

Staff Assembly Council Meeting Minutes
September 10, 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	Present
	Phong Luong	Present
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Nick Ayo	Absent
	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:

John Bodenschatz

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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

- August 2020 minutes approved. Joani H. motioned to approve. Seconded by Jeremy T. All in favor. None opposed.

Statement of Subject: Chair

- Connie C. reported that the special committee on Campus Culture will begin and will hopefully become a standing committee for long term issues. Our intent is to evolve as our staff needs evolve. Our goal is to have 3 events during the Fall, Winter, and Spring. We are in the preliminary planning stages, with plans to kick off the fall event in late October or early November.
- The Pure Praxis theatre group event is planned for the Winter quarter. They give techniques and dialogue that can be used in real world situations. John B. added that they work with real world situations that happen in your organization and tailor the situation that we want to achieve.
- Spring events are TBD. We welcome your ideas anytime.
- Logo redesign - our logo was developed by Strategic Communications for the 50th anniversary. Do we want to design a new logo? We can possibly have a contest to get staff involved. Jeremy T. provided the following context on the existing logo: it was designed to be more adherent to the strategic communication style standards. We should start with reaching out to Strategic Communications. Majority voted to look into changing the logo design.
- Connie C. shared the Excel spreadsheet for collaboration purposes, so please add your dates and events. Connie will share the budget with committee chairs. Sandy L. shared that we should add a list of all our committee members to the Excel spreadsheet.

Statement of Subject: Vice Chair

- Amanda G.H. reported that if there are any areas that need more support/members, then please reach out to her.

Statement of Subject: Immediate Past Chair

- Megan E. will send her final report to Ramona A.

Statement of Subject: Finance

- None.

Statement of Subject: Staff Appreciation

- Joani H. reported that plans continue for the Staff Scavenger hunt with gift cards and trivia games.
- The Virtual Halloween Costume Contest is coming up with new categories to consider like "Best Family." Dyan H. can partner with the platform to upload photos for voting.
- We are planning to provide welcome back to campus snacks.

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- Depending on guidelines when we return to campus, Connie C. suggested we get boxed lunches and we as a council deliver them to offices on campus. Joani H. is considering food trucks or box lunches.
- Jackie K. added that she can help with the Halloween Contest promotions online.

Statement of Subject: Community Relations

- Phong L. reported that on October 22nd at 11am the first How-To-Series “Clear Face Covering” is happening and the cost is zero because his wife is guiding through the hands on process. The official name is “Ready Set DIY Face Covering Workshop.” Connie C. asked for the series to be recorded and posted on our website and newsletters.
- Helping Hands is coming in December. Alice H. added that Staff Assembly will be hosting but need to figure out logistics and gift distribution along with donation drop-offs.

Statement of Subject: Scholarships

- Sandy L. reported that she is close to launching the Zot Funder campaign where people can donate any amount to the scholarship fund. The application period is April-May 2021. We review in June and notify recipients July 1st.
- Gretchen V. added that she started developing a list of Dine-Out date options.
- Thank you to Connie C. for expanding our committee because it’s been very helpful.

Statement of Subject: CUCSA

- Lou G. reported that we virtually hosted a 3-day CUCSA meeting featuring Chancellor Gillman, Willie Banks, Ramona Agrela, Douglas Haynes, Liz Griffin, and Jason Ryba from the ARC who did a virtual scavenger hunt which was well received. Everyone was impressed with UCI and it was a huge success. Lou G. is Chairing the Flexible Work Committee.
- Jeremy T. reported that the quality of the speakers was excellent. The discussion of social justice and policing was stimulating and learning about the Black Thriving Initiative was a highlight. We have 4 workgroups, 3 outward facing: basic needs, flexible work arrangements, and staff advocacy and compensation. We plan on working with Ramona A. on these workgroups. Our next Town Hall will be hosted by UC Riverside in December. John B. added that having the general staff to tap into during the Townhall meeting, with their concerns around certain topics, will be helpful.
- John B. reported that in the virtual world demonstration, we had Dalton Salvo speak on virtual education. It’s a virtual world that can be tailored to virtual spaces at UCI.

Statement of Subject: Education & Enrichment

- Kamber L. reported that she received good feedback from Dr. Paladino’s presentation and will be implementing monthly presentations.
- Belinda from EH&S did a feng shui presentation that was really popular and is developing a home office presentation for home ergonomic health and safety.

Statement of Subject: Council Communication & Special Programs

- Karissa S. reported that the Lunch with Leadership virtual September event was a success. Our speaker was the University Librarian, Lorelei Tanji. There were 12 attendees and a video of the event will be available online.

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- We are reaching out to future speakers for upcoming events.

Statement of Subject: Marketing

- None.

Statement of Subject: Web Communications

- Jackie K. reported that if anyone needs anything posted, please let her know. She is working on restructuring events online.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. reported that Career Tracks is coming to fruition beginning tomorrow staff will be receiving letters regarding the new classification system. Effective October 1 for most folks and November 1 for everyone else. Career Tracks provides true market comparisons of jobs and creates job standards and consistency. She encourages all to attend the information sessions which will be recorded.
- Updates on COVID-19 - a daily symptom checker for all staff is available with 20K users. Students are using a version of it as well. Everyone has to complete COVID-19 training on UCLC online. You have 30 days to complete and be familiar with safety precautions. The asymptomatic testing is new for students. There was an incident in a lab where people didn't know what to do. A marketing campaign has been developed on what to do in the case of a confirmed COVID case such as calling 949-824-9118.
- CRIT team - if you can work from home then please continue. If you have to come back then your plan has to be reviewed. Dining and Housing have a couple hundred folks back. We are following OC health and state guidelines.
- You do not need documentation for your flu shot. You will have to answer an email which is on the honor system. At the UCI medical center, documentation is necessary.
- Dyan H. reported that Engagement and Wellness is launching a working well webinar series launching every Tuesday with presenters supporting our remote employees. Topics like working with children, dealing with adult children, being a caregiver, and managing remote work will be included in a 7 part series.
- Working Well ambassadors are working with the Anteater Pledge to promote prevention and the use of masks. The group has about 200 people working on social media and onsite campaigns. Training starts next week and if you want to be added to the program as an ambassador or team lead then let Dyan H. know.
- A Challenge toolkit has been released on how to run a local challenge is a step-by-step guide.
- We are looking for more custom presentations by request.
- EAP has created a back-to-school resource COVID guide around being a parent with kids returning to school.
- Staff Appreciation Week is tentatively scheduled for October. We are still in the planning stages and looking for a date in mid-October. Staff and Service awards will be that same week on Thursday or Friday. All honorees 25 years and above have been invited for a virtual lunch with the Chancellor.
- Family Care - we are close to finalizing a contract with Bright Horizon providing subsidized backup care. A centralized family website around family care resources is in the works.
- Flu shots - we are not doing a central campus flu shot event. We are working on some type of partnership with UCI Health.

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Meeting adjourned at 1:19 p.m.

Next meeting is Thursday, October 8, 2020 via Zoom