

**Staff Assembly Council Meeting Minutes
November 19th, 2021**

SA Representatives:

| | | |
|---|--------------------|---------|
| Chair | Amanda Garcia-Hall | Present |
| Vice Chair | John Bodenschatz | Present |
| Immediate Past Chair | Connie Cheng | Present |
| Finance Chair | Jake Vo | Absent |
| Finance Chair Elect | Emily Jen | Present |
| Council Communications & SP Chair | Vacant | Absent |
| Council Communications & SP Chair Elect | Kaeleigh Hayakawa | 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 | Present |
| | Karissa Sorenson | Present |
| Marketing | Sarah Prom | Absent |
| | Cesar Becerra | Absent |
| Staff Appreciation | Joani Harrington | Present |
| Web Communication | Jackie Kuniyoshi | Absent |
| Scholarship | Sandy Lee | Present |

Ex-Officio Representatives:

| | | |
|-----------------|--------------|---------|
| Human Resources | Pamela James | Present |
| Medical Center | Kelly Shedd | Present |
| Wellness | Dyan Hall | Present |

Other Attendees:

| | | |
|------------------|--|---------|
| Stephanie Fix | | Present |
| Gretchen Verdugo | | Present |
| Kathy Hills | | Present |

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Statement of Subject: Call to Order

- Meeting called to order by Amanda G.H. at 11:05 a.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

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

Statement of Subject: Chair

- Amanda G.H. updated that they are still seeking four additional volunteers for the FLASH committee. If council members have suggestions for committee members, can refer them to Amanda G.H. or John B.
 - Membership on the committee is a one-year commitment, with work hoping to start in Winter 2022.
- Considering starting a Staff Memorial Fund to recognize staff members who have passed away. This would be in lieu of something physical and some funds would be provided by the university.
 - Share any thoughts or ideas with Amanda G.H.
 - Possibility of an annual recognition and support for those in need based on this. HR would need to confirm there would be no privacy issues with a public recognition.
- Amanda G.H. provided a reminder to send a photo to Jackie K. and Cesar B. to upload to the Staff Assembly website. If you need a headshot, connect with Jackie K., who is open to taking a headshot for those who need one.
- John B. and Amanda G.H. are considering hosting a hybrid Staff Assembly meeting in January. More information will be provided closer to the date.
- Amanda G.H. shared that Jeremy T. is serving on the recruitment committee for the Vice Chancellor for Finance and Administration and CFO.
 - Jeremy T. will be connecting with MAABO and ASM. Please let Jeremy T. know if there are other groups that would be good to reach out to.
 - Other council members suggested additional outreach to PSAC and AMP.

Statement of Subject: Vice Chair

- John B. provided an update on the food insecurity workgroup. The workgroup is still working on the survey and trying to determine who would be the most appropriate department/group to administer the survey.
 - This survey would go out to all UC Staff and would measure the amount of food insecurity there currently is in the workforce.

Statement of Subject: Immediate Past Chair

- Connie C. had no updates.

Statement of Subject: Finance

- Emily J. and Jake V. had no updates.

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Statement of Subject: Staff Appreciation

- Joani H. announced that gift cards were sent to winners of the Scavenger Hunt and Halloween Costume contests. Both events were popular this year as they have been in past years.
- Joani H. received a request to promote the discount ticket offer UCI Health has arranged with the Anaheim Ducks. The webpage has already been updated.
- Live performances should begin in Winter 2022 for Art Nights.
- Staff Appreciation may want to consider keeping some of their events virtual to encourage engagement from across both UCI Health Sciences and UCI Campus.

Statement of Subject: Community Relations

- Alice H. shared that Community Relations is planning a program for December, more details to come.
- The cookie decorating event went well, and Alice H. is receiving requests for the recording.

Statement of Subject: Scholarships

- Sandy L. updated that she is waiting for the status of a Scholarships co-chair.
- The committee is hoping to launch Zot Funder in January and conclude in March, ahead of Giving Day, which will be in April.

