

Staff Assembly Council Meeting Minutes
November 9, 2023

SA Representatives:

Chair	Lou Gill	Present
Vice Chair	Steph Muller	Present
Immediate Past Chair	John Bodenschatz	Present
Finance Chair	Ephie Bakou	Absent
Finance Chair-Elect	Mayu McKenzie	Present
Council Communications & SP Chair	Clare Cheng	Absent
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	TBD	
Education & Enrichment	Talor Enos	Absent
	Qilin He	Absent
Marketing Communications	Jessica Banfield	Present
Scholarship	Sarah Yoo	Present
	Gretchen Verdugo	Present
Fundraising	Sandy Lee	Absent
	John Bodenschatz	Present
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:

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Statement of Subject: Call to Order

- Meeting called to order by Lou at 12:01 pm

Statement of Subject: Approval of Minutes

- Approved by majority. Motion by Kaeleigh Hayakawa and seconded by Steph Muller.

Statement of Subject: From the Chair, Vice Chair and Immediate Past Chair

- **We need a Community Relations Chair:** Lou requested that we talk to colleagues to find a representative.
- **Vice Chair:** Steph
 - Excellence in Leadership Award Updates: received close to 40 nominations. Today 11/9 is the deadline. Seeking 3 staff assembly volunteers to help review the applications. The ceremony will take place on December 12 at 12 pm online.
- **Immediate Past Chair:** John
 - System wide Human Resources is working to launch a few surveys, including an engagement survey (CUCSA will be represented), an exit survey administered routinely to assess areas where attrition can be improved, benefits survey - to cover health, retirement, and work life harmony, what do people value most. Also seeking to launch a remuneration study which has not been done in decades.
 - Public Safety Advisory Committee – John is the staff representative for the policy accountability committee. The committee recently held their first meeting to go over the bylaws.
 - Involved in various discussions around the increase taking effect next year to the employees contribution to health benefits.

Statement of Subject: Finance

- No updates.

Statement of Subject: Staff Appreciation - Joani

- The Halloween costume contest was a success, winners were selected and notified, gift cards to be purchased for them soon. Will update discount tickets website with information for baseball tickets. Will start working on pancake breakfast for January.

Statement of Subject: Community Relations - Jessica

- The Helping Hands projects is low on sponsors and is seeking more participants.

Statement of Subject: Scholarships - Sarah

- Received 27 applications, the committee will meet next week with the goal of notifying recipients in early December.

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Statement of Subject: CUCSA - Kaleigh

- Amy is serving on the committee for system wide benefits.
- Staff can register for the regents meetings; reach out to Amy and Kaleigh for resources if you are interested.
- Next CUCSA meeting will take place at the UCPATH Center in December.

Statement of Subject: Education and Enrichment -

- Holiday flower arrangement- seeking a talented staff member who may be able to help.

Statement of Subject: Council Communication & Special Programs - Nancy

- On November 2, 2023 hosted a lunch with leadership featuring Jennifer Dos Santos, Assistant Dean of the School of Social Ecology. Over 20 staff were in attendance.
- Organizing a lunch with leadership in winter quarter with Michelle Deutchman, Executive Director of the UC National Center for Free Speech and Civic Engagement.

Statement of Subject: Marketing - Jessica

- Updating the marketing materials to include the appropriate branding for Staff Assembly. Assessing the Staff Assembly social media presence to determine which platforms to maintain moving forward to reach our target audience.
- The intake form for the Staff Assembly newsletter is available [online](#).
- Encouraged the council members to head to Career Pathways to take a headshot to post on the Staff Assembly website.

Statement of SubjectL Web Communications - Diane

- Working on the website.
- Lou brought up that we should strive to ensure that our web and marketing materials are accessible to all.
- Staff assembly mailing list was moved to a new Google platform.

Statement of Subject: Fundraising

- No updates

Statement of Subject: Human Resources, Employee Engagement & Wellness

Pamela

- December 1st is the deadline for employees to submit their Flu and COVID vaccine attestation.
- Open Enrollment began October 26 and will conclude on November 17, 2023. Encourage to utilize Alex to assess your options.
- Training unit leaders to interpret the roll out data for the recent engagement survey. Supervisors will receive the results for their own unit in December.

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Dyane

- In the process of disbursing service pins, certificates, etc commemorating an employee's length of service with the University of California.
- The year is coming to an end for engagement ambassadors. Looking to have an ambassador from every unit.

Kelly

- Wrapping up a support program for Nurse leaders.
- Wrapping up a program that ran for six weeks to prevent high risk culinary injuries.
- Second annual pet adoption event taking place next Friday 11/17 at the UCI hospital.
- Preparing for a holiday event in December.

Meeting adjourned at 1:15 pm

Next meeting is on December 14, 2023 at 12:00pm., meeting at DEC and via Zoom.