

**Staff Assembly Council Meeting Minutes**  
**July 14th, 2022**

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**SA Representatives:**

Chair	John Bodenschatz	Present
Vice Chair	Vacant	Absent
Immediate Past Chair	Amanda Garcia-Hall	Present
Finance Chair	Jake Vo	Absent
Finance Chair Elect	Emily Jen	Present
Council Communications & SP Chair	Kaeleigh Hayakawa	Present
Council Communications & SP Chair Elect	Vacant	Absent
CUCSA (2nd year)	Jeremy Thacker	Present
CUCSA (1st year)	Vacant	Absent

**Standing Committee Representatives:**

Community Relations	Alice Han	Absent
	Candice Dominguez	Absent
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Absent
	Karissa Sorenson	Absent
Marketing	Sarah Prom	Absent
Staff Appreciation	Joani Harrington	Present
Web Communication	Dianne Kwok	Present
	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	Present

**Other Attendees:**

Stephanie Fix		Absent
Gretchen Verdugo		Absent
Nancy Palmer		Absent
Alyssa Abalos		Present

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**Statement of Subject: Call to Order**

- Meeting called to order by John B. at 12:04 p.m.

**Statement of Subject: Welcome & Introductions**

**Statement of Subject: Approval of Minutes**

- June 2022 minutes will be voted on at the August meeting.

**Statement of Subject: Chair**

- John B. shared that council elections close tomorrow, 07/15, at 5:00pm. Once elections have concluded, John B. plans to set up a meeting to discuss the goals and visions council have for the coming year. There have been a good amount of respondents to the election form so far.
- John B. shared updated on the systemwide food insecurity workgroup:
  - A survey has been developed and launched at UCLA as a pilot. The survey did well and the workgroup will be getting all of the data next month.
  - Initial data from the pilot shows that 52% of respondents indicated that they were food insecure.
  - Workgroup was told that it would take upwards of two years to get the survey rolled out to the entire system, so they are working to see if there are any ways to roll it out faster considering a possible impending recession.
  - John B. has also discussed possibilities for free and reduced-cost meals for staff on-campus with different individuals and entities including the FRESH Hub and UCI Housing.
- John B. shared updates on the Staff Housing Assistance program:
  - Working with HR tech staff on setting up the application for the program.
  - Currently hoping for an 08/15 launch date for the application and planning a few meetings between now and then with application reviewers.
  - Dyan H. shared resource link: <https://offcampus.housing.uci.edu/>
- John B. did an informal survey of who on council was open to and interested in attending in-person council meetings. The plan is for them to remain with a hybrid option for those who aren't on the campus during the monthly council meetings.
- A short video on Staff Assembly is being put together to be included in New Employee Orientation.

**Statement of Subject: Vice Chair**

- No active Vice Chair currently.

**Statement of Subject: Immediate Past Chair**

- Amanda G.H. not in attendance.

**Statement of Subject: Finance**

- Emily J. asked that if council members are speaking with vendors, to please connect with Emily J. so that any backend processes can be completed.

**Statement of Subject: Staff Appreciation**

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- Joani H. shared that the Staff Appreciation Picnic RSVP form went out earlier this week. As of today, there are over 1,000 responses.
  - Some have shared with Joani H. that they are unable to come because they work remotely that day and are unable to commute to campus just for the picnic.
  - Still determining details regarding menu, set up, amount of chairs/tables, etc. These will be finalized as responses to the RSVP form come in.
  - The planning group is moving forward while closely considering the state of COVID in the community.
  - Shuttles from UCIMC to campus have already been arranged.
- UCI Night Angels game coming up against the Astros.

**Statement of Subject: Community Relations**

- Candice D. not in attendance.

**Statement of Subject: Scholarships**

- Sandy L. will be following up with Amanda G.H. on the status of the match for Giving Day donations. Additionally, an email thank you for giving day donations went out and Sandy L. is trying to coordinate hand-written notes for donors.
- The scholarships committee will be starting up meetings again soon.
- Considering doing a ZotFunder in the fall to help with the next cycle of scholarships.
- Committee in discussions around bringing back the “Dine Out” fundraisers.
- If anyone is interested in joining the Scholarships Committee, have them contact Patricia A. or Sandy L.

