

**Staff Assembly Council Meeting Minutes**  
**September 24th, 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	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	Absent
CUCSA (1st year)	Jeremy Thacker	Present

**Standing Committee Representatives:**

Community Relations	Alice Han	Present
	Candice Dominguez	Absent
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Absent
	Karissa Sorenson	Absent
Marketing	Sarah Prom	Present
	Cesar Becerra	Absent
Staff Appreciation	Joani Harrington	Present
Web Communication	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Present
	Vacant	Absent

**Ex-Officio Representatives:**

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

**Other Attendees:**

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

- Meeting called to order by Amanda G.H. at 11:01 a.m.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- July 2021 minutes approved. John B. motioned to approve. Seconded by Joani H. All in favor. None opposed.
- August 2021 minutes approved. Joani H. motioned to approve. Seconded by Jeremy T. All in favor. None opposed.

**Statement of Subject: Chair**

- Amanda G.H. announced there's a new web communications co-chair coming on board, Cesar Becerra. Will hopefully be joining the next Council meeting.
- Visit from Regent Janet Reilly. Council in attendance able to share staff needs and concerns, Regent Janet Reilly was open and receptive.
- Seeking additional volunteers for FLASH committee for staff housing support. One-time program and pot of funds. There are seven people already, but about five more volunteers. Let Amanda and John know if you are interested.
- Excellence in Leadership planning is underway for an October 12th date. Sarah P. and Amanda G.H. met with Student Center Event Services. Will be a live, virtual event and modeled off of last year's event.
- Some of the Council will be joining a meeting with the Chancellor. Let Amanda G. H. know if there is anything a Council committee would like to be shared.
- Amanda G.H. will be looking into options for Staff Assembly-branded items such as shirts or masks. These will be good to wear as more in-person events and meetings take place.
- November Council meeting will be rescheduled since it is currently scheduled to fall on the Veterans Day holiday. Keep an eye out for communication around this.

**Statement of Subject: Vice Chair**

- John B. looking for five people for the FLASH committee. Let Amanda and John know if you're interested in participating on the committee. Jeremy is also on committee.
- John B. will be meeting with Andrea Gutierrez from the FRESH Hub and invite her to join a needs group John is on. Finishing up a survey assessing food insecurity for staff. Goal is to use the survey data to make recommendations to UCOP.

**Statement of Subject: Immediate Past Chair**

- Connie C. shared that the Annual Review has been uploaded to the shared folder. Located inside the "Immediate Past Chair" folder.

**Statement of Subject: Finance**

- Emily had no updates.

**Statement of Subject: Staff Appreciation**

**Staff Assembly Council Meeting Minutes**  
**September 24th, 2021**

---

- Joani H. shared the virtual scavenger hunt is moving forward for Staff Appreciation week. Planning to use Qualtrics to collect information on teams as well as for submissions during the scavenger hunt.
- Joani H. shared that the hope is to hold both a virtual and in-person Halloween costume contest. Hoping to get permission to do a trick or treat event in Aldrich Hall on the Friday before Halloween.
- Joani H. shared that Nancy P. has been taking lead on the discount sporting event tickets. It will be up to the individual wanting to attend to buy tickets and follow whatever safety procedures are in place at the sporting event venue.

**Statement of Subject: Community Relations**

- Alice H. shared that the committee is holding an event today at noon via Zoom on “Understanding the Basics of Electricity.” Program will focus on understanding how electricity interacts with our body and electricity safety.

**Statement of Subject: Scholarships**

- Sandy L. reported Scholarships hasn’t had a chance to meet as a committee yet.
- Sandy L. talking with the lead for Zot Finder, this will be starting soon.
- Sandy L. shared that they will want to start planning early for Giving Day. Will be providing more updates to Council on this in the coming months.

**Statement of Subject: CUCSA**

- Jeremy T. shared that CUCSA had their first quarterly meeting of the year, hosted virtually by UCSD. Will have two topic-focused work groups this year on anti-racism and then the CUCSA engagement survey. A third work group always exists on internal operations.
- Lou G. is serving on the CUCSA engagement survey work group and Jeremy T. is serving on the internal operations group as the alumni coordinator.
- Jeremy T. shared that a big conversation topic at this past quarterly meeting was return to work. Similar thoughts and concerns across campuses including feelings around inequity, ambivalent feelings around returning, nervousness with health of self and loved ones, etc.
- Some supervisor perspective toward staff retention during this period is a concern and CUCSA and other staff advocacy groups are working to encourage continued flexibility and staff support.

