

Staff Assembly Council Meeting Minutes
July 13, 2023

SA Representatives:

Chair	Lou Gill	Present
Vice Chair	Steph Muller	Present
Immediate Past Chair	John Bodenschatz	Absent
Finance Chair	Ephie Bakou	Present
Finance Chair-Elect	Mayu McKenzie	Present
Council Communications & SP Chair	Clare Cheng	Present
Council Communications & SP Chair-Elect	Nancy Arroyo	Present
CUCSA Delegate (2nd year)	Kaeleigh Hayakawa	Present
CUCSA Delegate (1st year)	Amy Fujitani	Present

Standing Committee Representatives:

Community Relations	John Bodenschatz	Absent
Education & Enrichment	Talor Enos	Present
	Qilin He	Absent
	Talor Enos	Present
Marketing Communications	Jarrod Ventura	Absent
Scholarship	Sarah Yoo	Present
	Gretchen Verdugo	Present
Fundraising	Sandy Lee	Present
	John Bodenschatz	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:

Jeremy Thacker		Present
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Statement of Subject: Call to Order

- Meeting called to order by Lou G. at 12:03 p.m.

Statement of Subject: Approval of Minutes

- No minutes from June's meeting.

Statement of Subject: Chair, Vice Chair, Immediate Past Chair Updates

- Lou G.:
 - Shared a list of 2023-2024 SA committee chairs and council members and welcomed all
 - Existing chairs to set up orientation time with your new chairs during the summer to go over roles, responsibilities and plans, etc.
 - Townhall on June 21 mentioning hybrid work mode, budget <https://news.uci.edu/2023/06/29/town-hall-recap/>
 - Jarrod created a SA background for virtual meetings to promote/advertise SA
 - SA was invited by HR to host a reception for all one year service employees at the service awards that were held at the Bren Events Center. It was a good way to get new employees involved in SA
 - Staff assembly to participate in treat cart service program on maybe once a quarter basis so SA can have some visibility with employees and make a better connection with our Med Center staff
 - Two main goals for SA this year are branding and visibility. Making sure that SA banners, signs and/or pop-ups are at every event we participated to brand ourselves. And that we have visibility on campus and at the med center so staff can get involved with us
 - A meeting in August with the SA chairs to talk about both overarching goals and goals for each of the committees
 - SA meeting structure:
 - Once a month with the Vice Chancellor for HR, Ramona Agrela and her team to talk about SA issues, campus issues, resources and help that SA needs
 - Once a quarter with Associate Chancellor and Chief of Staff, Lars Walton to inform him what SA is doing, listen to what the Chancellor's expectations and what he might need from SA
 - Once a year (in September) with the Chancellor to talk about what we did in the previous year and we will be able to highlight some things that we are hoping to do in the coming year
 - Steph M. will be leading our planning for Excellence in Leadership

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Statement of Subject: Finance

- Ephie B.: Finance team is working with Sandy L. to process the scholarships. Notifications have been sent out, but no payments have been disbursed yet

Statement of Subject: Staff Appreciation

- Joani H.:
 - A few more games have been added to our discount tickets webpage
 - The 2023 Staff Appreciation Picnic will take place on Thursday, August 31 at Aldrich Park (section 12)

Statement of Subject: Community Relations

- John B. was absent

Statement of Subject: Scholarships

- Sandy L.:
 - A thank you to Jarrod and Diane for helping to get the Zotmail blast out about all the 13 recipients that were selected this past spring
 - Fall scholarship cycle will open up on September 15 and be due on October 15
- Sarah Y.:
 - Scholarship recipient names are listed on the SA website now <https://www.staffassembly.uci.edu/scholarship-program/scholarship-recipients/>
 - Additionally, all UCI employees have free access to Udemy for on-demand learning and can obtain a certificate of completion to add to your LinkedIn: <https://www.oit.uci.edu/services/it-professional-services/udemy/>

Statement of Subject: CUCSA

- Kaeleigh H.:
 - Welcome Amy F. as the 1st year CUCSA delegate
 - Jeremy T. is now the CUCSA Operations Officer. He will help during the transition period
 - Total Compensation information on CUCSA website <https://cucsa.ucla.edu/current-projects/understandingyourcompensationsituation/>
 - Regents Meeting, July 18 -20, 2023 at UCSF <https://regents.universityofcalifornia.edu/meetings/agendas/july23.html>
- Jeremy T.: Kaeleigh H and Jeremy T. attended CUCSA year-end quarterly meeting from June 7 - 9 at UCSF. Recommendations from each CUCSA workgroup were shared:
 - [CUCSA Meeting Summary/Highlights](#)
 - [Workgroup final presentation slides](#)

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- [Workgroup final presentation video](#)

Statement of Subject: Education and Enrichment

- Talor E.:
 - June 14 first education and enrichment meeting
 - Plan for a Microsoft Outlook and Teams online tutorial event for employees in the week of August 21

Statement of Subject: Council Communication & Special Programs

- Clare C.:
 - Will work with Nancy A. for the future Lunch with Leadership events in the fall quarter
 - Pamela J. will share a list of new campus leaders

Statement of Subject: Marketing Communications & Web Communications

- Jarrod V. is attending the Student Parent Orientation Program and not in the meeting today
- Dianne K.: will update the current council members page, if you would like to have your photo posted, please email Diane K with your photo. And please submit an online form for any events or information that you would like to promote/advertise through Zotmail or on our website

Statement of Subject: Fundraising

- Sandy L.:
 - had a meeting with UCLA and we are planning to do some benchmark with them. John B. is going to set up a meeting with another UC campus so we can see what they re doing and how we can model their efforts and get tips from them
 - recommended that we should
 - increase our engagement with the retirees for fundraising,
 - partner with DCE on asking for free certificate classes
 - have one fundraising effort in the fall quarter

Statement of Subject: Human Resources, Employee Engagement & Wellness

- Pamela J.:
 - Follow-ups from the Town Hall: Work Reimagined is here to stay. Fully onsite employees fell they have less flexibility of location. HR is going to do a work group to brainstorm on what else they could do
 - 4.6% salary increase is effective July 1
- Kelly S.:
 - UCI Together Tuesdays – part of a social wellbeing awareness campaign
 - Weekly webinars series – 1) making connections at work and in life, 2) social skills refresh, 3) effective communication

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- BOGO free offers on select Tuesdays in July in partnership with UCI Dining and UCI Health Culinary Services
- On-site flu shot clinic, provided at no cost by Kaiser
- Wellness updates: 1) mental health first aid opportunities are ongoing, find summer schedule in UCLC, 2) SSIHI Summer Offerings, 3) Culinary Health: 3rd Friday of the month, 4) Summer Volleyball IM leagues: June 26 – August 4 at the ARC, Fall IM: Soccer, Winter IM: Basketball and Spring IM: Pickleball, 5) Free Summer Fitness, 6) LRP Home Mailer
- Wellness updates – Health: 1) Reach: mental health offerings for UCI health staff, 2) Peer to peer support program for UCI nurse managers, 7 mentors and 15 mentees signed up for this pilot program, orientation held on June 30, 3) Injury prevention
- Engagement: 1) Chat with Chad: Wednesday, August 2, 10 – 11am, 2) Staff engagement survey, open August 14 – September 8, 3) Staff appreciation week, 4) Arise Awards: location TBD, October 12

Meeting adjourned at 1:12 p.m.

Next meeting is August 10 at 12:00pm., meeting at DEC (room TBA) and via Zoom