

**Staff Assembly Council Meeting Minutes
May 13, 2021**

SA Representatives:

Chair	Connie Cheng	Present
Vice Chair	Amanda Garcia-Hall	Present
Immediate Past Chair	Megan Enciso	Absent
Finance Chair	Jake Vo	Absent
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	Absent
	Candice Dominguez	Absent
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Absent
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Penny Lee	Present
	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Absent
	Gretchen Verdugo	Absent

Ex-Officio Representatives:

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

Other Attendees:

John Bodenschatz		Present
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Statement of Subject: Call to Order

- Meeting called to order by Connie Cheng at 12:04 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- April 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 she will be asking for highlights for the upcoming Town Hall.
- New Employee Orientation - the first two events passed and were covered by Connie C. and Amanda G.H.
- We need a representative for the Back to Campus event committee. Please email Connie C. if you are interested.
- We are planning a fun June social happening at the end of our June meeting.

Statement of Subject: Vice Chair

- Amanda G.H. reported that the Excellence in Leadership committee is meeting this afternoon. By the end of May we will have selected the finalists and submitted them to Human Resources.
- Elections deadline is tomorrow May 14, 2021.

Statement of Subject: Immediate Past Chair

- Megan E. was absent and had no updates.

Statement of Subject: Finance

- Jake V. was absent and had no updates.

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 – will be distributed in mid-month Zotmail
- Gathering quotes from approved caterers on their individually boxed meals/snacks for future picnic or breakfast.
- Working on Virtual Water Cooler for staff to touch-base as we transition back to campus.

Statement of Subject: Community Relations

- Alice H. and Candice D. were absent and Connie C. reported that they are working on the third How To series on How to draw a stick figure by Ryan Foland, on May 25, 2021

Statement of Subject: Scholarships

- Gretchen V. and Sandy were absent and Connie C. reported the following on Scholarships:
 - Giving Day: raised \$3,750 from 52 gifts (record breaking numbers on both)
 - Scholarship Applications: low numbers due to non-stand-alone email pushes

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- Please note that the deadline was extended to May 31, 2021 and share this information with colleagues.

Statement of Subject: CUCSA

- Jeremy T. reported the next CUCSA meeting is in June and we are working on our annual report. We did get 3% approval on merit increases from the Regents. We are continuing to push for year over year increases for policy covered staff. Pamela J. added that this just got approved and it is an agenda item. It will be a straightforward process and every policy covered non-represented staff will get the 3% increase.
- Lou G. is the Elections Chair and reported that the last CUCSA meeting is also the elections meeting and anyone can be nominated for two open positions. Elections will be on Friday, June 4, 2021.
- The Staff Engagement survey that is done every two years is for a select group of policy covered staff. Please check your junk email and if you see a link from Willis Towers Watson, it is legitimate. Pamela J. added that the CUCSA survey is big picture and provides information for issues from an engagement perspective.
- Town Hall - Thursday, June 3, 2021 at 11:00 a.m.
 - Topics include:
 - Flexible work with an emphasis on Telecommuting
 - Staff Advocacy with an emphasis on Compensation
 - Basic Needs with an emphasis on Mental Health
 - To register, please click [here](#)

Statement of Subject: Education & Enrichment

- Cathy Y. and Kamber L. were absent and have no updates.

Statement of Subject: Council Communication & Special Programs

- Karissa S. reported that the upcoming Lunch with Leadership event is scheduled for May 25, 2021 with Bruce Morgan, Associate Vice Chancellor for Research Administration, Office of Research. RSVP at <https://forms.gle/knm4jAAidiDtiZD19>

Statement of Subject: Marketing

- Sarah P. reported that OIT came out with guidelines regarding no reminder Zot Mails and a time limit to send out Zot Mails.
- Sarah P. shared a demo on Campus Groups
https://campusgroups.uci.edu/student_community?club_id=35411

Statement of Subject: Special Committee on Campus Culture

- Connie C. reported that we are planning for the Spring event during mid/late June. We are working with Aryeh Shell. We are planning a workshop and providing tools on how to engage in Campus Culture conversations at UCI. If you have any ideas for next year, please let us know.

Statement of Subject: Web Communications

- Jackie K. reported that she is updating the website to be ready for tomorrow's Zot Mail.

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- Penny L. provided a sneak peak of the new Staff Assembly website design. She also reported that she is leaving UCI for another career opportunity.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. reported that HR has been working on helping leaders prepare for the future of work. We are providing flexibility, guidelines, and templates for working onsite and remote to prepare for this transition by September 1, 2021. Leaders have discretion to make decisions and we want to make sure that employees feel that this is a fair and objective process. We will have the public health protocols in place upon return. September 1st means that this is what we think will work and it will take time to get to a steady state by making adjustments as we go. The Cal/OSHA guidelines are still in the commentary period. We will know much more in 4 weeks.
- The vaccine policy states that it will be required upon return to campus. We will be collecting proof of vaccinations via a new website which will be reviewed by a health professional. A supervisor will then get reports about who has been cleared to return to work. Approximately 48% of students have provided documentation of proof of vaccination which is earlier than usual.
- There is no news yet regarding large gatherings.
- Dyan H. reported that we are doing a family vaccination clinic coming up this weekend at the Bren Events Center. If anyone has any UCI backdrops that we can use, please email Dyan H.
- We hired Lira Islam as a full time Engagement and Welless Coordinator and **Kelly Shedd** as the Wellness Analyst. This completes our team.
- The UCI Staff Engagement Survey is planned for August 9 - September 3, 2021 which will go out to UCI staff members.
- We are developing support resources supporting mental health for re-entry anxiety for managers and employees.
- **We are offering back-up care for virtual tutoring with \$15 copay; one session can be substituted for 4 hours virtual tutoring beginning on May 15, 2021.**
- Additional child care/school discounts and resources to help parents transition back to on-site work are available.
- Webinar Series (EAP) scheduled for Thursdays at 12:00 p.m. in June.
- You can check in on the *myStrength* app to see how you are feeling and get personalized treatment and support.
- HR Ambassador meetings are every month. We are recruiting and the nomination process starts June 1. If you are interested in becoming a Wellness Ambassador, there will be more information next month.
- Graduate Division spotlight: Notes of Gratitude - 715 notes of gratitude submitted
- Wellness Program Spotlight:
 - 50-Mile Challenge: May 1-30
 - Final Culinary Medicine Webinar of the series: May 21
 - Group Yoga Therapy classes are free through June 2021
 - Free myStrength App available through your UC healthcare provider
 - KINETIC Fitness Center in Research Park announces reopening
 - Return of onsite Fit Squad fitness classes coming this summer
 - UCI Health Anti-Cancer challenge starts June 19
 - Ongoing financial, parenting, worklife, well-bring webinars and programs
- Additional Engagement & Wellness Updates:
 - Wellness at Work guide

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- Annual wellness report - Kaiser annual data report
- AHA Workplace Health Achievement Award
- Mental Health Resources (mental health first aid and UCI Health process groups)
- UC Wellness Benefit presentations from UC health plans
- Lactation Improvement Project
- Back-up Care targeted promotions
- Working Well kits
- Health system best practice wellness research
- Manager and leader engagement module
- Improved communications: website and newsletter

Meeting adjourned at 1:21 p.m.

Next meeting is Thursday, June 10, 2021 via Zoom