SA Representatives:

Chair	John Bodenschatz	Present
Vice Chair	Lou Gill	Present
Immediate Past Chair	Amanda Garcia-Hall	Absent
Finance Chair	Emily Jen	Present
Finance Chair-Elect	Ephie Bakou	Absent
Council Communications & SP Chair	Amanda Walsh	Absent
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	Vacant	Absent
Scholarship	Sandy Lee	Present
	Patricia Anderson	Absent
Staff Appreciation	Joani Harrington	Present
Web Communications	Dianne Kwok	Absent

Ex-Officio Representatives:

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

Other Attendees:

Alex Bicomong	Present
Gretchen Verdugo	Present
Stephanie Fix	Present
James Gagnon	Present
Roxanne Ford	Present

Statement of Subject: Call to Order
- Meeting called to order by John B. at 12:06 p.m.

Statement of Subject: Welcome & Introductions
- John B. started the meeting and had Lou introduce the featured speaker, Sergeant Alex Bicomong.

Statement of Subject: Speaker
- Lou G. introduced the featured speaker, Sergeant Alex Bicomong who is working for a SAFER program through UCIPD. He is also our SA liaison to the SAFER program and UCIPD.
- SAFER program is designed to help foster relationships with different members in the UCI community. Every sergeant at UCIPD has different division of UCI that they are assigned to. UCIPD would like to foster engagement with people and make sure they understand that UCIPD is here to offer their services to all UCI members. The closer the relationship is between UCIPD and the community, the more effective the UCIPD becomes in dealing with issues and concerns that face the campus.
- Lou G. asked that SA members are from different units on campus, if SA members would like to connect with UCIPD for presentation on the SAFER program, who would be the sergeant to contact.
- Sergeant Alex responded that UCIPD is more than happy to give presentations about police services, police community engagement, alcohol awareness, personal safety on campus, etc. UCIPD SAFER program can be Google searched and there is an online request form on the webpage, or people can email him directly at abicomon@uci.edu.
- John B. asked if Alex can talk about their programs for students. Alex answered that UCIPD has different SAFER contacts for student groups on campus, i.e., sorority and fraternity groups. UCIPD can also customize SAFER presentations for different sizes of student groups on different issues, such as alcohol on campus, personal safety and online scams, etc.

Statement of Subject: Approval of Minutes
- October2022 minutes approved. Jeremy T. mentioned to approve. Second by Joani H. All in favor. None opposed.

Statement of Subject: Updates
- John B. mentioned that we are trying to setup a new meeting format, invited speaker at the beginning, some discussions in the middle and followed by quick ~2-min updates from each member. Feedback about this new format is welcome and we can make any adjustments as we go if we need to adapt.
- John B. shared that we had SA council retreat on October 28. In the retreat we recapped the picnic success we had and talked about where we might go with that in the future, etc. We also talked about revising our meeting format, starting to work on diversity affinity engagement (attending their quarterly meeting with OEOD), vendor relations. We

also discussed hiring a student assistant (idea brought up by the Chancellor), and we are still trying to make a promo video.

- Sandy L. recommended that we can consider to hire the student assistant through the Admin Intern Program which well-trained students get experiences/credits instead of payments as our first option. The only disadvantage is that the student cannot have access to do work in KFS. https://adminintern.studentlife.uci.edu/#homepage-jump
- Kaeleigh H. also shared that the School of Social Ecology has quarterly and year-long internship/field study opportunities. The student workers also receive course credits, not payments. The program coordinator is Dmitry Tsukerman (dtsukerm@uci.edu)
- Lou G. mentioned that we also talked about adding some human touch on SA and having SA member highlight/profile in the monthly newsletter to connect with the community.
- Sandy L. recommended to post our monthly meeting information in the monthly newsletter and invite everyone who is interested to learn more about SA to attend our meeting.

Statement of Subject: Discussion
- Scholarship – ZotFunder Overview with James Gagnon from Annual Giving
  - Sandy L. introduced the guest, James Gagnon, Sr. Director of Annual Giving at University Advancement who is here today to promot ZotFunder. Paring with Annual Giving and the central Advancement is very valuable that can bring in more funding and exposure.
  - James G. joined UCI since June 2022. He introduced that ZotFunder is the university crowdfunding platform and Giving Day which happens each spring annually is also run through the ZotFunder platform. It is a unique module so it has different look and feel than the day-to-day crowdfunding projects they hold, but on a daily basis that Annual Giving has new projects coming on that are powered by students, faculty and/or staff.
  - James G. shared the website, https://zotfunder.give.uci.edu/project/33552. There are two types of fundraising projects: traditional crowdfunding projects with an established fundraising goal that you are trying to reach in a certain period of time, and evergreen template that doesn't have a deadline to reach a fundraising goal. We can support multiple giving opportunities on the webpage.
  - James G. mentioned what they are working on is an evergreen page for SA and that is going to have two phases. The webpage James G. shared will only showcase what phase two is going to look like. People will have opportunity to support funds listed on the website. The content of the Mike Puritz Staff Assembly Career Enhancement Scholarship Program from now to the end of the calendar year. Other contents on the page now, the SA Special Programs Fund and Staff Relief Fund will be posted on the website at the beginning of 2023.
  - In general, the webpage is all about talking and demonstrating the impact of SA in different areas of support that someone can have. The idea is to provide a central page where people can go to and support SA more than the Giving Day only.