**Statement of Subject: Education & Enrichment**

- Cathy Y. shared an upcoming committee program on October 5th from 11:00 a.m. to 12:00 p.m. that will focus on how to use Microsoft Teams.
- Cathy Y. said the committee is considering doing a workshop on succulent design. Proposed presenter for this workshop is wondering if she is okay to promote her side business, which is related to the succulent design, during the program. Joani H. shared that in the past staff promotion of staff businesses has not been allowed. Council will check to make sure no policies would be violated and see what the presenter would and would not be allowed to do.

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

- Kaeleigh H. had no updates.

**Staff Assembly Council Meeting Minutes**  
**September 24th, 2021**

---

**Statement of Subject: Marketing**

- Sarah P. shared that Staff Assembly is getting a Flickr Pro account. The plan is to utilize this for the upcoming scavenger hunt and Halloween costume contests. If other council members have interest in using it, connect with Sarah P.

**Statement of Subject: Web Communications**

- Jackie K. affirmed the new web communications co-chair announcement and mentioned that they have already started working together and building up the website. If anyone runs into a webpage that has formatting issues, please document the problem and send it to Jackie K.
- If you are on Council and don't have a headshot on the website, send one to Jackie K. at [kuniyosi@uci.edu](mailto:kuniyosi@uci.edu). She can upload a photo to the website or help you take a picture.
- Jackie K. asked if the Excellence in Leadership nominees should be posted on the website. Amanda G. H. will be sending the nominee list over to Jackie K. to be posted.

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

- Connie C. shared that she hasn't been able to meet recently due to scheduling conflicts. If the Council has any ideas relating to the committee's work, please send them to Connie C. or to the committee directly.
- Karissa S. and John B. are also on the committee.

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

- Pamela J. shared updates on UC COVID-19 vaccination policy compliance. Approximately 93% of UCI employees are fully vaccinated and 98% of employees are in compliance with the Vaccination Program. Over 93% of students are fully vaccinated, with 96% of students in on-campus housing being fully vaccinated. Few positive tests during move-in when over 12,000 students were tested.
  - Employees not in compliance with policy will receive a total of three notices of noncompliance before any corrective actions are taken.
- Pamela J. stated that Asymptomatic Testing will be conducted twice a week for unvaccinated healthcare workers and one time a week for anyone (student or employee) unvaccinated on the campus. Ultimate goal is to conduct random weekly testing of 5% of vaccinated staff and 25% of vaccinated students.
  - Employees selected for random testing will receive an email sent to them and their supervisor requesting for them to be tested the following week.
- Emergency Paid Sick Leave (EPSL) time period to use the 80 allotted hours was extended from the end of September 2021 to June 30th, 2022. Pamela J. noted this does not include additional hours, it's just a longer period to use them in. Vacation time accrual maximum was also extended to this date.
- HR has put together discussion scenarios for supervisors to use in team meetings navigating scenarios where COVID-19 safety may be compromised. These sample scenarios can be requested from Brooke ([bmyers1@uci.edu](mailto:bmyers1@uci.edu))
- EH&S has N95 masks available for request. Employees must complete a brief UCLC training prior to receiving the masks.
- Open enrollment for 2022 will begin October 28th and end November 19th. Pamela J. noted this is an earlier end date than in past years. There will be additional announcements regarding this sent out to all employees.

**Staff Assembly Council Meeting Minutes  
September 24th, 2021**

---

- Pamela J. shared that there was 67% overall participation in the 2021 Staff Engagement Survey with close to the same number of responses received in 2019. Survey results will be released October 6th.
- Staff Appreciation week will take place October 11th through October 15th.
- Dyan H. shared updates regarding wellness resources:
  - Bright Horizons still has waived copays on back up care and virtual tutoring through October 31st.
  - New materials, website, and home mailer coming soon for EAP.
  - Diabetes Prevention Program being conducted this fall via Zoom.
  - Campus Rec is offering fall programs such as Hybrid FitSquad classes and a Culinary Medicine series.
  - An outdoor fitness space is underway at the Medical Center.
  - Mental Health First Aid training is available by request for both 1-hour and 1-day certifications.
- Sandy L. asked whether scholarship application information can be sent out by HR since it's a benefit open to all employees. Pamela J. will discuss with the HR communications staff member.
  - Dyan H. can include this information in the monthly email to Wellness and Engagement Ambassadors.
  - Amanda G. H. also suggested trying to send out individualized emails from Staff Assembly instead.
- Kelly S. mentioned multiple new and returning programs at the Medical Center including pet therapy, the RISE awards, and a jazz band performance. Also noted that the Susan Samueli Health Institute (SSHI) will be offering multiple free programs that are currently enrolling.
- Kelly S. clarified terms:
  - UCI Health Affairs- umbrella term including both the Medical Center and campus.
  - UCI Health - Medical Center.
  - College of Health Sciences - Campus.

Meeting adjourned at 12:08 p.m.

**Next meeting is Thursday, October 14th, 2021 via Zoom.**