

Staff Assembly Council Meeting Minutes  
January 11, 2024

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**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	TBD	
Education & Enrichment	Talor Enos	Absent
	Qilin He	Present
Marketing Communications	Jessica Banfield	Present
Scholarship	Sarah Yoo	Present
	Gretchen Verdugo	Present
Fundraising	Sandy Lee	Absent
Staff Appreciation	Joani Harrington	Absent
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:**

Stephanie Fix  
Julia Mangione

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**Statement of Subject: Call to Order**

- Meeting called to order by Lou at 12:03 pm.

**Statement of Subject: Approval of Minutes**

- Sarah Yoo made a motion to approve the minutes. Steph second.

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

- **We need a Community Relations Chair:** Let's get the word out until we fill the position.
- **New credit union:** the University is working on an agreement with a new credit union. Representatives from the credit union reached out to Lou and Steph to see how they could connect with the Staff Assembly. However, the contract has not been finalized so we will need to wait until it's complete to move forward.
- **PSAC Information:** The Public Safety Advisory Committee was formed several years ago to serve as a link between the campus community and the UCI Police Department. The committee meets once a month and the Staff Assembly Chair has a standing position. PSAC investigates and makes recommendations on reports made related to campus policy and safety. The council has representation from various units on the campus including University Hills, senate faculty, and more. Lou is going to invite a member from PSAC to present at an upcoming SA meeting.
- **Looking ahead to elections:** start getting the word out about the Staff Assembly. Use the Zoom background, talk to colleagues to encourage them to run for a position.
- Engagement survey - results are starting to trickle down to campus units.
- **Vice Chair:** Steph
  - Excellence in Leadership awards - we had a large number of submissions and it was a difficult decision to make. The ceremony went well. The awardees and their teams were all in attendance. The website is being updated.
- **Immediate Past Chair:** John was not able to attend.

**Statement of Subject: Finance**

- The budget is in good standing. A copy of the current expenditures will be circulated via email after the meeting.

**Statement of Subject: Staff Appreciation - Lou on behalf of Joani.**

- Working with the student center to determine if we can return to Aldrich Park or will need to use the Bren Center for the next staff appreciation picnic.
- Julia made a recommendation to ensure that at the next picnic we have accommodations for individuals with mobility challenges.

**Statement of Subject: Community Relations -**

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**Statement of Subject: Scholarships - Sarah**

- 13 scholarships were awarded. For those who are selected it is a very meaningful award.

**Statement of Subject: CUCSA - Kaleigh**

- The last CUCSA meeting took place at the beginning of December at the UCPATH center. Jeremy composed a summary that will be distributed via email after the meeting.
  - The regents decided not to increase staff contribution percentage for benefits.
  - President Drake put in his budget a proposal for a 4.2% increase for non-policy covered staff.
  - The Office of the President allocated substantial funding to help offset the increase to employees' contribution to health benefits.
- Amy
  - CUCSA is accepting nominations for the 2024 awards: Kevin McCauley Outstanding Staff Award, Outstanding Senior Leader Award, Outstanding Local Staff Assembly Board Member Award, and Outstanding CUCSA Alumni Award. Please email recommendations to Kaleigh and Amy. The award criteria will be emailed after the meeting.

**Statement of Subject: Education and Enrichment - Quilin**

- The committee hosted a guided group visit to the UCI Jack and Shanaz Institute and Museum of California Art (Langson IMCA) on December 14, 2023. Those who attended were able to design their own bookmark.
- Hosting a new year's resolution event next week.

**Statement of Subject: Council Communication & Special Programs - Nancy and Clare**

- Hosted a Lunch with Leadership featuring Michelle Deutchman, the inaugural Executive Director of the University of California National Center for Free Speech and Civic Engagement, on Tuesday, January 10th. It was a small gathering but a great conversation that has already led to new ventures.
- The next event will take place on Wednesday, February 14 and will feature Mary Lou Ortiz, the chief financial officer and vice chancellor for the Division of Finance and Administration.

**Statement of Subject: Marketing - Jessica**

- Updated Zoom backgrounds are now available in the Staff Assembly Google Drive.
- Logos and banners are also being updated.
- To promote future events, Campus Groups was recommended and Lou will explore it further.
- Creating a spreadsheet to track upcoming events.

**Statement of Subject: Web Communications - Dianne**

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- Consulted with OIT about switching from Google Drive to sharepoint account but that is not feasible for staff in the health sciences.
- For those who have not submitted a headshot for the website, please do so soon. The Division of Career Pathways offers an easy to use photo booth that allows you to get free professional photos. Available on a self-service, drop-in basis Monday – Thursday, 9am – 5pm (excluding dates/times the university or DCP are closed).

**Statement of Subject: Fundraising**

- No updates

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

**Pamela**

- Engagement survey results have now been distributed to campus departments.
- Progressing with re-imagining ACHIEVE to streamline, simplify and make it easier to use.

**Kelly**

- Promoting Chat with Chad event.
- Promoting HeartFelt campaign that is part of the Bright People Brilliant Solutions initiative.
- Preparing for Nurses Week in May.
- New facilities opening soon, one in spring, another at the end of summer. Lots of events and activities to promote.

**Jeremy - Staff Housing Program in collaboration with Human Resources**

- Program is coming up on its first year anniversary.
- Received 43 applications to date and have accepted 23 applications.
- Based on the current usage of the funding, the program can run for three years.

**Meeting adjourned at 1:03 pm**

**Next meeting is on February 8, 2024, at 12:00pm., meeting at DEC and via Zoom.**