

Staff Assembly Council Meeting Minutes  
October 13<sup>th</sup>, 2022

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**SA Representatives:**

Chair	John Bodenschatz	Present
Vice Chair	Lou Gill	Absent
Immediate Past Chair	Amanda Garcia-Hall	Present
Finance Chair	Emily Jen	Present
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	Absent
CUCSA Delegate (1st year)	Kaeleigh Hayakawa	Present

**Standing Committee Representatives:**

Community Relations	Candice Dominguez	Absent
Education & Enrichment	Kamber Lamoureux	Absent
	Karissa Sorenson	Absent
Marketing Communications	Sarah Prom	Present
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	Present

**Other Attendees:**

Connie Cheng	Present
Gretchen Verdugo	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**

- John B. expressed his appreciation to all SA members.

**Statement of Subject: Updates**

- John B. mentioned that the SA council retreat will be hosted soon. We are aiming to have better collaborations with units/groups on campus.
- John B. shared information about CUCSA. He attended CUCSA meeting last week and we started to discuss the budget. Pamela J. reinforced that she agreed with John B.'s point. She mentioned that at UCI, HR do know where we stand as our staff positions and salaries versus market, but we don't the budget to make sure that we can offer the same. It is good to see that CUCSA is bringing forward this need. Unfortunately, this is going to the first year we will have a significant increase on our benefit costs and you will see that at the open enrollment period.
- Amanda G. shared that it was a great experience and connection to present what we did and worked on for the past year at the Chancellor's meeting. It is also good that we get to raise any topics and concerns that staff have, too.

**Statement of Subject: Approval of Minutes**

- August 2022 minutes approved. Amanda G. mentioned to approve. Second by Kaeleigh H. Ten in favor. None opposed.
- September 2022 minutes approved. Amanda G. mentioned to approve. Second by Emily J. Six in favor. None opposed.

**Statement of Subject: Finance**

- Emily J. reminded the Scholarship team that the tax form needs to be updated.

**Statement of Subject: Staff Appreciation**

- Joani H. mentioned that she received more positive feedback about the picnic.
- Joani H. asked if all staff appreciation picnic vendors are paid. Emily J. confirmed that there were some issues but all vendors are paid already.
- John B. asked how we provide gifts to scavenger hunt winners moving forward. Joani H. mentioned that HR is covering all for that event. Pamela J. mentioned that HR will need a list of the scavenger hunt winners and how much the prize is and they will take care of it from there. Joani H. confirmed that she will probably be able to provide the list by Friday morning.

**Statement of Subject: Community Relations**

- Candice D. not in attendance.

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**Statement of Subject: Scholarships**

- Sandy L. mentioned that the current scholarship application period is ending on 10/15/2022. 29 applications received.
- Sandy L. asked if we can send reminder emails through HR/Wellness newsletter listserv. Pamela J. confirmed that it is doable. Staff scholarship and other information can be sent through wellness listserv on a regular basis. Dyan H. confirmed the wellness emails come out on Tuesdays and Thursdays to all who are on the wellness contact list. Sandy L. mentioned that she will contact Sarah P. to do the social media posts for reminders.
- Sandy L. mentioned that after the application period is closed, the scholarship committee lead by Sarah Yoo will review the applications and aim to announce the results by November 1, 2022 or at least in November for sure. And staff who receive the scholarship can get reimbursement for coursework completed between the following January 1 though December 31 period.
- Sandy L. mentioned they talked about ideas of fund raising at the Chancellor's meeting. We are finalizing the ZotFunder for Giving Tuesday. The Giving Tuesday and year-end giving will kick off on November 29 and end on December 31. The scholarship team is also working with the central Advancement team on a video.
- Patricia A. stepped down for the co-chair position so if anyone who is interested to co-chair the scholarship team with Sandy L., please reach out to her.

**Statement of Subject: CUCSA**

- Kaeleigh H. updated that they had the first CUCSA meeting at the beginning of September at UCI. Shout out to John B. who serves double duty as the SA chair and CUCSA chair-elect. We heard from the UCI leaders and also had the opportunity to speak with Cheryl Lloyd, the UC systemwide HR and Chief HR Officer (CHRO) as well as some of the staff advisors to the Regents emeriti. Some other UC campuses were impressed with some of the wellness resources that UCI is providing for staff. The next CUCSA meeting will be in December 2022 at UC Riverside, we will keep everyone updated about what their campus is doing and what we might be able to learn from them.
- Kaeleigh H. mentioned that CUCSA is now hosting open CUCSA Chats which are webinars focused on career development, leadership development, fundraising, and personal development. The next available one is "How to leverage your campus service for professional advancement" on Thursday, October 27, 2022, from 12:05 – 12:50pm.

**Statement of Subject: Education and Enrichment**

- Kamber L. and Karissa S. not in attendance.

**Statement of Subject: Council Communication & Special Programs**

- Amanda W. and Clare C. mentioned that four events have been confirmed so far:
  - Monday, November 7 – Virtual lunch with leadership: Social Ecology Dean, Jon Gould
  - Tuesday, November 15 – In-person lunch with leadership: Strategic Communications & Public Affairs Vice Chancellor, Sherry Main

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- Tuesday, December 13 – In-person walking with the Dean: he Stacey Nicholas Dean of Engineering, Magnus Egerstedt
- Thursday, January 19<sup>th</sup> – In-Person lunch with leadership: The Stacey Nicholas Dean of Engineering, Magnus Egerstedt
- Amada W. also got \$500 support from the Strategic Communications & Public Affairs for our event on November 15
- Clare C. asked if there are any specific tools or apps the SA used for RSVP. Amanda G. mentioned that previous event records are saved in the SA Google shared drive. Kaeleigh H. shared the Google Drive link with Clare C. for her reference.
- Sarah P. mentioned that she can help create flyer or anything if contents are provided.
- Amanda W. mentioned that she will share the November event links to Dianne K. and Sarah P. soon.
- Sandy L. recommended to have its own UCI email account for each committee (\$3 per month for each UCInetID account), so the email for each committee is always going to be constant and can keep all historical communication there. Also recommended to get a SA Canva account for all committees to share. Third recommendation is to use the free app, Eventbrite, for event registrations.
- John B. supported the ideas Sarah L. suggested.

