

Staff Assembly Council Meeting Minutes
April 15, 2021

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	Present
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Absent
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Penny Lee	Absent
	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Present
	Gretchen Verdugo	Present

Ex-Officio Representatives:

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

Other Attendees:

John Bodenschatz
Stephanie Fix
Miguel Villegas
Arielle Hinojosa-Garcia
Valerie Sanchez
Roxanne Ford
Jennifer Gerson

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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: Motion to Approve Proposal

- Jeremy proposed a motion to approve the revised CUCSA Delegate Extension Bylaw Amendment for COVID-19 [proposal](#) and Joani H. moved to second. Jeremy T. added that the CUCSA website was formally moved to UCLA. Arielle H. added the issue of fine tuning the first year and second year as to officially when it starts. Also, our delegates have shorter terms and are there any thoughts in aligning our term to others. Joani H. added that the Chair or VC will be one of the delegates so that makes us unique and this motion is something she definitely supports. Gretchen V. added that she supports the bylaw amendment and notes that there are drawbacks about other people having an interest in serving having a delay. John B. added that he does support the change and that the last CUCSA meeting was remote but his majority in time CUCSA has been in person and there is a stark difference. The in person experience is far superior than virtual.
- Arielle H.'s proposed revisions:
 - In 2022, the 1st year CUCSA delegate position will return to the electoral process and normal rotation of the CUCSA Delegate positions (1st Year and 2nd Year) will resume. The newly elected 1st year CD will assume duties effective the 2022-23 fiscal year.
- Additional comments:
 - Arielle H. added that she was focusing on more clarity and that if folks have no involvement with Staff Assembly then they would better understand.
- Votes
 - Absentee votes (6) were accepted and we will need 50% plus one for the vote to pass. Abstentions count as a "no" vote. 100% of attendees voted. There were 23 in-person attendees. Amanda G.H. shared the final results for in-person votes: 19 yes votes, zero no votes and 2 abstain. Absentee votes of 6 yes, zero no, zero abstain. Plus 2 in-person yes votes separate from the poll (Megan, Amanda.) A grand total of 27 yes votes, zero no, 2 abstain. We do have a majority vote in approval of the appraisal.
- Connie C. stated that the proposal to extend the CUCSA Delegates has been approved and the 1st year CUCSA Delegate position will not be on this year's Election.

Statement of Subject: Approval of Minutes

- March 2021 minutes approved. Jeremy T. motioned to approve. Seconded by Joani H. All in favor. None opposed.

Statement of Subject: Chair

- Connie C. reported that in the past Zotmail newsletters were moved to monthly. She proposes to send another newsletter mid-month in addition to the first of the month newsletter. Gretchen V. finds it to be informative but overwhelming because it takes a while to read because of the amount of valuable information. Her suggestion is to consider whether or not we can be more targeted with the information included each month. Amanda G.H. added that we can utilize a grid to move items next to each other horizontally. Connie C. added that we can possibly use a

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calendar format. Sarah P. added that other departments generally follow the same format as us but she can change it as necessary. Joani H. added that the new format needs to be responsive and be able to look good when accessed via cell phone. Karissa S. added that she focuses more on the topics and it's helpful to have quick links at the top for new events/information that were not in the first monthly newsletter in a "jump menu" format that will allow readers to jump down and find more information. She also plans events around when the newsletter goes out. Sandy L. added that she supports the idea of 2 newsletters a month.

- New Employee Orientation - the campus is moving to a centralized new employee orientation that goes through the history of UCI and how UCI fits into the entire UC System and is launching next Monday, April 19, 2021 and will be every other Monday thereafter. Connie C. volunteered Staff Assembly to be present at these fairs so that new employees are exposed to our organization. The Brazen platform will be utilized and Staff Assembly will have a dedicated room. Everyone is highly encouraged to volunteer for 1.5 hours. We will have an orientation for our group to get started and will provide more information after she does the first one.
 - Panel - if you are interested in volunteering, please let Connie. C. know. The panel is 11:15am-11:45a.m.
 - Fair - Connie C. would like everyone to participate at least once. The fair starts April 19, 2021 and every other Monday thereafter. The orientation is from 8am-12pm and fair from 1-2:30p.m.

