

**Staff Assembly Council Meeting Minutes**  
**March 11, 2021**

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**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	Vacant	N/A
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
	Candice Dominguez	Absent
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Absent
Marketing	Sarah Prom	Absent
Staff Appreciation	Joani Harrington	Present
Web Communication	Penny Lee	Present
	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Present
	Gretchen Verdugo	Present

**Ex-Officio Representatives:**

Human Resources	Pamela James	Present
Medical Center	Vacant	N/A
Wellness	Dyan Hall	Present

**Other Attendees:**

John Bodenschatz		Present
Stephanie Fix		Present

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**Statement of Subject: Call to Order**

- Meeting called to order by Connie Cheng at 12:03 p.m.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- January and February 2020 minutes approved. Jeremy T. motioned to approve. Seconded by Lou G. All in favor. None opposed.

**Statement of Subject: Chair**

- Connie C. reported that Elections are coming up so please start recruiting.
- Please review the PSAC report and recommendations, as well as support from Chancellor Gillman.

**Statement of Subject: Vice Chair**

- Amanda G.H. reported that Open House is on April 23, 2021 at 10am-12pm. Chair and leaders will need to create a slide for your breakout rooms.
- For Excellence in Leadership, we need another volunteer to review the nominations and select recipients. This year we are redacting the names to reduce implicit bias. Megan E. offered to volunteer.

**Statement of Subject: Immediate Past Chair**

- Megan E. reported that anyone going for Vice Chair is a 3 year term that is a great shadowing position where you learn what you will do in the Chair role. It's a great opportunity to connect and be an advocate for staff so I highly recommend nominating yourself or someone else.

**Statement of Subject: Finance**

- Jake V. has no updates.

**Statement of Subject: Staff Appreciation**

- Joani H. reported that pro-sports games – will begin to explore options as restrictions are eased. Arts Nights tickets will begin to explore options as restrictions are eased. We are accepting recipes for the CookBook project until March 31, 2021.

**Statement of Subject: Community Relations**

- Alice H. reported that we sent out the survey and will begin working on events based on results. We will have our next How-To series as soon as possible.

**Statement of Subject: Scholarships**

- Gretchen V. reported that the scholarship application conversion to Qualtrics is underway and opens April 15, 2021.
- Sandy L. reported that she is working with Jake V. on reimbursements.
- ZotFunder amount raised: \$1,926 (as of March 11, 2021)
- Giving Day Commitment (as of March 11, 2021)
  - Council Challenge Committed: \$15
  - Scholarship Committee Challenge Committed: \$400

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- o Donor Challenge: \$1,000 (to be confirmed)
- Dining Fundraiser is on hold until July 2021.
- We are behind on the website updates and will get that done as soon as possible.

**Statement of Subject: CUCSA**

- Lou G. reported that the 3<sup>rd</sup> quarterly meeting last week was hosted by UC Agricultural and Natural Resources. He learned that UC has the patent on Cutie Oranges and sponsors 4H.
- The town hall meeting was last Thursday and CUCSA is working on an Asian and Pacific Islander hate crime statement. Advocacy work being done on merit increases asking for about 5% for policy covered staff.
- Jeremy T. reported about the temporary one year CUCSA delegate extension for CUCSA delegates via a bylaw [amendment](#) that he is proposing. Please review and make suggestions so that we can vote and solidify. Joani H. suggested that we move our Council meeting for April and push it back by one week.
- The provost search committee has concluded and our feedback has been heard and now it's in the Chancellor's court for the next round of interview.
- The upcoming UC/CUCSA Staff Engagement Survey. We do this every 2 years and this is the year. It is a joint HR/SA effort.

**Statement of Subject: Education & Enrichment**

- Cathy Y. and Kamber L. were absent and submitted their update about the Japanese Tea ceremony and music classes that will have to be pushed to May.

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

- Karissa S. reported that the upcoming Lunch with Leadership virtual events are as follows:
  - o April 13 - Melinda Alvarez, Deputy Chief of Staff, Office of the Vice Chancellor
  - o May 25 - Bruce Morgan, Associate Vice Chancellor for Research Administration, Office of Research

**Statement of Subject: Marketing**

- Sarah P. has no updates.

**Statement of Subject: Special Committee on Campus Culture**

- Connie C. reported that we have three event dates for our Winter event: March 17, 23, 31. A Zotmail will be going out on Monday and need to be reviewed by Karissa S. and John B. We have two representatives from OEOD that will be there. Pure Praxis fully facilitates the event and we will all be engaging fully. Please attend and encourage your colleagues as well.
- Please share with colleagues - Zotmail reminder 3/15

**Statement of Subject: Web Communications**

- Jackie K. reported that we are working on the redesign of the website. Penny L. added that we have collected a lot of good content and will let anyone know if we are missing anything.

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

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- Pamela J. reported that vaccines are available and we are encouraging people to go anywhere you can to get yours. We covered about 800 staff a couple weeks ago but 4200 were eligible.
- We did launch a nomination process for a leadership development program for senior leaders. This is a six month program to make sure they are grounded in the fundamentals of more strategic dialogue. The supervisor/manager version is still going on and will take about 3-4 years to complete.
- NEO, New Employee Orientation, is in April and is a half day virtual extravaganza.
- Pamela J. has been presenting the results of hybrid workforce planning to preliminary groups and it's going well. The message from the top needs to be a vision statement from the chancellor that indicates the support of flexibility when feasible. Our recommendations are regarding the tone at the top and providing a dean's management team that helps roll this out along with lots of tools for leaders that help assess which positions are eligible for remote work. Once decisions are made for eligibility we need to take into consideration the preferences of staff. The scheduling flexibility is the biggest benefit of so many people. July 1, 2021 is the date we are targeting for getting everyone ready for what our return plan looks like.
- Dyan H. reported that we have expanded our Employee Wellness program to include self care, and we are focusing on communications and awareness.
- Our service awards 2021 gifts will be mailed to staff by the end of March.
- Employee Appreciation: we had 1,200 submissions for the HeartFelt Thanks campaign as a means for people to say Thank You.
- Working Well Remotely Webinar series has one session left. About 1,000 people each time have attended all the sessions. It's promoted system wide with people attending from other UCs.
- Our Culinary Medicine Series is monthly in partnership with Campus Recreation taught by a Dietician 3rd friday through June.
- No cost child, elder, or adult care has no copay for March and April and each employee has 10 days to use through April.
- Employee Assistance Program beginning RFP and we may choose a new vendor on July 1, 2021.
- UC Moves is a program replacing UC Walks and is launching to be more inclusive to promote movement challenges during the month of May 2021.
- Mental health first aid at UCI is launching Spring 2021 and we are training 16 UCI employees to be certified instructors. We have one more spot open if you are interested.
- New HR ambassador toolkit website is available at <https://sites.uci.edu/hrambassadors/>
- The 2021 Wellness Ambassador Program kicked off February 26th and offers a mobility toolkit, healthy hints toolkit, be kind be well toolkit, and custom programs by request.
- Engagement ambassadors winter meeting is Friday March 19th from 10am-11am. 2021-2023 recruitment nominations are in the Spring.
- HR ambassador recognition email will go out late Spring 2021.

Meeting adjourned at 1:22 p.m.

**Next meeting is Thursday, April 15, 2021 via Zoom**