

**Staff Assembly Council Meeting Minutes**  
**August 12th, 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	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	Absent
	Candice Dominguez	Absent
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Absent
	Karissa Sorenson	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Jackie Kuniyoshi	Absent
Scholarship	Sandy Lee	Present
	Gretchen Verdugo	Present

**Ex-Officio Representatives:**

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

**Other Attendees:**

Stephanie Fix		Present
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**Statement of Subject: Call to Order**

- Meeting called to order by Amanda G.H. at 12:02 p.m.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- July 2021 minutes will be voted on at the September meeting.

**Statement of Subject: Chair**

- Amanda G.H. shared that Staff Assembly was invited to participate in the Office of Inclusive Excellence's (OIE) Institute for Equity, Diversity & Inclusion. Staff Assembly members are encouraged to attend the event which is September 9th from 9:30 a.m. - 12:00 p.m. and 12:45 p.m. - 2:00 p.m.
- Amanda G.H. will be sending a Doodle to schedule an alternative meeting time and day for September since OIE Institute overlaps with original meeting time.
- Amanda G.H. and John B. looking to get a sense of whether Staff Assembly members would like to transition meetings to in-person format. Amanda G.H. conducted a poll to gather interest in in-person meetings beginning in October. The majority of poll responses were "maybe." Amanda G.H. and John B. will continue to monitor council interest in in-person meetings.
- [NEO resource fair sign-ups](#), need everyone to do at least one date. Once signed up, HR will send a link to join the platform the day-of NEO. Notes from past NEO sessions can be found in the Staff Assembly Google Folder.
- John B. proposed the creation of a video, to be created in the coming year, that describes what Staff Assembly is and what it does.
- Looking to restart the FLASH committee for staff housing support. If anyone is interested, particularly those who had previously worked on this committee, please contact Amanda G.H. and John B.
- One more open kayak event on August 17th. Please sign up if interested in attending. Joani H. reported that two people have signed up as of today.

**Statement of Subject: Vice Chair**

- John B. working with a systemwide work group focused on food insecurity. Meeting with a UCLA Vice Provost, UCLA Medical Center professionals, and others to determine work toward ensuring employees are having basic needs met. Planning to create a systemwide survey for employees gathering information on food insecurity.
- John B. shared continuation of the committee on campus culture and formalization. Considerations of whether this should be a standing committee or special committee. Connie C. shared that it may be advantageous to have the committee continue focusing on racial justice for this fiscal year.
- UC Regents recently voted on an approved cohort-based tuition.
- New UC Regent advisor at UC Merced is a past CUCSA member.

**Statement of Subject: Immediate Past Chair**

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- Connie C. will be beginning to draft the annual report. Has reached out to some council members already for information. If council members have any outcome data to share, please send to Connie C. soon.

**Statement of Subject: Finance**

- Jake V. had no updates.

**Statement of Subject: Staff Appreciation**

- Nancy P. will be lead person for all pro-sports games discount tickets and is training other volunteers to help in the process so that there is always staff covering these events.
- Live Arts Nights performances should begin in Winter 2022.
- Joani H. is working on a Welcome Back to Campus event – ‘Anteaters Reunited’ - scheduled for September 22. Gathering quotes from approved caterers on their individually boxed meals/snacks for future picnic or breakfast – costs from all caterers have increased as a result of COVID-19. Event aimed at students, staff, and faculty. Chancellor wants this to be a combination of staff appreciation and homecoming. Estimating upwards of 10,000 attendees across the entire event but this is unsure. 1:00 p.m. - 5:00 p.m. timeframe.
- Amanda G.H. asked about staffing needs for the ‘Anteaters Reunited’ event. Joani H. will see if the planning group would like to pull from the list of volunteers for additional help.
- Progress has slowed down on Virtual Water Cooler for staff to touch-base as we transition back to campus is on a bit of a pause while Joani H. is covering other jobs in addition to her own.
- Initial work on Halloween Costume Contest – possibly having 2021 be in-person.

**Statement of Subject: Community Relations**

- Alice H. was not in attendance.

**Statement of Subject: Scholarships**

- Sandy L. shared that they are recruiting co-chairs for the committee. Gretchen V. will be stepping down from the role, Sandy L. will be stepping down once new co-chairs have been identified.
- Scholarship recipients were announced via email.

**Statement of Subject: CUCSA**

- Lou G. and Jeremy T. share that CUCSA is figuring out what work groups for next year will be, determining the calendar for quarterly meetings.
- Work group reports and final summary report are done and if anyone is interested, Jeremy T. will email out to council.
- First CUCSA meeting in September will be hosted by UCSD and will likely be virtual.
- UCI will be hosting for September 2022 meeting.

**Statement of Subject: Education & Enrichment**

- Karissa S. shared that Japanese Tea Ceremony with Tam "Sochi" Nomoto Schumann and Stephanie Watson was held on July 13. A total of 66 people registered and 35 people attended the virtual event. Recording available at <https://www.staffassembly.uci.edu/2021/06/30/japanese-tea-ceremony/>. Planning a follow-up event in October on "How to Make Matcha."
- Contacted OIT to request a Microsoft Teams and Google Training Session as a possible fall event.

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- Exploring a virtual flower arrangement workshop. University Club/Wedgewood Weddings were able to provide them with contact for their main vendor. Currently waiting to hear back. Please send any additional contacts for florists/hobbyists to Karissa S.
- Also looking into water coloring, silk scarf painting, or mandala drawing workshops as well.

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

- Kaeleigh H. beginning to plan for the Lunch with Leadership series. Send any ideas for new leaders or leaders that would be good to highlight this coming year to Kaeleigh H.

**Statement of Subject: Marketing**

- Sarah P. had no updates.

**Statement of Subject: Web Communications**

- Jackie K. will be working with Sarah P. to make sure mid-month updates will be updated on the website.

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

- John B. reported the committee is having conversations on where to go next with work. Discussing hosting potential roundtables or other opportunities for individuals to discuss the topics previously addressed in training sessions. Also considering mini “refreshers” from previous structured training sessions.

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

- Dyan H. HR hosted a webinar to answer questions around some of the topics around COVID-19 and return to work. The recording of this will be posted on the HR Working Well website. Over 500 attendees and 200 questions submitted for the webinar.
- Lou G. asked about Spanish translation of documents and support for service staff with limited computer access. Dyan H. shared that HR representatives in departments with these needs are determining ways to navigate this.
- Dyan H. reiterated that every member of campus is masking on-campus when inside. There are Working Well packages (with masks, sanitizer, wipes, etc.) still available through HR. Reminder to continue submitting daily symptom checker each day.
- Employee Engagement Survey launched on Monday, currently at 19% completion with goal being 75%. August 13th is the survey break day, meaning that staff should be given the opportunity to take 15-minutes of paid time to complete the survey. Survey can be completed in English or Spanish. Staff can encourage other employees to take the survey, but cannot ask if they have taken the survey or not. Local-level data that will help individual units and departments. If anyone wants printed materials to promote survey submission, let Dyan H. know.
- Staff Appreciation week will be October 11th through the 15th. Staff Service Awards, Health Arise Awards, and Excellence in Leadership will be hosted this week.
- Bright Horizons College COACH program available for no cost to high school and middle school students of all UCI graduate students and employees. Helps students prepare for and apply to colleges. Sign up begins August 15th, can find more information on [families.uci.edu](https://families.uci.edu).
- Bright Horizons will cover employee copays for up to 12 days of backup care (in-home or in-center) from September 1st to October 31st, 2021.

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Meeting adjourned at 1:09 p.m.

**Next meeting time and day TBD.**