

Staff Assembly Council Meeting Minutes
August 11th, 2022

SA Representatives:

Chair	John Bodenschatz	Present
Vice Chair	Lou Gill	Present
Immediate Past Chair	Amanda Garcia-Hall	Present
Finance Chair	Emily Jen	Absent
Finance Chair-Elect	Ephie Bakou	Present
Council Communications & SP Chair	Amanda Walsh	Present
Council Communications & SP Chair-Elect	Clare Cheng	Present
CUCSA Delegate (2nd year)	Jeremy Thacker	Present
CUCSA Delegate (1st year)	Kaeleigh Hayakawa	Present

Standing Committee Representatives:

Community Relations	Candice Dominguez	Absent
Education & Enrichment	Kamber Lamoureux	Absent
	Karissa Sorenson	Present
Marketing Communications	Sarah Prom	Absent
Scholarship	Sandy Lee	Present
	Patricia Anderson	Absent
Staff Appreciation	Joani Harrington	Present
Web Communications	Dianne Kwok	Present

Ex-Officio Representatives:

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

Other Attendees:

Connie Cheng		Present
Dennis Mciver (CUCSA Chair)		Present
Gretchen Verdugo		Present
Jen Bowser (CUCSA Operations Officer)		Present
Stephanie Fix		Present

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Statement of Subject: Call to Order

- Meeting called to order by John B. at 12:05 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: CUCSA

- Dennis M. shared information about five CUCS workgroups for the year:
 - Retention related workgroups: Career Advancement, Total Compensation, Wellness and Staff Experience. The goal is to provide a wholistic view for all the things we can do on the system and local level to really address the issues. Right now, there are around 5,000 vacancy systemwide.
 - CUCSA Strategic Plan: to create a broader framework where CUCSA is going. Jeremy T. is serving as the Chair for this workgroup.
 - Internal Operations: Operations Officer, Outreach & Communications Coordinator, Alumni Relations Coordinator, Data/Records Coordinator, and Government Relations Coordinator
- Jen highlighted some awards that CUCSA presents: Kevin McCauley Memorial Outstanding Staff Award and Outstanding Senior Leadership Award. The nominations are submitted by the CUCSA delegates by each campus around January or February.
- Jen shared the CUCSA website, <https://cucsa.ucla.edu/>. Multiple social media channels can be accessed through the link. CUCSA is creating a quarterly newsletter.
- Jen introduced CUCSA Chats which are happening monthly, primarily on Tuesdays at noon, with focused topics on how to support you as a Staff Assembly and any affiliated groups you have on your campus. This month's meeting is on August 22nd.
- Dennis M. encouraged everyone to attend CUCSA Chats and communicate with the delegates on their campus so CUCSA can know better about staff needs and provide support.

Statement of Subject: Approval of Minutes

- June 2022 minutes approved. Lou G. mentioned to approve. Second by Amanda G. All in favor. None opposed.
- July 2022 minutes approved. Jeremy T. mentioned to approve. Second by Joani H. All in favor. None opposed.

Statement of Subject: Updates

- John B. welcomed and announced the 2022-2023 council members.
- John B. introduced Amanda W. as the Council Communications & SP Chair for this year.
- John B. shared updates on the Staff Housing Assistance program:
 - SA met with all of the reviewers last week and went through how the system is going to work.
 - SA will be meeting today with the HR side and have colleagues over there to help support the process and application, and get paid by payroll.

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- Will schedule another meeting with the reviewers in next week or the following the latest to confirm details and launch the program shortly.
- Lou G. shared updates for the program he chairs this year, Excellence in Leadership Award. Call for nomination ended on Friday, August 5th, and about 17 nominations were received. He will need a committee to help review and make selections for the award winners, and help decide what the program will look like on October 11th during the Staff Appreciation Week. The program will probably be held virtually again. Anyone would like to join and help, please contact Lou G.
- Amanda G. requested the summary of each committee and position for last year, FY21-22, please send information in by August 25th. Information regarding all your events/accomplishments, how many attendees, what you accomplished, how much you spent, whether they were in-person or virtual and other important details should be included.
- Amanda G. and John B. shared that we will have a Chancellor's meeting coming up in fall, more details will be available soon.

Statement of Subject: Finance

- Ephie B. mentioned that she didn't have much to update as she is still getting familiar with her role and the committee. She expects that there will be a cut in the budget, hopefully she will be able to share more details by the next meeting.
- John B. mentioned that we have received the budget shortly ago. They will take a look and get in touch with the Chairs.

