

**Staff Assembly Council Meeting Minutes**  
**July 8, 2021**

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**SA Representatives:**

Chair	Amanda Garcia-Hall	Present
Vice Chair	John Bodenschatz	Present
Immediate Past Chair	Connie Cheng	Present
Finance Chair	Jake Vo	Present
Finance Chair Elect	Emily Jen	Present
Council Communications & SP Chair	Nancy Palmer	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	Absent
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Jackie Kuniyoshi	Present
	Sandy Lee	Present
Scholarship	Gretchen Verdugo	Present

**Ex-Officio Representatives:**

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

**Other Attendees:**

Stephanie Fix		Present
Karissa Sorenson		Present

**Staff Assembly Council Meeting Minutes**  
**July 8, 2021**

---

**Statement of Subject: Call to Order**

- Meeting called to order by Amanda G.H. at 12:00 p.m.

**Statement of Subject: Welcome & Introductions**

- Welcome new council members!
  - John Bodenschatz - Vice Chair
  - Kaeleigh Hayakawa - Council Communications and Special Programs Chair - Elect
  - Emily Jen - Finance Chair - Elect

**Statement of Subject: Approval of Minutes**

- June 2021 minutes approved. Jackie K. motioned to approve. Seconded by Joani H. All in favor. None opposed.

**Statement of Subject: Chair**

- Amanda G.H. asked the Council to complete the survey to determine comfort levels with in-person events. Most will probably be hybrid. Council will not be asked to be in-person before October. Buildings are unlocked now.
- Please [sign up](#) for a New Employee Orientation session!

**Statement of Subject: Vice Chair**

- John B. reported that he will send out invitations for recurring monthly meetings.
- He will look into how to establish a standing committee.
- Please return Amanda's survey, so John knows whether to book a room on campus.

**Statement of Subject: Immediate Past Chair**

- Connie C. asked council members to please send updates of accomplishments and milestones from your committee or role during July 1, 2020-June 30, 2021. If it is helpful, use this [sheet](#) to input information (add tabs as necessary). Include dates, numbers in attendance, dollar amounts, etc. as appropriate.

**Statement of Subject: Finance**

- Jake V. has no updates.

**Statement of Subject: Staff Appreciation**

- Joani H. reported that she is looking to bring events back.
- A Welcome back to campus event for staff/faculty/students is planned for September 22. She is looking at approved caterers (brownies, cookies, ice cream sandwiches, popcorn). There will be different stations and people can grab a snack, walk around the park, and say hi to colleagues. It will be like Homecoming meets Staff Appreciation Picnic. There is no budget for the event yet.
- Staff Appreciation Week will coincide with Week 0 with Staff Service Awards, ARIISE awards, similar to last year.

**Statement of Subject: Community Relations**

**Staff Assembly Council Meeting Minutes**  
**July 8, 2021**

---

- Alice H. reported that no one attended the How to Series: How to Make a Décor Wreath event. Likely due to cost of materials. Based on past events, attendees like to learn. Will reschedule for before Thanksgiving with cheaper materials.
- Discussed requiring RSVP to gauge attendance and market event more if necessary.

**Statement of Subject: Scholarships**

- Gretchen V. announced that the scholarship recipients have been selected and will be notified. There were 32 applicants. She will be stepping down from the co-chair position.

**Statement of Subject: CUCSA**

- Lou G. and Jeremy T. announced that the CUCSA quarterly alumni meeting will include everyone that has served as delegates across the system, and usually garners 75-80 participants.
- Workgroups have submitted their final reports and will be published on the CUCSA website and shared with council.
- New leadership in CUCSA
- UCI CUCSA Alumni will meet. This event offers great historical context on how past leadership approached things.

**Statement of Subject: Education & Enrichment**

- Kamber L. reported that the Schools First event on preventing Identify Theft and Fraud was a quick, but well-received presentation.
- The Japanese Tea Ceremony event will be held next week. The host usually does this with law students during exams. It is a beautiful, cultural, and meditative activity.
- Karissa G. has been helping on the committee while Cathy Y. is on leave.

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

- Kaeleigh H. had no updates.

**Statement of Subject: Marketing**

- Sarah P. had no updates.

**Statement of Subject: Web Communications**

- Jackie K. reported that she is looking for a co-chair, and to refer anyone who is willing to learn to update websites.

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

- Connie C. reported that feedback from the survey from the event series demonstrated that attendees want opportunities for roundtable discussions.
- John is looking into how to make the special committee a standing committee.

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

- Dyan H. reported that it is Engagement Survey season! Local HR have been contacted to vet the data to make sure reporting relationships are accurate.
- Recruitment for Engagement Ambassadors is underway! Let your local HR know if you are interested.

**Staff Assembly Council Meeting Minutes**  
**July 8, 2021**

---

- July 30 kick off event for ambassadors will be recorded.
- This survey generates great data because this is local feedback that can be implemented and leaders will know how to make changes and adjustments.
- Survey runs August 9 to September 3.
- SAVE THE DATE: Week 0 Staff Appreciation Week
- Service awards will be virtual. There will be a new vendor and platform. Goal: new vendor by year end.
- Managers will get tools on how to recognize staff year-round for anniversaries, birthdays, etc.
- Launching new Future of Work webinar series. Every other Tuesday July 20 through September 28 from 11-11:50am. Hosted by Chancellor's Cabinet.
- After a RFP, EAP remains the best vendor and will relaunch campus around EAP.
- Bright Horizons backup care has increased from 10 to 12 uses. Set to end Oct. 31. Hope to extend.
- College Coach 5 month program is set to kick off next month for middle and high school students. Includes 1-1 coaching, essay writing, which schools to apply to etc.
- Past and Present Wellness Ambassadors were surveyed on the Future of Fitness. Many staff do not meet daily exercise recommended minutes.
- UC Walks is now UC Moves to be more inclusive and will have monthly events.
- Kelly S. reported that the Medical Center is continuing wellness programs and resources. Fit Squad is coming back to allow staff to workout during the day.
- The farmer's market is back on site.
- Aiming for fall launch of Diabetes Prevention Program. Will have onsite class early morning at Gottschalk and virtual evening class option.
- Medical staff have different mask requirements than campus.

Meeting adjourned at 1:12 p.m.

**Next meeting is Thursday, August 12, 2021 via Zoom**