

**Staff Assembly Council Meeting Minutes
February 10th, 2022**

SA Representatives:

Chair	Amanda Garcia-Hall	Present
Vice Chair	John Bodenschatz	Present
Immediate Past Chair	Connie Cheng	Absent
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	Absent
	Karissa Sorenson	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Vacant	Absent
	Vacant	Absent
Scholarship	Sandy Lee	Present
	Patricia Anderson	Present

Ex-Officio Representatives:

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

Other Attendees:

Stephanie Fix		Present
Gretchen Verdugo		Present
Jamison Judd		Present

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Statement of Subject: Call to Order

- Meeting called to order by Amanda G.H. at 12:03 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- January 2022 minutes approved. Jeremy T. motioned to approve. Seconded by Joani H. All in favor. None opposed.

Statement of Subject: Chair

- Amanda G.H. shared that there are plans for a team-building activity on Zoom during March's council meeting.
- Amanda G.H. will be getting a quote for either polo and tee shirts for Staff Assembly. Please let Amanda G.H. know if there is a preference between the two.
- If any council member is considering an in-person event, touch base with Amanda G.H. There are ongoing changes to in-person event policies that Staff Assembly needs to abide by.
- Staff Assembly is looking for a volunteer to work on a marketing video. There is no specific deadline but ideally it would be complete in the next few months. If anyone is interested in working on it or have suggestions, please contact Amanda G.H.
- Council will receive outreach soon from Amanda G.H. relating to what was requested for their committee in the 2022-2023 budget.
- Selection season is approaching. Council members should consider who would be a good addition to council or may be interested. UCI Staff are always welcome to join council meetings if they'd like to get more information.

Statement of Subject: Vice Chair

- John B. shared that the Staff Food Insecurity workgroup is meeting early next week.
- The FLASH committee is hoping to get a meeting set up for February.
- The Excellence in Leadership nominations are coming up. John B. and other council members will be working to reduce bias throughout the process and build clarity around what a winning nomination looks like.

Statement of Subject: Immediate Past Chair

- Connie C. not present.

Statement of Subject: Finance

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

Statement of Subject: Staff Appreciation

- Joani H. provided an update that the Segerstrom Center for the Arts offered discount tickets. The Staff Assembly website will be updated and the opportunity shared in the upcoming newsletter.
- Staff Appreciation is on the lookout for any live events that discount tickets could be secured for.
- Joani H. shared that Staff Appreciation may begin looking at planning an outdoor event with food, only if conditions are appropriate and align with changes to masking and event policies.

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Statement of Subject: Community Relations

- Alice H. and Candice D. shared that the two upcoming “How To” events on banana bread and Indian porridge were pushed back due to scheduling issues. The current plan is to host in March. Additional marketing was requested for these two events.

Statement of Subject: Scholarships

- Patricia A. and Sandy L. met with the Scholarship committee at the end of January and are working on putting together a scholarship plan with both a spring and a fall scholarship cycle. Ideally this will result in an increased number of applicants over the course of the year.
- Talks about re-establishing the scholarship matching program that used to be in place with the Provost’s Office. A suggestion was made to possibly connect with the Chancellor’s Office in the future to reinstate this program.
 - The UCI Retiree Group also used to contribute to the staff scholarship, which may be worth pursuing again.
- Giving Day is on May 18th. Council members are encouraged to save the date. The Scholarship committee is planning and preparing.
- Patricia A. and Sandy L. requested that a stand alone Zotmail for the scholarship program be sent at the end of the month.

Statement of Subject: CUCSA

- Jeremy T. and Lou G. shared that the upcoming CUCSA meeting will be hosted remotely by UCSC the week of February 28th.
 - John B. will be representing UCI at this meeting in Jeremy’s place.
- The CUCSA Chair spoke at the last UC Regents meeting, summarizing the CUCSA engagement survey and wages issues.
 - CUCSA Chair Crystal Petrini addressing the UC Board of Regents about the CUCSA Engagement Survey: recording of the remarks [here](#).
 - At the end of the remarks, Regent Lieb requested that there be a forum to hear more about the items presented and Chair Estolano stated that she and Regent Lieb should meet with CUCSA leadership to discuss the survey further.
- The UC Regents have shared that they would like to meet with CUCSA on a regular basis.
- Lou G. recently met with UCOP Staff Assembly. The resource “My UC Career” is a portal with resources on career development for students, staff, and faculty. It may be a good idea to send it out in a newsletter or other Staff Assembly email so that campus staff are aware of it.
 - [My UC Career Portal](#)

Statement of Subject: Education & Enrichment

- Cathy Y. shared that she is stepping down from her role with Staff Assembly. Karissa S. will be stepping into her place to support Kamber L.
- Kamber L. and Karissa S. shared that they are working on a couple events that will likely take place during spring break or early spring quarter.
 - Exploring a tea demo with Sochi Nomoto, planting workshop with Irvine Ranch Water District, and hosting a Living Room Conversation discussion. More information to come.

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Statement of Subject: Council Communication & Special Programs

- Kaeleigh H. shared that two new dates for Lunch with Leadership have been finalized.
 - Dean Ian Williamson is scheduled for an in-person Lunch with Leadership on March 16th at 12:00PM. Location to be determined. If any council members have ideas, would appreciate suggestions. Planning to order boxed lunches.
 - Dean Frances Contreras is scheduled for a virtual Lunch with Leadership on April 19th at 12:00PM.

Statement of Subject: Marketing

- Sarah P. will be sending out a request for information for a mid-February newsletter email.

Statement of Subject: Web Communications

- Sarah P. is working on a redesign of the Staff Assembly website.
 - Shared a preview of the redesign with council. If there are any thoughts on the redesign or ideas for additions, please connect with Sarah P.
 - Sandy L. requested a button for donations on the homepage.
 - Hoping to have the website updated and live by spring quarter.

Statement of Subject: Special Committee on Campus Culture

- No updates on this special committee.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. shared that:
 - UCI currently has 85% of compliance with COVID boosters. This month is a “grace” month for campus members to get their booster. HR is hoping to get to 95% by the end of the month.
 - Weekly cases and positivity rate for the campus are going down although numbers are still higher than the fall quarter.
 - UCI is still following executive directive for face coverings, regardless of what state does.
 - HR is still tracking testing compliance
- Kelly S. shared that:
 - The Diabetes Prevention Program launched a cohort in January and are hoping to start another in March.
 - If anyone is interested in becoming a lifestyle coach, a 4-day training will be offered in April. Please reach out to Kelly with questions and interest.
 - UCI Health has recreated a few programs recently including-
 - Health staff helping. Staff by Dr. Negar Shekarabi and provides free 30-minute consultations for healthcare staff.
 - Mindfulness activities during huddle breaks.
 - COVID response menu of services for healthcare staff.
 - Onsite meditation class happening on the evening of March 2nd.
 - HR is trying to figure out some sort of acknowledgement for remote workers, possibly ordering snacks to be delivered at their homes.
 - Wellness Ambassadors are still being recruited for the upcoming year. The HR welcome meeting is tomorrow.

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Statement of Subject: Other Proposed Business

- Patricia A. shared that the Western Association of College and University Business Officers asked about low registration from California delegates for an upcoming conference. Patricia A. would like thoughts and trends noticed by the council.
 - Comfort in traveling, budgeting, and capacity were all mentioned as current deterrents to attending professional conferences.

Meeting adjourned at 1:05 p.m.

Next meeting is March 10th at 12:00 p.m. via Zoom.