**Statement of Subject: Marketing**

- Sarah P. mentioned that we are going to put the Zotmail on our website just in case people don't receive the Zotmail for any reasons and want to find it easily.
- Sarah P. and Dianne K. also would like to remind all members to use the web request form and appreciate you to send your request in a timely manner.

**Statement of Subject: Web Communications**

- Dianne K. mentioned that she updated our current website with the Zotmail subscription button on the home page. And they are working on putting the Zotmail on the website, too.

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

- Pamela J. shared updates:
  - The Work Reimagined townhall recording is available on the HR main website. And HR is now focusing on making sure that all of the units are fully embracing and implementing the Work Reimagined workforce. Pamela and Ramona have been meeting with leadership from different units to see how they are doing and if any help/guidance is needed.
  - HR is going to launch a training for leaders called one-day learning experience by the end of year. It will be from 9am – 4pm and provide information for leaders and supervisors about managing in a hybrid environment effectively. The training will include lecturers, interactive break-out sessions and focus on building trust, and maintaining relationships and culture despite people are not being at the

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same location at the same time. The training will be delivered by Gallop, and we can accommodate about 120 leaders once a week for the next 10 weeks. There will also be a leader toolkit available by the end of this year.

- And starting in the first quarter of 2023, HR will do four deep dives which include: leading, communicating, managing schedules and maximizing performance.
- Staff will also get training in 2023. Staff toolkit, some micro-learning videos, and two deep dives: self-management and hybrid technology will be available for staff to enhance their skills.
- Progress and impact will be measured on a regular basis: key milestones on communications, training participation, out-of-state work and reconsideration requests, staff engagement surveys (fully on-site, off-site, or hybrid), turnover trends, student and faculty complaints/service level and quality issues, space cost savings.
- Amanda G. asked if it is common across units to ask staff to sign remote work agreement annually. Pamela J. responded that the new remote work agreement does not have an end date. It is renewable until there is a change. Amanda G. also asked the baseline for faculty working remotely. Pamela J. mentioned the work reimagined is mainly for staff.
- Ephie B. mentioned that the work reimagined provides guidelines but each unit decides their work schedule and workforce. It is not equitable across the board. Pamela J. answered that it is equitable when units using the same guidelines. The unit has to decide how to meet the needs of its clients/students/patients/faculty first, and then they can think about how to be flexible within that parameter.
- Kelly S. shared engagement and wellness updates from the Health side.
  - They are working with UCIPD to offer a new active shooter/self-defense workshop. This highly tailorable 1-hour workshop will be offered by request via Google form.
  - Cooler bags are ordered for lactation program. We have our registration system almost ready to go, and we are working with Facilities Management on intake process.
  - Peer to peer program just received feedback from the Nurse managers that having some integrated support system would be highly beneficial for many of our managers, so we are aiming to launch a program in spring to fill any gaps and provide mentor/mentee support.
  - Mental Health First Aid: we are offering another three-day training for our new instructors. We offer 16 spots and 7 has been filled so far, so if anyone is interested to attend the training in December, please reach out to Kelly S. and Dyan H. to sign up.
  - We will have fidelity onsite again on November 9, from 12-2pm at Douglas Hospital.
  - There is also a national plan for health workforce well-being, Kelly S. can definitely share more if everyone is interested.

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- Upcoming engagement and wellness events: staff appreciation week this week, pumpkin extravaganza on October 27, Veteran's Day recognition event on November 10, holiday party and ambulatory meals in December, and New Year's treat cart rounding on December 31.
- Dyan H. shared that their team is working hard to host events equally on both the campus side and Health/Medical Center side. We are doing some new events on the hospital side that previously hasn't been done. Shout-out to Kelly S. for doing an amazing job on leading those events/programs. We also increased the manager's toolkits on the Staff Appreciation website so lots of great resources and information like sample email templates. The staff appreciation week kicked off this week and we hope to continue to appreciate our staff till end of the year.
- Dyan H. also shared that our Bright Horizons Beck-up Care Program has been utilized much higher than other UC campuses. We are also the only UC that offers our back-up care program to the largest population including graduate students and all employees. We are working on changing the start date from November 1 to January 1 (calendar year) for 10 uses.
- Amanda G. asked if the Udemy program will be offered continuously in the future. Pamela J. answered that OIT and DCE co-fund the program and should still be available.
- Sandy L. suggested that we can post technology resources on our engagement and wellness website. Dyan H. responded that we have all related information on our Perk and Discount webpage.
- Sandy L. asked the status of extramural sports. Dyan H. responded that those are still on their radar and they will try to do it again in the winter.
- Dyan H. shared that we are able to continue the Culinary Medicine Program. Chef Jessica is now officially with the Samueli Institute so she is going to cook in a brand-new kitchen. The program will return in a monthly basis starting for employees in November or December this year.

**Meeting adjourned at 1:23 p.m.**

**Next meeting is November 10<sup>th</sup> at 12:00pm., meeting at Humanities Gateway 1030 or via Zoom**