Statement of Subject: Staff Appreciation Picnic

- Joani H. shared that there will be an update about the Staff Appreciation Picnic sent out to the campus soon including information about parking, tables, chairs, people can bring pop-ups if they want to. They are trying to cover tables, chairs and shades but it's a little too much for the budget, so we have to figure out shade and everything. There will still be shade over water station, waiting for UCI catering to get back. All information will be sent out via a Zot mail and updates will be posted on the website, too.
- Joani H. mentioned that from the survey she has a list of people to help set-up and take-down and also for food service so we should be good. But we won't have a SA information table, SA Council members are encouraged to put in at least half an hour somewhere so that we can get everything covered. Thank you for SA volunteers who will be helping there all day.
- Amanda G. asked if we need UCI employees to serve the food or it would be a buffet style? Joani H. confirmed that the beginning part of line will be like how we used to have, people help themselves to get the salads and sides, and then the main course will be UCI staff to serve the food for portion control.
- Joani H. mentioned that a few of administrators will be able to join and help the picnic. John B. mentioned that the Chancellor is interested in attending.

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Statement of Subject: Community Relations

- Candice D. not in attendance.

Statement of Subject: Scholarships

- Sandy L. mentioned that there is some talk about having a ZotFunder in the fall and that is going to be the works.
- The focus of this ZotFunder will be for the second cycle for the scholarship, because the given date helped with the fall cycle, and the ZotFunder will be helping for the spring cycle.

Statement of Subject: Education & Enrichment

- Karissa S. and Kamber L. just concluded our three-part series with Human Resources.
- The last summer event will be on September 1st, we are going to take a guided group visit to the Jack and Shanaz Langson Institute and Museum of California Art (Langson IMCA). We are also going to do a meet-up beforehand at Press & Moka Coffeehouse for people to meet with the Education & Enrichment Committee and Staff Assembly in general. The event website is up and people can RSVP now.
- Karissa S. and Kamber L. will begin to work on fall events.

Statement of Subject: CUCSA

- Jeremy T. shared the ongoing planning for the CUCSA quarterly meeting at UCI in September. We are planning to invite all SA members and have a reception at the Anteater Recreation Center (ARC) out on the pool deck. Tentative date for the reception is September 7th, from 5-7pm for now. Hopefully to send out information next week. It will be a great opportunity for local staff assembly members to meet with CUCSA folks and talk about what is going on our campuses.
- CUCSA meeting date, time and location are not confirmed yet, most likely the meeting is likely to be held in the new Middle Earth Tower. Hope people will come out and engage as this is a great way to learn more about what CUCSA do and also for CUCSA to understand what is going on with UCI and how CUCSA can serve our campus.
- Kaeleigh H. had no updates.

Statement of Subject: Council Communication & Special Programs

- Amanda W., Kaeleigh H. and Clare C. had no updates.

Statement of Subject: Marketing

- Sarah P. not in attendance.
- John B. shared updates for Sarah. If anyone has anything for the newsletter, please make sure to use the form and get back to Sarah in a timely manner.

Statement of Subject: Web Communications

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- Dianne K. invited new council members to email photos to her so she can post it on the current and new website.

Statement of Subject: Special Committee on Campus Culture

- John B. shared that we are actively recruiting for someone who can chair this group and hopefully we will have news in our next meeting.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Dyan H. not in attendance.
- Kelly S. shared updates for both health center and campus.
 - Employee Assistance Program: confirmed the name will be Life Resources Program. A new landing page will be shared soon. Summer self-care series of the two-week series we offered in June and early July is still available on-demand on the EAP website. New website and mailers will be available in September 2022.
 - Bright Horizons Program: it is being very highly utilized. As of 07/27, we were at 88% usage. We are keeping a close watch to see what we want to do if we reach the 750 number and after the contract ends at 10/31/2022.
 - Mental Health First Aid: all offerings sold out through this summer for our twice-a-month certificate trainings as well as our one-hour overview. We are continuing this into the fall and looking for new instructors. Another training will be hosted likely at the beginning of fall for additional staff and instructors to facilitate these trainings. If interested, please contact Kelly S. or Dyan H. and we will put you on the interest list.
 - Staff IM League: Volleyball IM league on campus has been going really well. There is no space for medical side so Kelly S. has been looking for other local opportunities. A survey with a wide range of options was sent out. As soon as she has those coordinated with the campus representatives, she will provide more information for our fall IM opportunities.
 - Financial Wellness: We are going to bring this back in-person at the medical center and will have our Fidelity rep. come on site to answer questions. Hopefully we will be able to do this Wellness Wednesday once a month.
 - Free Summer Fit Squad: Summer series was free and this will be continued with the no \$5 fee offering for fall, too. As soon as fall schedule is available, information will be shared.
 - Self Defense Workshop: We are working on a one-hour workshop, hopefully to partner with Campus Rec and UCIPD. There were incidents happened on medical site and we want to make our staff feel well prepared for things they might encounter. We are developing a one-hour unique curriculum for all sites and medical center and hopefully to get the curriculum by the end of August.
 - Active Shooter Trainings: We are working with UCIPD to further promote these and make sure everyone on campus and medical center is aware that these one-

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hour series are available by request. Simply fill out the request form and UCIPD will work with your team to go over that Active Shooter Training.