**Statement of Subject: CUCSA**

- Jeremy T. shared that CUCSA is currently gearing up for the next academic year.
- John B. is the new chair-elect for CUCSA.
  - CUCSA leadership will be at next month’s council meeting.
  - Aiming to establish quarterly Staff Assembly town halls.
- Jeremy T. and John B. will be working together to plan and figure out logistics for the fall CUCSA meeting, which will be taking place at UCI from 09/07 to 09/09.
  - Jeremy T. will be reaching out to other council members for support with the quarterly meeting activities.
  - Aiming to have the Outreach and Communications Coordinator of CUCSA connect with the communications council members at individual campuses.
- There will be a pair of orientations for CUCSA First-Year Delegates, the first one being on 07/29. Jeremy T. will reach out to the new delegates with more information.
- CUCSA has three workgroups this year, all focusing on different aspects of staff retention.
- CUCSA Chats program will feature webinars supporting professional development and support for Staff Assemblies.
  - The first one will be “Finding Your Voice Through Staff Assembly” and will take place on 07/26 at noon via Zoom. Register at [bit.ly/cucsajuly22](https://bit.ly/cucsajuly22)
  - Second one is “Have Fund With It: Advancement Strategizing For Your Staff Assembly” and will take place on 08/30 at noon via Zoom. Register at [bit.ly/cucsaaug22](https://bit.ly/cucsaaug22)

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**Statement of Subject: Education & Enrichment**

- Karissa S. and Kamber L. are focusing on the “my career” event series. The second event of the series had 61 registrants and 30 participants. They had worked with Andy Rivera on this session.
- The third event features Blanche Ellis and focuses on “communicating your brand effectively.”

**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**

- Dianne K. shared that the website is live with Excellence in Leadership awards nominations as well as Staff Appreciation Picnic information.

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

- No updates on this special committee.
- Connie C. no longer able to support this committee. If there are individuals who are passionate or interested, let John B. know.

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

- Pamela J. shared updates on:
  - Future of Work Project
    - HR had a meeting with the Chancellor and Provost and all recommendations made were supported and approved by the Chancellor. Currently working on converting the recommendations into guidelines.
    - Flexible work is here to stay! HR needs to determine the best way to support leaders in managing a hybrid/flexible workforce while maintaining a healthy work culture.
    - Details will be shared as they are finalized.
    - Anticipated policy around workspace: if an employee is in the office three or more days a week, they will have a dedicated workspace. This will be explicitly recorded and enforced to ensure campus space is being used well and fairly.
- Dyan H. shared updates on:
  - Engagement training series for managers. Focusing on all possible ways to increase staff engagement in addition to the popular focus on appreciation.
  - New campus meditation space. “Unplugged” space for students, staff, and faculty to rest, meditate, and disconnect. Located on the first floor of Student Center.
  - New campus lactation rooms. There are 15 current rooms that have been updated or are currently being updated. They will likely have some funds left over from the initial project and will be using these funds to add more rooms on the campus. If there is a department, school, or program that does not have a lactation room, email Lira Islam ([lirai1@uci.edu](mailto:lirai1@uci.edu))
  - In the process of launching a new website and branding for EAP. Will be known as “Life Resource Program.” Anticipated launch is September 2022.
  - Bright Horizons program:

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- 61.3% usages as of June, pet care is coming fall 2022.
- Mental Health First Aid: available by request for groups of 10+. A new instructor certification training is planned for late summer 2022.
- UCI Wellbeing Initiative is now only available to UCI employees, no longer available to all UC Care members.
- Upcoming events:
  - Return of staff intramural volleyball.
  - Free summer fit squad classes (onsite and virtual ends 09/15)
  - Staff Appreciation Week 2022 - virtual event the week of 10/10 to 10/14.
- Kelly S. shared updates on:
  - Diabetes Prevention Program will have an introductory session on 07/27. The new cohort for the program will start on 08/03. This will be continued virtually.
  - Exploring options for recreation leagues that could be sponsored by UCI Health for employees.
  - Working on lactation spaces in the medical center. focusing on the ambulatory and medical center spaces, but will be turning attention to health sciences at some point.
  - Working with Campus Recreation to bring self-defense classes back to medical center spaces.
  - Implementing active shooter training for medical center staff.
  - Developing a workshop on self-defense, situational awareness, etc. in the context of the specific location medical staff are in.
  - “Chat with Chad” will be bimonthly moving forward. Moving the location to Gottschalk. The next event will be 08/31.

**Statement of Subject: Other Proposed Business**

- None.

Meeting adjourned at 1:06 p.m.

**Next meeting is August 11th at 12:00 p.m., meeting at Humanities Gateway 1030 or via Zoom**