Statement of Subject: Vice Chair

- Amanda G.H. reported that Open House is on April 23, 2021 at 10am-12pm. We still need a few council members to update their slides and [shifts](#). If you have an issue in covering your 2 hour block, we will assist with coverage. Please encourage people to attend. We have great prizes like Amazon gift cards, face masks and more. Thank you to Dyan H. for sharing with engagement ambassadors. We will do a run through of the event at 1:00 p.m. on April 20, 2021. Connie C. added that she, Jeremy T. and Megan E. will be there the entire time filling in as floaters.
- Excellence in Leadership nominations are currently open if you want to nominate someone and it will close on April 30, 2021. The committee will meet in May to have it all finalized by June 2021.
- Elections will be launched in May, so if you want to nominate anyone, please do so. Amanda G.H. will reach out to everyone in appointed and elected roles to get their ideas for next year.

Statement of Subject: Immediate Past Chair

- Megan E. has no updates.

Statement of Subject: Finance

- Jake V. reported that if you have any reimbursements to send over to him, please do so before fiscal close.

Statement of Subject: Staff Appreciation

- Joani H. reported that she is keeping an eye on options and conditions for pro-sports games.
- Arts Nights tickets – if conditions in fall permit in-person performances, we'll try getting tickets. Otherwise we will need to wait for winter 2022.
- CookBook project – accepting recipes until April 30, 2021.
- Quotes are being gathered from approved caterers on individually boxed meals/snacks.

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Statement of Subject: Community Relations

- Alice H. reported that she and Candice D. are working on the “How-To” series and received three responses. They are meeting with applicants to solidify the next event. Candice D. added that the medical center staff members do not receive our newsletters. Thank you to Sarah P. for helping Alice H. with technical issues.

Statement of Subject: Scholarships

- Gretchen V. reported the following on Scholarships:
 - Preparing for Scholarship Committee Co-Chair Transition
 - Reimbursements for last year’s scholarships are underway and the deadline is June 4, 2021
 - Scholarship page redesign completed and pending launch (six month service requirement maintained for 2021)
 - Marketing planning has started and we are working with Sarah P.
 - Application – conversion to Qualtrics is complete, with link on updated website
 - Application goes live April 15 - May 15, 2021
 - Selection on June 15, 2021
 - Notification by July 1, 2021
 - Announcement in July
- Gretchen V. reported the following on ZotFunder:
 - As of today we have raised \$2,966 with a total of 34 donations
 - Please support any amount or Give Your Start Year to commemorate the year you started your career at UCI
 - Campaign ends April 15, 2021
 - Send thank you’s – work with Advancement and divvy up the list
- Gretchen V. reported the following on Giving Day:
 - Messaging to include existing presentation materials
 - Key advocates/donors/recipients – identified for messaging and matches/challenges
 - Giving Day is on April 28, 2021
 - Send thank you’s

Statement of Subject: CUCSA

- Jeremy T. reported the next CUCSA meeting is in June.
- The Regents Meeting public comment session is very effective and staff are voicing opinions is encouraged:
 - Thank you Gretchen V. for speaking at the March 2021 Regents meeting about the need for wage increases this year! We are requesting a 5% increase and hope to negotiate at least 3%. The Regents have proposed a 1.5% increase.
 - The next public comment will be on May 12th and 13th. CUCSA is identifying topics and is likely to provide suggested verbiage again.

Statement of Subject: Education & Enrichment

- Cathy Y. and Kamber L. reported that they are brainstorming for upcoming events.

Statement of Subject: Council Communication & Special Programs

- Karissa S. reported that past Lunch with Leadership went well with 17 attendees.
 - April 13, 2021 - Melinda Alvarez, Deputy Chief of Staff, Office of the Vice Chancellor

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- Upcoming Lunch with Leadership
 - May 25, 2021 - Bruce Morgan, Associate Vice Chancellor for Research Administration, Office of Research

Statement of Subject: Marketing

- Sarah P. reported that Zoom backgrounds are available for Open House [here](#)
- The new campus communications [guidelines](#) have been published and Campus Groups is the preferred platform for events.

Statement of Subject: Special Committee on Campus Culture

- Connie C. reported that we had our Winter events during March 2021 with approximately 125 participants between the three events. We are brainstorming for our next spring/summer event so if you have any ideas, please let us know. We want to focus on staff and make it tangible for them to implement change.

Statement of Subject: Web Communications

- Jackie K. reported that the redesign will be complete by our next meeting. Design changes will be completed in time for Open House.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. and Dyan H. were absent.

Meeting adjourned at 1:28 p.m.

Next meeting is Thursday, May 13, 2021 via Zoom