- Diabetes Prevention Program: New UCI cohort started August 3. More than 20 people signed up.
- Lactation Space Project: this has been an ongoing project on the campus side. We are now working on finding spaces in the health sciences departments and trying to get more lactation space in health sciences buildings. Also, at the medical center and ambulatory locations, we are making sure all these current spaces meet the minimum standards.
- Anti-Cancer Challenge: will kick off on October 8 at UCI Aldrich Park.
- Staff Appreciation Week: We hope to partner with Staff Assembly to offer the Scavenger Hunt again this year. Kelly S. will touch base with Joani H. for details on the Scavenger Hunt. ARIISE Awards are open for nomination for all UCI Health staff and it will close on September 2.
- Chat with Chad will take place on August 31 at Gottschalk Plaza, and it will be back at the UCI Medical Center in October.
- End of summer social event will take place on September 8 from 1:30 – 3:30pm at the Medical Center. Ice cream will be offered and Ducks Street Team will also on site.
- Pamela J. shared updates on the Future Work Project
 - New “Work Reimagined” logo was shared with the council members.
 - Overview of the “Work Reimagined” principles and guidelines.
 - Guiding principles: balance needs of the organization and staff, align with evolving workforce trends to attract and retain talent, and retain a culture of community and belonging.
 - What is Work Reimagined? It is essentially maintaining the thriving community, making sure we are still able to do our best work, and we are championing a people-centric culture. We are connected a little differently by purpose and relationships regardless where we are.
 - Flexible work arrangements vary in when, where and how works are done. Flexible work arrangements will never be identical for every type of job and every person. We want to align to the needs of staff but it is not an absolute guarantee. Units should use consistent criteria for decision making.
 - Work Reimagined focus areas: Reimagine the Work Experience, Create a People-Centric Culture, Embrace Work Reimagined, and Enhance Leader and Staff Skills. Schools and business units decide its flexible work options. Central HR will never overturn a decision made by a school or business unit; HR will only look for what criteria were used for the decision. And if it was not consistent with what center HR recommends, the School or the unit will be informed to use the checklist again and then make a decision, which is called reconsideration process.
 - Work locations: Currently, exempts only are eligible for out-of-state work and non-exempts are not eligible, although we do have some non-exempts work out

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- of state. Starting October 1st, new non-exempts would not be eligible to work out of state. Exceptional situations would be allowed for international work, but overall, out-of-country work is not permitted.
- Operating hours and staff schedule options: The Chancellor and Provost are very interested in making sure that students and visitors have a good experience coming out on campus and have in-person services available. Therefore, during the academic year, we are establishing core in-person service hours, Monday through Thursday, 9am – 4pm. This is only for units with walk-up services or reception/welcome desk.
 - Work Space Clarification: If you are working on site less than three days per week, you will not have designated work space. Input off-site work frequency and location for space planning.
 - On-site/Off-site Experience: We want leaders to match or exceed on-site teams' schedules. Staff should feel connected with others regardless of work location.
 - HR wants leaders to have three meaningful ACHIEVE check-ins per year with each staff member. HR is also coming up with new trainings for leaders and staff to enhance their skills for a flexible work environment.
 - HR will probably do a one-day learning experience for leaders from 9am – 4pm with a few breaks in an interactive way. The training will be through Gallop and be eligible for up to 900 supervisors. It is highly recommended for leaders to attend but not mandatory. Training for staff level on basic things like self-management, prioritization and technology topics will also be available.
 - Implementation timeline was shared. By the time that the Chancellor's ZotMail is out, HR will have all new materials on the website.
 - Work Reimagined Town Hall on September 14th.
 - HR has verbiage about eligibility of remote or hybrid work on job postings.
 - Several SA members appreciated the hard work and effort HR has put in for all staff for flexible work arrangements.

Meeting adjourned at 1:42 p.m.

Next meeting is September 8th at 12:00pm., meeting at Humanities Gateway 1030 or via Zoom