

Staff Assembly Council Meeting Minutes
July 9, 2020

SA Representatives:

Chair	Connie Cheng	Present
Vice Chair	Amanda Garcia-Hall	Present
Immediate Past Chair	Megan Enciso	Present
Finance Chair	Jake Vo	Present
Finance Chair Elect	Emma Godinez	Present
Council Communications & SP Chair	Karissa Sorenson	Present
Council Communications & SP Chair-Elect	Nancy Palmer	Present
CUCSA (2nd year)	Lou Gill	Present
CUCSA (1st year)	Jeremy Thacker	Present

Standing Committee Representatives:

Community Relations	Alice Han	Absent
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Absent
Marketing	Sarah Prom	Present
Scholarship	Sandy Lee	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Nick Ayo	Present

Ex-Officio Representatives:

Human Resources	Pamela James	Present
Medical Center	Justin Wang	Absent
Wellness	Dyan Hall	Present

Other Attendees:

John Bodenschatz
Stephanie Fix

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Statement of Subject: Call to Order

- Meeting called to order by Connie Cheng at 12:02 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- June 2020 minutes approved. Megan motioned to approve. Seconded by Joani. All in favor. None opposed.

Statement of Subject: Chair

- C. Cheng reported that with social injustice going on we would like to facilitate tough conversations between staff through a quarterly series starting in late August then continuing to Fall and Winter. John Bodenschatz added that our goal is to provide a forum for people to open a dialogue to help encourage each other to feel confident to express/share their feelings and opinions in certain situations. How can we promote positive societal change? For example, in our LWL series, maybe we can add some breakout sessions with someone who is knowledgeable on the topic.
- C. Cheng envisions this to be a collaborative endeavour.
- Megan, Amanda, and Connie will meet with people interested in scholarship, community relations, and web communications open co-chair positions.

Statement of Subject: Vice Chair

- Excited for this upcoming year and thankful for the increase in virtual attendance.

Statement of Subject: Immediate Past Chair

- Everyone please get their end of year reports to Megan for '19-'20 by the end of July for Ramona and her team. Megan will send Google doc of last year's report for example.

Statement of Subject: Finance

- No update

Statement of Subject: Staff Appreciation

- Planning has been paused for a virtual picnic option this summer.
- We still have the budget for the staff breakfast and considering the idea of doing the food trucks out in the open where staff can spread out.
- D. Hall reported that the Medical Center has been doing food events. They have been getting a lot of donations from local food vendors and trucks. Potential employee appreciation week coming in the Fall if it gets approved.

Statement of Subject: Community Relations

- No update

Statement of Subject: Scholarships

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- 80 applications for scholarships received. Fundraising has increased every year. We want to show the community that we are giving more awards.
- On Giving Day we received 37 gifts and raised \$3,206.
- The committee meets every 2 months and is working on “Zot Funder,” which is a crowdfunding platform for scholarships. We encourage others to donate or apply.
- The Give Your Start Year program continues.

Statement of Subject: CUCSA

- J. Bodenschatz reported that our UC President is Michael Drake.
- The Parental Leave issue has gained movement. Chancellors have signed off and are now awaiting HR approval. July 2021 = potential implementation.
- L. Gill reported that the Quarterly CUCSA meeting will be online and speakers are as follows:
 - Ramona Ayala
 - R. Demerjian from Capitol Planning focusing on the University Hills staff housing model program
 - Doug Haynes regarding climate of the community
 - Chancellor to make greeting remarks
 - Jason R from the ARC will run virtual team building

Statement of Subject: Education & Enrichment

- No update

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
 - Dr. Sheefteh Khalili | Chief of Staff, Office of the Vice Chancellor, Health Affairs
 - Tuesday, August 4, 12-1 PM
 - Dr. Douglas M. Haynes | Vice Chancellor, Equity, Diversity and Inclusion
 - Tuesday, August 11, 12-1 PM
- We are considering LWL to be a webinar style in order to include more people.

Statement of Subject: Marketing

- The newsletter will look different and will include a photo of Staff Picnic. Please like the Staff Assembly Facebook page. We can promote your events on Facebook.

Statement of Subject: Web Communications

- No update

Statement of Subject: Human Resources

- P. James reports that due to COVID, most people are going to continue to telecommute, that is the priority.

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- CRIT reviews the plans w the OC Health Authority then recommends or not with the strategic advisory group in regards to who can return to work and when. Research staff and graduate students are back on campus and undergraduates will be remote.
- The spike in COVID cases has changed the game on timeline for staff to return. The Working Well website has a leader guide and symptom checklist.
- Vacation accruals can be accrued over the max but as of Jan 1st, you can't accrue any more until you go below the max.
- Telecommute agreements - do we need to keep those up to date? Whatever agreement you have in place has shifted to whatever the governor has stated as the stay at home orders.
- Working Well Tool Kit has a new Employee Guide
- Working on some welcome back kits

Statement of Subject: Employee Engagement and Wellness

- D. Hall reported on the Virtual Staff Service Awards - gifts have been ordered and we are looking into mailing options. We are starting video production in the next 2 weeks with Thank You and Appreciation messages. People can self check their employment credit in UC Path. Honorees will submit images and quotes. Credits are based on the fiscal year as of June 30th. Vacation accruals got switched over to Path.
- Excellence in Leadership nominees will have video screen time.
- ARISE winners at the hospital have already been notified and will be acknowledged during the service awards.
- A new Ambassador Program that will help implement our Working Well Program. Currently we have 60 ambassadors who will work in partnership with HR. Launching a Be Kind. Be Well. toolkit on how to incorporate gratitude and appreciation.
- Mental Health first aid training is coming. We are certifying UCI professionals for next year and want to do it in person.
- Wellbeing and Learning environment training both virtual and physical. For employees and faculty and impacting students. PDF's to come.
- Potential drive-through flu shot clinic coming in Fall/late September.
- UC Walks is being delayed and will be combined with the Step-Up and Anti-Cancer Challenges.
- Engagement Survey is still happening early Fall to a 25% random subset of our staff.

Meeting adjourned at 1:06 p.m.

Next meeting is Thursday, August 13, 2020 via Zoom