

**Staff Assembly Council Meeting Minutes
December 9th, 2021**

SA Representatives:

Chair	Amanda Garcia-Hall	Present
Vice Chair	John Bodenschatz	Present
Immediate Past Chair	Connie Cheng	Absent
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	Present
	Candice Dominguez	Present
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Present
	Karissa Sorenson	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Jackie Kuniyoshi	Present
	Vacant	Absent
Scholarship	Sandy Lee	Absent
	Patricia Anderson	Present

Ex-Officio Representatives:

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

Other Attendees:

Stephanie Fix		Absent
Gretchen Verdugo		Absent

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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

- November 2021 minutes approved. Joani H. motioned to approve. Seconded by Jeremy T. All in favor. None opposed.

Statement of Subject: Chair

- Amanda G.H. shared that the January council meeting will be hybrid. A survey will be sent out ahead of time for individuals to RSVP if they would like to attend in-person.
- Amanda G. H. shared Web Communications updates:
 - Jackie K. will be leaving UCI soon. Staff Assembly is incredibly grateful for Jackie's work and support.
 - Cesar B. has also left UCI, leaving no Web Communications Chairs.
 - Please share the opportunity with colleagues and refer those interested to Amanda G.H.
- Will be checking with HR regarding event planning in the new year. Specifically around food/drink and in-person programs.
- The 2022-2023 Staff Assembly budget request is being prepared now. In the coming days, please consider where each committee is and what the needs of the committee will be moving forward.
 - If anyone has questions regarding their current budget, please connect with Amanda G.H. and Jake V.

Statement of Subject: Vice Chair

- John B. shared that there are now enough members for the FLASH committee to move forward.
- John B. will be working on the campus budget workgroup. Please send any thoughts or feedback to John B.

Statement of Subject: Immediate Past Chair

- Connie C. not present.

Statement of Subject: Finance

- Emily J. provided the reminder that if anyone on council is paying for something on behalf of Staff Assembly, please let Emily J. and Jake V. know ahead of time. Ideally there should be a purchasing order in place before the service is rendered.

Statement of Subject: Staff Appreciation

- Joani H. shared multiple discount sports tickets that were arranged by Nancy and Lisa. Including:
 - A February Clippers game against the Bucks.
 - A March Clippers game against the Knicks.
 - An April Angels game against the Astros.
 - A May Angels game against the A's.
 - And an August College Night with the Angels.

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Statement of Subject: Community Relations

- Alice H. and Candice D. shared that no December events were booked for the “How to” series.
- There are currently two “How to” events planned for January:
 - January 8th: Banana bread making.
 - January 22nd: Four-ingredient Indian porridge.

Statement of Subject: Scholarships

- Patricia A. shared that the committee is looking at shifting from a one-cycle model for staff scholarships to a two-cycle model. The hope is that this will increase staff engagement with the scholarship program.
 - One cycle will be in the winter and one cycle will be in the spring.

Statement of Subject: CUCSA

- Jeremy T. and Lou G. shared that the winter CUCSA meeting was held last week and hosted virtually by UC Davis. The focus for this meeting was antiracism. The CUCSA delegates met with UC Davis professionals working on inclusion, campus climate, and antiracism on the campus.
 - CUCSA was also able to meet with UC Davis’ head of HR. It seems like much of their work is parallel to what UCI is doing in regards to staff engagement and other current issues.
 - UC Davis HR is implementing systematic exit interviews for staff using Gallup.
- The CUCSA town hall will be held December 15th at 12:00PM. Updates on the three CUCSA work groups as well as CUCSA initiatives and meetings with UC Regents will be provided.
- There is also a CUCSA alumni meeting on December 16th at 12:00PM.
- The next quarterly CUCSA meeting will be hosted by UC Santa Cruz, with the hope of it being in-person. Jeremy T. will be unable to attend and is working on getting a replacement for the meeting.

Statement of Subject: Education & Enrichment

- Cathy Y. had no updates.

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. share that she will be leaving UCI soon and is grateful to have been a part of Staff Assembly.
- Cesar B., prior to departure, had been tracking Staff Assembly website analytics including page views. In the past month there have been 2,682 views on the website.
- Sarah P. has volunteered to take over Web Communications in the interim until new individuals are identified to lead this committee.

Statement of Subject: Special Committee on Campus Culture

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- No updates on this special committee.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. shared that HR is still focused on compliance with the vaccine program. There are currently only eight individuals who are in the corrective action phase on the campus. HR is now shifting focus toward testing compliance for those who are not fully vaccinated. About 20 written warnings were provided to campus staff for noncompliance with the testing policy.
 - UCI HR has done exit interview surveys before but experienced very low participation.
 - HR is considering doing “stay interviews” instead to see if staff are considering leaving and what will keep them in their role.
 - Pamela J. shared that HR will be giving the Chancellor an update on which units are operating in a hybrid manner, how it is going, and how many staff are on a hybrid schedule.
 - In the coming quarter HR will be focusing on supervisory skills regarding managing complex working environments.
 - There are continuing conversations around equity with working schedules and space issues on the campus.
 - HR will also be holding “demystifying compensation” training sessions for supervisors. Hoping to launch these in late-January or early-February.
 - Pamela J. also shared that HR will be hosting on-site career fairs both in Research Park and at the Medical Center to hopefully address shortages of student staff and professional staff.
- Dyan H. shared several updates regarding UCI campus wellness initiatives through HR.
 - There have been additional MHFA (Mental Health First Aid) training sessions added for the winter quarter. Interested staff can register in UCLC.
 - The Step Up UCI walking challenge will return in January.
 - HR Wellness is currently recruiting wellness ambassadors. Wellness ambassadors are expected to attend four meetings a year (one per quarter) and share wellness resources back to their departments.
 - Bright Horizons is extending a new option to use backup care days for virtual camps. This will become available mid-January and there is no copay to use this program.
 - Bright Horizons is also offering a no copay promotion in March and April for center-based care and virtual tutoring.
- Kelly S. shared several updates regarding UCI Medical Center wellness initiatives through HR.
 - The Healthy Holidays campaign is ongoing and ends on December 21st.
 - UCIMC offered the first “Chat with Chad” program last week. It was well attended and received, good feedback was received from participants. HR will plan to continue offering it once a month, but dates for the future have not been determined yet.
 - UCIMC leadership is doing holiday rounds with a music therapist accompanying them.
 - HR recently got approval for on-site fitness practices, with masks required. Hopefully starting this in January. Also working on a pilot program for nurses to incorporate movement and stretching as they warm up for shifts.
 - The Diabetes Prevention Program is launching January 18th. There will be an information session the week prior, more information is available on the HR Wellness webpage.
 - Kelly S. shared there is a new HR Engagement and Wellness/Generalist position that is currently being recruited for.

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Meeting adjourned at 12:48 p.m.

Next meeting is January 13th at 12:00 p.m. via Zoom.