- o James G. mentioned that more information can be added to the webpage, i.e., impact stories or quotes from scholarship recipients, or collateral from programs or events that have been supported through this fund. And we have a donor wall with all the names who give the gifts. There will also be an "updates" tab next to the donor wall. When a SA event or program information is posted, the previous donors will receive an email notification with a link that drives them back to this webpage.
  - o Roxanne F. mentioned that SA may organize some professional photos so we don't have to use that water balloon toss picture. James G. mentioned that if they can find some nice photos on their end, they will definitely to share it.
  - o Sandy L. suggested that would helpful if Joani H. and Diane K. can share photos showcasing staff engagement from any SA events. James G. also suggested SA to provide a 60-90 second video promoting fund raising.
  - o John B. mentioned that Clare C., Amanda W. and Sarah P. are also working on collecting photos from different SA events.
- Finance – UCInetID
  - o Emily J. shared the UCInetID email addresses she suggested for each SA committee. If a committee prefers another ID for its committee, please let Emily know by Friday, 11/18/2022.

Statement of Subject: Finance
- No updates other than the UCInetID email accounts.

Statement of Subject: Staff Appreciation
- Joani H. thanked Sarah and Dianne to post the information of free tickets from School of Arts.

Statement of Subject: Community Relations
- Candice D. not in attendance.

Statement of Subject: Scholarships
- Sandy L. shared that we are able to provide 20 scholarships after we switched the scholarship application cycle from annually to semi-annually. It means a lot that we can make that impact.
- Sandy L. asked whether we can award scholarships to contract staff and postdoctoral fellows. It is listed on the SA website that only career staff are eligible for applying, but they have chosen some contract staff and postdocs. Sandy L. was wondering if the team should eliminate those who are not qualified and go with those career staff who are next on the list. Pamela J. mentioned it is not about policy so SA's can make decision on who can apply moving forward.
- John B. mentioned that Sandy L. can set up a meeting with him to discuss who are eligible, i.e., career staff only, and how to identify the vetting process.

- Pamela J. suggested that if academic title employees are not eligible for scholarships, we should list the guidelines on the website.

Statement of Subject: CUCSA
- Kaeleigh H. updated that the next CUCSA meeting is coming up in the first week of December at UC, Riverside. We will definitely keep you updated if there are any significant information to share with this group.
- Jeremy T. mentioned that there is going to be a Regents meeting on November 16 – 17, and there will be an open public comment session which is a great opportunity to communicate with the Regents. If anyone is interested in participating the session, please contact Jeremy T.
- CUCSA is going to request a 10% increase for all the policy covered staff next year.
- Jeremy T. mentioned there will be a UC Staff: Looking Ahead session on January 11, 2023, staff can join UC systemwide staff leadership for updates and engagement opportunities.
- Dyan H. mentioned that she can provide UCI wellness information for the survey that Kaeleigh H. is leading.

Statement of Subject: Education and Enrichment
- Kamber L. and Karissa S. not in attendance.

Statement of Subject: Council Communication & Special Programs
- Clare C. shared that we just had our first virtual Lunch with Leadership, Dean Jon Gould on November 7, 2022. The next event will be in-person on November 15, with Strategic Communications & Public Affairs Vice Chancellor, Sherry Main.
- Walking with the Engineering Dean event will take place on December 13, 2022. Breakfast will be provided. More event information will be posted on SA website soon.

Statement of Subject: Marketing
- John B. mentioned that Sarah P. left UCI, so if anyone knows any candidates who would be a good fit for Marketing committee chair, please let him know.

Statement of Subject: Web Communications
- Dianne K. not in attendance. John B. shared the information for Dianne K. that please fill out the Zotmail & Website Request form if you would like to promote your SA event/program.

Statement of Subject: Human Resources, Employee Engagement & Wellness
- Pamela J. shared The Work Reimagined updates:
  - HR has gathered location frequency data for space planning and potential cost saving. Among 4,400 staff, 19% are fully remote/offsite, 35% staff are fully onsite (5 days/week), 6% four days onsite, 23% have three days onsite, and 9% two days onsite, and 6% one day onsite.

- o HR is hoping the COVID vaccine is treated just like flu vaccine that you can upload your information on an annual basis, but this is not final yet and more information will be available soon.
- Dyan H. hared that our Bright Horizons Back-up Care Program has been utilized much higher than other UC campuses. HR is actively working on that to keep the program running.
- Dyan H. shared that we are going to have another Mental Health First Aid instructor training to increase our available instructors. Three certification sessions will be offered each month in 2023.
- Dyan H. also shared that the Culinary Medicine Program is reformed and called Culinary Health. Chef Jessica is leading the effort, the program will return in a monthly basis starting next week.
- Also, the Healthy Holiday campaign is coming. It is an annual opportunity to highlight some amazing resources under the Wellness umbrella that is available to all employees.
- Extramural sports: we will start now and next coming weeks to accept sign-ups. The league will start in January and run through in March.
- Dyan H. shared updates for Kelly S.: UCI Health received the 2022 AMA award for promoting wellness among its healthcare workers.
- Dyan H. also shared that engagement and wellness ambassador. We will be recruiting wellness ambassadors in December and will have the kick-off meeting in February, 2023. Different from past year for engagement ambassadors, we are coming up on a survey year, so we are going to recruit engagement ambassadors in January, and the kick-off meeting will be in March. There will also be another meeting in summer for pre-engagement survey.

Meeting adjourned at 1:28 p.m.

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