

Staff Assembly Council Meeting Minutes
September 8th, 2022

SA Representatives:

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

Standing Committee Representatives:

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

Ex-Officio Representatives:

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

Other Attendees:

Connie Cheng	Present
Gretchen Verdugo	Present
Stephanie Fix	Present

Staff Assembly Council Meeting Minutes
September 8th, 2022

Statement of Subject: Call to Order

- Meeting called to order by Lou G. at 12:02 p.m.

Statement of Subject: Welcome & Introductions

- Members shared their tips to beat the heat.

Statement of Subject: Approval of Minutes

- August 2022 minutes to be approved at the October meeting.

Statement of Subject: Updates

- Lou G. mentioned the CUCSA delegation meeting is going on from 09/07/22 – 09/09/22. A reception was held on 09/07/22 at the ARC pool deck. CUCSA delegates had activities at ARC yesterday and will have housing tour on 09/08/22 afternoon and meet some leadership team before they leave on 09/09/22.
- Lou G. appreciated Joani H. and everyone who helped the Staff Appreciation Picnic. The only down side was that Facilities Management did not show up and help setup/tear down the tables, chairs and umbrellas.
- Lou G. asked for feedback on the picnic. Sarah P. shared that it was difficult to hear Joani's announcements due to the location of the audio outlet, this issue should be refined next year. Lou G. also suggested that live stream could be an option for remote workers to participate in the picnic.
- Lou G. reminded that the end of year summary from each committee chair is due to Amanda G. by Monday, 09/12/2022, for her to complete the annual report.
- Pamela J. suggested that we can share the annual report on our website to showcase what the SA have done for the previous years. Sandy L. also suggested to use some infographics in the report.
- The date of Chancellor's meeting will be confirmed and shared by John B. soon.

Statement of Subject: Finance

- Emily J. mentioned if anyone has questions about spending money, please let the finance team ahead of time.
- Sandy L. requested to get scholarship balance and donation notification list. Emily J. will send the information to Sandy L.

Statement of Subject: Staff Appreciation Picnic

- Joani H. not in attendance.

Statement of Subject: Community Relations

- Candice D. not in attendance.

Statement of Subject: CUCSA

Staff Assembly Council Meeting Minutes
September 8th, 2022

- Jeremy T. and Kaeleigh H. not in attendance due to the CUCSA delegation meeting.

Statement of Subject: Scholarships

- Sandy L. mentioned that fall scholarship cycle is coming up so the team will meet and discuss the next steps for promoting it. 11/29/2022 will be the Giving Tuesday.
- Patricia A. added that the Qualtrics survey set up very nicely and for the second round we just have to update the dates basically. The team will work with Sarah P. on promoting it and including the information in one official announcement email and the monthly newsletter as well.

Statement of Subject: Council Communication & Special Programs

- Amanda W. not in attendance.
- Clare C. shared ideas she and Amanda W. discussed for possible activities, including Lunch with Leadership and New Campus Building Tours. Clare C. invited everyone to send their recommendations for Lunch with Leadership guests and campus building names/locations.
- Connie C. mentioned there should be \$500 funding available for Special Programs. Emily J. will check and confirm.
- Connie C. recommended to make the building tours a walking/touring series.
- Pamela J. mentioned that she will send a list of recent hires who might be good options for Lunch with Leadership such as Deans, VCs and/or Assistant Deans. Connie C. will also share the information she has with Clare.
- Sarah P. shared a link of all previous Lunch with Leadership guests.

Statement of Subject: Marketing

- Sarah P. mentioned she is working with John B. on the October Zotmail regarding the staff housing program announcement.

Statement of Subject: Web Communications

- Dianne K. reminded everyone to email photos to her so she can post it on the current and new website.

Statement of Subject: Special Committee on Campus Culture

- Connie C. shared that we are still looking for someone to take over the special committee on campus culture.
- Amanda H. mentioned that John B. has connected with someone who is interested and more updates will be confirmed by the next meeting.

Statement of Subject: Human Resources, Employee Engagement & Wellness

- Kelly S. not in attendance.
- Dyan H. shared updates for Employee Engagement and Wellness
 - Staff Appreciation Week:

Staff Assembly Council Meeting Minutes
September 8th, 2022

- Dyan H. asked if anyone is willing to either assist Joani H. and/or take on the lead of the Scavenger Hunt, so that can be still supported by SA this year during the Staff Appreciation Week, October 10-14, 2022. The event will go on from Monday through Thursday, and the winner results will come out on Friday.
- Dyan H. mentioned that their team is hoping to host a Fun Friday event at a dining hall on campus side so that coworkers can take some time off from work and grab some snacks.
- There will also be Excellence in Leadership Awards on Tuesday, and UCI Health ARIISE awards on Wednesday during the Staff Appreciation Week.
- Dyan H. pointed out that increasing recognition is something the University would like to improve based on the last engagement survey. A tool kit will be provided for leaders to instruct them how to show employee appreciation and recognition.
- Excellence in Leadership Awards: Lou G. shared that we have 17 nominations and he will work with John B. to make some decisions next week. Dyan H. shared that they are working on an email, so honorees will be notified in early October. And the awards ceremony will be all virtual again this year.
- Bright Horizons Program: the program has exceeded its contracted uses. New contract will start on 11/01/2022.
- IM/EM Leagues: the team is working on the IM and also adding EM sports. The goal is to sponsor extramural teams in the community moving forward.
- Lactation Rooms: if anyone's department has extra space and would like to create a lactation room, please contact Dyan H. so they can use the project funding to help on this.
- Pamela J. shared updates on:
 - Work Reimagined:
 - Website is available now and we have 1,500 people sign up so far for the Town Hall next week.
 - Chancellor Howard Gillman, Dean Williamson, Ramona Agrela, Willie Baks and Chad Lefferis will cover different areas of the new Work Reimagined program.
 - HR has received 40 questions so far.
 - If there are any changes needed for the remote working agreement, the agreement needs to be updated, otherwise the remote working agreement most people used on the website has an indefinite date and it doesn't expire on an annual basis.
 - New vaccination booster will be available on 09/09/2022. HR is waiting for UCOP guidance on how UCI is going to handle this. It is very likely to be required as an annual vaccine, especially on the health side.
 - HR is also reviewing if the University will continue to do PCR testing for those with approved exceptions. The committee is deciding at this stage of the pandemic and the status of vaccinations, whether we will allow just antigen testing weekly and trust employees on their test results. The decision should be made in the next few weeks.

Meeting adjourned at 1:13 p.m.

Staff Assembly Council Meeting Minutes
September 8th, 2022

Next meeting is October 13th at 12:00pm., meeting at Humanities Gateway 1030 or via Zoom