

**Staff Assembly Council Meeting Minutes**  
**August 13, 2020**

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**SA Representatives:**

Chair	Connie Cheng	Present
Vice Chair	Amanda Garcia-Hall	Present
Immediate Past Chair	Megan Enciso	Absent
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
Immediate Past CUCSA Delegate	John Bodenschatz	Present

**Standing Committee Representatives:**

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

**Ex-Officio Representatives:**

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

**Other Attendees:**

Dina Pagano  
Stephanie Fix

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**Statement of Subject: Call to Order**

- Meeting called to order by Connie Cheng at 12:44 p.m. after the completion of UCI Health presentation on How Stress Affects Your Digestion by Dr. Palladino.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- July 2020 minutes approved. Jeremy Thacker motioned to approve. Seconded by Joani Harrington. All in favor. None opposed.

**Statement of Subject: Chair**

- Connie C. reported that September is usually our planning meeting and she is going to challenge all to avoid cancelling events because of COVID since we need to continue what we are doing to keep morale up. LWL summer series was successful in virtual format. She challenges us to think outside the box. Please put together a tentative calendar for the year and bring to our September meeting.
- There is no budget yet and she will share as soon as it's available.
- She has been in conversations with staff about social justice issues on campus. The Identity Through Movement event is happening tomorrow and the Staff Assembly logo will be advertised in conjunction on our Zot Mail.
- She would like to host a series of events hosted by the Staff Assembly in which the goal is to have one event each quarter during winter, fall, and spring.
  - She is considering Pure Praxis, which is a group that acts out difficult situations. The events will need to be intimate in order to have a safe space to have difficult discussions. She is asking for volunteers to help from now until June 30, 2021. The volunteers do not have to be an expert on the topic. A google form will be sent after the meeting for volunteers to complete.

**Statement of Subject: Vice Chair**

- Amanda G.H. reported that she is looking forward to participating on the committee on anti-racism.

**Statement of Subject: Immediate Past Chair**

- None

**Statement of Subject: Finance**

- None

**Statement of Subject: Staff Appreciation**

- Joani H. reported that planning continues for the virtual staff picnic as a scavenger hunt. It will be open format and not time limited so that more people from the medical center and health can participate. Winners will be selected and given GrubHub gift certificates. The teams that win will go ahead and receive another opportunity to enter the individual competition.
- Sporting and Art events are on hold.

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- The traditional breakfast may be in January as a welcome back breakfast.
- Halloween costume contest to be virtual.

**Statement of Subject: Community Relations**

- Phong L. reported that a partnership with the Basic Needs Hub and Zot Fit, who distributes clothes to students, is in the beginning stages. He will update us for ways to partner.
- He is interested in the How To Series to create engaging zoom event workshops.

**Statement of Subject: Scholarships**

- Sandy L. reported that the Zot Funder page is coming along. She is going over the plan for the year which spotlights applications, zot mail, and roles to be delegated.

**Statement of Subject: CUCSA**

- John B. reported that the CUCSA quarterly meeting is planned for 9/3-9/5 at the Hyatt and is going virtual with guest speakers including the Chancellor, VC Dr. Willie Banks, Ramona Agrela, and Vice Chancellor Dr. Douglas Haynes. We need donated items for 30 gift bags, so if anyone has materials to provide, let him know.
- Lou G. reported that there will be a Town Hall meeting on 9/4 at 10:00 am in which anyone can attend for free. This is an opportunity for CUCSA to hear from staff system-wide.
- Jeremy T. reported that he will be giving an update at CUCSA about what UCI Staff Assembly is currently doing.

**Statement of Subject: Education & Enrichment**

- Kamber L. reported that her leadership team wants to get the wellness initiative out and will partner with the Staff Assembly to bring more events like today's presentation to the council. They offer sessions on acupressure, healthy nutrition in times of stress, biofeedback & relaxation techniques, stress management strategies and wellness sessions.

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

- Karissa S. reported that the Lunch with Leadership virtual summer events were a success! The summer series schedule included:
  - Dr. Willie Banks | Vice Chancellor, Student Affairs
  - Sherry Main | Assistant Vice Chancellor, Public Affairs
  - Dr. Sheefteh Khalili | Chief of Staff to the Vice Chancellor, Health Affairs
  - Dr. Douglas M. Haynes | Vice Chancellor, Equity, Diversity and Inclusion
- Two of these events were recorded and the link is on the website. Thank you to the Marketing and Web teams for posting. We are brainstorming for Fall guest speakers and have Lorelei Tanji, the University Librarian scheduled for 9/9/20. We will have one event per month as the year progresses and we're considering Erica Jordan and Ronald Cortez as guest speakers. We have been getting great feedback from staff members who enjoy the intimate sessions. We are open to explore the panel/webinar style of Lunch with Leadership if anyone has any thoughts. If anyone has any suggestions on executive leadership or VC level leaders as guest speakers, please send them our way. Sandy L. reported that Christopher Schwarz at the Paul Merage School of Business would be a great candidate.

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**Statement of Subject: Marketing**

- None

**Statement of Subject: Web Communications**

- Nick A. reported that Jackie has been a huge help while he was out on vacation. They will be making some fundamental changes to the website in the future.
- Jackie K. worked with Sarah to publish a new Instagram page and will be posting some assets different from Facebook. IG @ uci\_staffassembly

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

- Pamela J. reported that telecommuting is on through Jan 4, 2021. Governor Newsom issued higher ed guidelines which she is reviewing via CRIT on how and when to bring units back on campus. Various units are submitting plans to approve and posted to fulfill OSHA regulations. Some schools are starting instruction and have 1 or 2 people rotating in and out. Each unit has to demonstrate a true business need to have people coming in.
- The flu requirement just came out and will be offered to staff. More information to come.
- Dyan H. reported that Wellness trained 100 people and posted the training on the Wellness Training website.
- We are partnering with the Anteater Pledge ambassadors and the Working Well ambassadors targeting those who are planning to return to campus during the fall to advocate for physical distancing and mask-wearing.
- We are partnering with the virtual Anti-Cancer challenge through October. You can sign up, download the app, and receive a UC Walks t-shirt. The Step-up and UC Walks events will be held together this year with a lot of great incentives.
- We are requesting to do a work-life webinar series with topics on mental resilience, remote working self care and living alone, and remote work while living with older generations.
- We are forgoing our annual Maintain Don't Gain holiday challenge and will kick off the new year with a New Year New You virtual email based challenge, including weekly challenges and 50 healthy habits for staff to try something new.
- In meeting with wellness ambassadors, we launched a tool kit on how to create a challenge and a plug-and-play take a break challenge.
- The Be Kind. Be Well. toolkit is being created for your coworkers.
- Service Awards have been put on hold because of difficulty getting the Chancellor in front of the camera. We are planning a Staff Appreciation Week in which the Service Award presentation and Staff Assembly Leadership awards will be incorporated. There is more to be determined.
- The UCI engagement survey email was sent out today from Romona, where 25% of the staff population were randomly selected. The email is legitimate and those staff members will get a follow up email to take the survey. We are hoping to get some real time COVID responses.
- The Meet the Chancellor's Cabinet Series is going virtual and will be in webinar format.
- Our Child care workgroup proposal is looking at how we support caregivers. UCI is happy to support our families.
- A new lactation guide is available with information on how areas are cleaned and sanitized.

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Meeting adjourned at 1:41 p.m.

**Next meeting is Thursday, September 10, 2020 via Zoom**