

**Staff Assembly Council Meeting Minutes**  
**June 11, 2020**

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**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	Absent
Council Communications & SP Elect	Karissa Sorenson	Present
CUCSA (2nd year)	John Bodenschatz	Present
CUCSA (1st year)	Lou Gill	Absent

**Standing Committee Representatives:**

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

**Other Attendees:**

Jeremy Thacker  
Emma Godinez  
Nancy Palmer  
Stephanie Fix

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**Statement of Subject: Call to Order**

- Meeting called to order by M. Enciso at 12:05 p.m.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- May 2020 minutes approved. K. Ning motioned to approve. Seconded by C. Cheng. All in favor. None opposed.

**Statement of Subject: Chair**

- M. Enciso will be collecting committee reports for the end-of-year report; presenting to Ramona in the fall
- Introductions of outgoing and incoming Staff Assembly Council members
- M. Deng will be stepping down from the marketing co-chair position, sending well wishes!
- Open chair positions now available: Community Relations Co-Chair, Marketing Chair and Co-Chair, Scholarship Co-Chair

**Statement of Subject: Vice Chair**

- Continue to allot 2 hours for Staff Assembly meetings; K. Ning mentioned that 2 hours provides extra time for potential guest speakers, events, or brainstorming with council members
- Send C. Cheng recommendations for co-chairs positions

**Statement of Subject: Immediate Past Chair**

- None

**Statement of Subject: Finance**

- None

**Statement of Subject: Staff Appreciation**

- Planning continues for virtual picnic option this summer
- Received positive feedback on the essential staff appreciation video, thank you N. Palmer!

**Statement of Subject: Community Relations**

- A. Han requested recruitment recommendations for Community Relations Co-chair

**Statement of Subject: Scholarships**

- Received 81 scholarship applications
- Scholarship Committee will select recipients on June 15
- Giving day has been postponed to June 24

**Statement of Subject: CUCSA**

- Last week, CUCSA had its last quarterly meeting of the year hosted virtually by UCOP

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- Work groups concluded and reports forwarded to Regents/Presidents; exploring basic needs for staff (i.e. food bank for staff members) and fostering a flexible work culture (i.e. hybrid schedule)
- No word on who will be replacing President Napolitano
- Big budget impacts to UC due to COVID-19; still sorting out the financial picture (i.e. state income tax revenue and solid enrollment numbers after third week of classes)
- Continuing to work on September CUCSA meeting which will be most likely be virtual

**Statement of Subject: Education & Enrichment**

- None

**Statement of Subject: Council Communication & Special Programs**

- Lunch with Leadership is going virtual! The summer series schedule will include:
  - Dr. Willie L. Banks Jr. | Vice Chancellor, Student Affairs
    - Tuesday, July 14, 12-1 PM
  - Sherry Main | Assistant Vice Chancellor, Public Affairs
    - Thursday, July 23, 12-1 PM
  - August LWL guests TBD

**Statement of Subject: Marketing**

- M. Deng shares thanks for time spent on Staff Assembly

**Statement of Subject: Web Communications**

- None

**Statement of Subject: Human Resources, Employee Engagement and Wellness**

- Working Well Toolkit for managers coming soon; resources and guidance for staff returning to campus
- No return date for staff; up to vice chancellors, deans, department heads - no one school is alike
- Return to campus also depends on job function and the population serving
- Preventive signage is across campus already
- Special permission from Orange County has been given to get research up and running
- Back to work kit for staff will include face masks (1 branded/3 unbranded) and hand sanitizers
- All salary actions on hold, merit has been canceled, but STAR awards are still accessible
- PMRC reviewing all position openings; vacancies require approval to fill
- Leadership development series course introduced the next cohort; new implicit bias module incorporated
- Developing a la carte modules to make available to all managers on campus
- Engagement survey will be distributed in late August to a random sampling of 25% of the staff; results needed for UCI to be considered in the running as top employers in Orange County
- Childcare funding for essential workers has been extended until August; Bright Horizons will be providing back-up subsidized child care
- Toolkits available and coming soon: Wellness Ambassador Toolkit, Wellness at Home Toolkit, Summer Rest and Revive Challenge Toolkit, Be Kind Be Well Toolkit
- Certifying 15 professionals on mental health first aid to offer training to UCI community, increasing mental health awareness and advocacy

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- Staff Service Awards on June 16 is canceled; Zotmail will announce an enterprise wide virtual, pre-recorded event that will take place in August
- Service Awards website is being updated; asking honorees to submit a picture and quote
- Gifts will be ordered and new lapel pins will be designed
- COVID-19 Information Hub website has been updated to reflect new return to work guidelines

Meeting adjourned at 12:56 p.m.

**Next meeting is Thursday, July 9, 2020 via Zoom**