Statement of Subject: CUCSA

- Lou G. shared some of the results from the CUCSA engagement survey.
 - UCI: 57% response rate, random sampling of non-represented staff.
 - Comparing results for this survey to 2019 results.
 - Sponsored by CUCSA (Council of University of California Staff Assemblies) and UCOP Systemwide Human Resources.
 - Strengths (ranked highly among staff at UCI):
 - My supervisor treats me with respect.
 - I believe strongly in the teaching, research, and public service mission of the UC system.
 - My campus/location does an excellent job of keeping employees informed about important organizational issues.
 - Opportunities (ranked poorly among staff at UCI):
 - I feel my campus/location does a good job matching pay to performance.
 - At the present time, are you seriously considering leaving the UC system?
 - I am confident I can achieve my personal career objectives within the UC system.
 - Action items moving forward for UCI:
 - Improving connection between pay and performance.
 - Help employees better understand how they can meet their career goals.
 - Written comments (systemwide)
 - Most important reasons for considering leaving UC:
 - Salary (33%)
 - Career advancement opportunities (15%)
 - Work life balance (7%)
 - Suggestions for improvement:

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- Retention (16%) - flexibility, more remote work, improving pay.
- Career development (13%) - clear career pathways for staff.
- Leadership (9%) - transparency, empathy from senior leadership, more equipped managers.
- CUCSA has been advocating for a 5% salary increase, President Drake has proposed a 4.5% increase. Not final, still needs to be approved at Regent and State levels.
- Quarterly CUCSA meeting is the first week of December, followed by a CUCSA town hall on December 14th.

Statement of Subject: Education & Enrichment

- Cathy Y. shared that the floral arrangement event was held earlier this week. 35 staff members attended.
- The Education & Enrichment committee will discuss career-building events for the future.

Statement of Subject: Council Communication & Special Programs

- Kaeleigh H. shared that the first Lunch with Leadership event was held on November 18th with Vice Provost and Dean Gillian Hayes.
- Connie C. proposed Idea for a larger mingling event with multiple leaders from past virtual Lunch with Leadership events.
 - Sandy L. suggested hosting this at the new Paul Merage terrace.

Statement of Subject: Marketing

- Sarah P. not present.

Statement of Subject: Web Communications

- Cesar B. not present.

Statement of Subject: Special Committee on Campus Culture

- No updates, may host another event in the spring quarter.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. provided updates on the vaccine programs, workplace bullying workshops, and new policies.
 - Vaccine program compliance:
 - As of November 15th, 95.1% of UCI Employees were fully vaccinated.
 - 99.3% of UCI Employees are in compliance with the program.
 - Working now on compliance with asymptomatic testing requirements.
 - 425 UCI leaders have attended HR-hosted Workplace Bullying workshops so far.
 - New proposed system wide policy on workplace bullying
 - Updated the “Enterprise Contributor” area in ACHIEVE to include employee conduct. Conduct is also being incorporated into faculty review processes.
- Dyan H. provided updates on campus wellness and engagement programs.
 - A two-year extension on Bright Horizons services has been approved. A new bank of Back-Up Care through Bright Horizons is available from November 1st, 2021 through October 31st, 2022.

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- Encouraging managers and supervisors to set engagement goals based on Employee Engagement Survey results. Additional HR/HRBP training is coming soon.
- There is a relaunch of the EAP (Employee Assistance Program) website in progress and new promotional materials will be available soon.
- 331 UCI community members have participated in a Mental Health First Aid overview or certification course. All upcoming certifications are full, but more will be scheduled and they are also available by request.
- QPR Suicide Prevention Training is also now available by request.
- Kelly S. provided updates on wellness and engagement programs at the Medical Center.
 - HR hosting “Coffee Chats with Chad” - first one is December 2nd from 9:30-10:30 a.m.
 - Finalizing details on holiday meal vouchers. Each Medical Center staff member will ultimately receive a voucher for a free meal.
 - DPP (Diabetes Prevention Program) will be taking place in January.
 - They are hoping to bring back FitSquad, MoveBreaks, and other fitness programs back to the Medical Center in January.
- Guest: Kathy H., UCI Engagement Lead. Presentation on the Staff Engagement Survey Campus Results.
 - 67% participation at UCI.
 - Overall engagement score (out of 5)
 - UCI Overall: 3.85 (no change from 2019)
 - Ratio of engaged employee to actively disengaged employee
 - UCI Overall: 2.63:1 (compared to 2.7:1 in 2019)
 - UCI Campus: 3.75:1 (compared to 3.4:1 in 2019)
 - Survey results indicate the need for greater efforts by managers to discuss engagement survey results with staff and collectively work toward engagement goals.
 - Overall positive perspectives of supervisor support and ability to be self in the workplace.

Meeting adjourned at 12:48 p.m.

Next meeting is December 9th at 12:00 p.m. via Zoom.