou Gill got to be in the booth- Congrats Lou!!
- Looking to pilot a full day New Employee Orientation (NEO). Ideas for the full day are:
  - Provide tours of the campus
  - Bring Vendors in
  - Provide an opportunity for new hires to meet with UCI executive leadership
  - Give UCI polos to new hires
  - Frequency of the NEO would be twice a month; ideally it would be the employees first day of employment at UCI.

Leadership Development Program
- 12 week program —once a week
  - Cohort size; 24
  - Nomination process
    - For existing supervisors
  - First cohort will begin in February 2020
    - Goal is to have a new cohort every month

HR will be hosting a Women’s Conference
- Date of the conference: Friday, June 19, 2020
- This will be a full day conference, enterprise wide. The goal is to have 400 in attendance
- Topic areas will be on personal growth and development
- Conference format:
  - Keynote Speaker(s), plenary sessions and multiple breakout sessions are some ideas for the format.

Thank you Joani for arranging for SA to have lunch from Newport Rib Company!

Meeting adjourned at 1:14pm.

Next meeting is Thursday, December 12, 2019 at HG1010

The meeting will be a potluck keep an eye out for the sign-up sheet via email!