

**Staff Assembly Council Meeting Minutes
May 12th, 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 | Absent |
| 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 | Present |
| Education and Enrichment | Cathy Yates | Absent |
| | Kamber Lamoureux | Absent |
| | Karissa Sorenson | Present |
| Marketing | Sarah Prom | Absent |
| Staff Appreciation | Joani Harrington | Present |
| Web Communication | Dianne Kwok | Present |
| | Vacant | Absent |
| Scholarship | Sandy Lee | Present |
| | Patricia Anderson | Absent |

Ex-Officio Representatives:

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

Other Attendees:

| | | |
|------------------|--|---------|
| Stephanie Fix | | Absent |
| Gretchen Verdugo | | Present |
| Nancy Palmer | | Present |

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Statement of Subject: Call to Order

- Meeting called to order by Amanda G.H. at 12:04 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- February 2022 minutes approved. Jeremy T. motioned to approve. Seconded by Joani H. All in favor. None opposed.
- March 2022 minutes approved. John B. motioned to approve. Seconded by Lou G. All in favor. None opposed.
- April 2022 minutes approved. Lou G. motioned to approve. Seconded by John B. All in favor. None opposed.

Statement of Subject: Chair

- Amanda G.H. shared that during UCI's Giving Day, Staff Assembly will be able to match by requesting usage of our carryforward funds.
- The FLASH Committee is now known as "SHA" or Staff Housing Assistance.

Statement of Subject: Vice Chair

- John B. shared that Sarah P. will soon be sending out a message about the Staff Assembly elections. The email is being timed so that Staff Assembly can extend the deadline if needed.
- John B. is working with HR to create the Excellence in Leadership nomination form. There will be a "Save the Date" included in the June newsletter for the awards event.
- The Staff Housing Assistance Committee are waiting to hear updates regarding the website being constructed. The application process has been built out already and is expected to go live soon. John B. hoping that it can be announced in the June newsletter.

Statement of Subject: Immediate Past Chair

- Connie C. not in attendance.

Statement of Subject: Finance

- Emily J. not in attendance.

Statement of Subject: Staff Appreciation

- Joani H. shared progress on planning the annual staff picnic and breakfast.
 - Staff Breakfast: potential date of July 7, 2022. Joani H. hopes to hold it at the Anteater in Mesa Court and anticipates it will be scaled back compared to pre-pandemic Staff Breakfast events.
 - Staff Picnic: potential date of August 25, 2022. Joani H. hopes to hold it in the fields behind the Anteater Recreation Center (ARC) and is meeting with ARC staff next week to see if this is possible. Aldrich Park cannot be used due to construction, so if the ARC is not available for use, the picnic may need to be postponed.
- Joani H. shared that parking for these large events will be covered so staff from off-campus locations won't need to pay for parking.
- Joani H. provided the update that the "Welcome Back" event has been scrapped due to scheduling and scale concerns.

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- Sandy L. shared that the Paul Merage School of Business is considering hosting its own staff appreciation breakfast, but doesn't want to compete with Staff Assembly's and would like to confirm the date.

Statement of Subject: Community Relations

- Candice D. shared that the Community Relations Committee is hosting a knitting workshop on May 28, 2022 at 10:00 a.m. which will be facilitated by Cora Ip-Wedl.

Statement of Subject: Scholarships

- Sandy L. shared that 42 scholarship applications have been submitted. The Scholarships Committee is currently reading over applications and will be meeting tomorrow to make decisions with the goal of having scholarship recipients confirm with Sandy L. by Monday, May 16, 2022.
- Sandy L. thanked the Council Members who donated to the scholarship match program. A total of \$3,000 was donated.
- The Committee is aiming to achieve 75 individual donation gifts on UCI Giving Day.
 - Giving Day donations will be starting at 5:00 p.m. the day before, allowing Scholarships to get a jumpstart.
 - Sandy L. will be monitoring donations throughout the time the donations are being accepted.

Statement of Subject: CUCSA

- Lou G. shared that the last CUCSA meeting of the academic year will be held the first week of June at UC Berkeley.
- CUCSA is finishing up workgroups and will be circulating recommendations from these among UC Staff Assemblies.
 - Workgroups are often based off the CUCSA Staff Engagement Survey.
 - At UCI, the CUCSA Survey data gets folded into the Gallup Poll results. Other UC campuses use the CUCSA Survey data more heavily.
 - Working on a toolkit for new CUCSA representatives to orient them to the survey and data.
- UCI will be hosting the quarterly CUCSA meeting in the fall.
- If council members are interested in volunteering for the commencement ceremonies, they are in need of volunteers to serve as ushers, pass out materials, etc.
 - Can sign up using the link included in the Zotmail that was sent out.
- Jeremy T. shared that the last CUCSA Town Hall of the fiscal year will be held on 06/15 at 12:00 p.m. Jeremy T. and Lou G. will send out the information to register and attend soon.
- UCI Staff Assembly will be looking for a new CUCSA First-Year Delegate this coming election cycle. Both Jeremy T. and Lou G. are happy to chat with anyone interested in running.

Statement of Subject: Education & Enrichment

- Karissa S. shared that the committee's program on Practicing Mindfulness Through Japanese Tea Ceremony is scheduled to take place 05/19 at 12 p.m. There are currently 56 individuals registered.

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- The Education & Enrichment Committee is planning a three-part professional development series for the summer, but no specific details yet.

Statement of Subject: Council Communication & Special Programs

- Kaeleigh H. had no updates.

Statement of Subject: Marketing

- Sarah P. not in attendance.

Statement of Subject: Web Communications

- Dianne K. had no updates.

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., Kelly S., and Dyan H. not in attendance.

Statement of Subject: Other Proposed Business

- Jeremy T. shared information regarding serving on the hiring committee for UCI's CFO (Ron Cortez's replacement) on behalf of Staff Assembly. Recommendations on candidates were sent to the Chancellor about a month ago. The Chancellor will be interviewing these individuals, but no word yet on decisions.
- Council engaged in a brief end-of-year reflection activity led by Amanda G.H.
 - Individuals in attendance shared some highlights from this past year, visions for next year, and thoughts around how Staff Assembly can grow and improve.

Meeting adjourned at 1:32 p.m.

Next meeting is June 9th at 12:00 p.m., meeting location TBD.