

Staff Assembly Council Meeting Minutes
April 9, 2020

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	Karissa Sorenson	Present
CUCSA (2nd year)	John Bodenschatz	Absent
CUCSA (1st year)	Lou Gill	Present

Standing Committee Representatives:

Community Relations	Alice Han	Present
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Present
Marketing	Mei Deng	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
Medical Center	Justin Wang	Absent
Wellness	Dyan Hall	Present

Other Attendees:

Jeremy Thacker
Stephanie Fix

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Statement of Subject: Call to Order

- Meeting called to order by M. Enciso at 12:02 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- January 2020, February 2020, and March 2020 minutes approved. K. Ning motioned to approve. Seconded by A. Garcia-Hall. All in favor. None opposed.

Statement of Subject: Chair

- None

Statement of Subject: Vice Chair

- SA bylaws have passed and have been posted on SA website for review
- Excellence in Leadership applications closed on April 3; 22 applications received
- SA election process with commence soon

Statement of Subject: Immediate Past Chair

- None

Statement of Subject: Finance

- Continuing to process KFS

Statement of Subject: Staff Appreciation

- Discounted pro-sports game tickets paused until further notice
- Arts Nights tickets giveaways paused until further notice
- 2020 Breakfast rescheduled for later in the year; considering different format
- 2020 Picnic scheduled for Thursday, August 13 and pending budget approval 2020-2021 fiscal year; intergalactic/extraterrestrial theme as frontrunner in survey

Statement of Subject: Community Relations

- None

Statement of Subject: Scholarships

- Documentation deadline for scholarship recipients has been extend due to COVID-19; funds can be applied towards next year
- 2020-2021 Enhancement Scholarship Program application period will be April 15-May 15
- Giving Day has been postponed to June 3; possibly allocate leftover \$120 from 2019 Picnic for Giving Day video
- Consider adding a line in the following year's budget for Giving day expenses

Statement of Subject: CUCSA

- CUCSA Meeting will be at UCOP in June and at UCI in September
- Last CUCSA meeting held at UC Merced; worked mostly COVID 19 planning

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- Participating on two committees, including staff needs (housing & food) and alternate work week (sustain telecommuting as an option)

Statement of Subject: Education & Enrichment

- None

Statement of Subject: Council Communication & Special Programs

- None

Statement of Subject: Marketing

- None

Statement of Subject: Web Communications

- Putting COVID-19 link on website

Statement of Subject: Human Resources, Employee Engagement and Wellness

- 15 new HR services implemented
 - Employee Experience Center (EEC) transitioned to the Coronavirus Response Center; 4 people hired and currently on site
 - Extension of treat cart at UCIMC
 - Employee Commissary at UCIMC is giving away food and supplies to essential workers for free
 - Collecting donations of food and gift cards
 - Nourish app and food pick-up
 - Majority of Headspace is free to everyone right now, however full program is available to medical providers
 - Samueli Institute wellness programs available
 - Creation of Nursing Process Groups
 - Temporary Employment Services is hiring extra custodial support
 - Labor Pool - providing student worker and staff redeployment matching service
 - Assisting with unit staffing plans for emergency load
 - 1:1 financial well-being zoom appointments available
 - EAP - ComPsych providing on site counseling at UCIMC to provide immediate service
 - Hotel accommodations for healthcare workers
 - Free childcare for essential staff
 - Two YMCA locations: Doubletree Hotel in Orange and Newkirk for ages 3-14
 - KinderCare Centers underway for children under 3 years
- HR Communications
 - Creation of hr.uci.edu/coronavirus website
 - R. Agrela has been hosting Campus Senior Administrator Zoom Meetings
 - Wellness virtual self care website
 - Telecommunicating engagement toolkit for managers
 - Participation in enterprise- and system-wide meetings
 - Covid 19 case tracking
- HR Guidance

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- Telecommuting agreement and extension; end date will correlate with Governor Newsom's stay-at-home order
- Paid Administrative Leave Administration ([up to 128 hours and/or up to 80 hours with FFCRA](#))
- UC-wide commitment to no COVID-19 related layoffs for all career employees through 6/30/20
- Student worker pay/Work Study (work study students not eligible for paid work leave)
- Hiring guidelines/offer letter verbiage
- Position management program guidelines and review committee in place for proceeding with any staff recruitments (must be deemed a critical position)
- Disaster relief reimbursement for childcare for essential workers
- UCI PD and UCI Health screening policy/procedure; UCI PD screen officers in the morning and Ring technology in use at UCI Health
- Staff Service Awards are canceled; intention is to do something virtual
- Achieve will continue
- Wellness has been at the forefront of all communications; Wellness Ambassador Check-in meeting in progress

Meeting adjourned at 1:05 p.m.

Next meeting is Thursday, May 14, 2020 via Zoom