## Staff Assembly Council Meeting Minutes
### June 11, 2020

### SA Representatives:
- **Chair**: Megan Enciso  
  - Present
- **Vice Chair**: Connie Cheng  
  - Present
- **Immediate Past Chair**: Kasey Ning  
  - Present
- **Finance Chair**: Amanda Garcia-Hall  
  - Present
- **Finance Chair Elect**: Jake Vo  
  - Absent
- **Council Communications & SP Elect**: Karissa Sorenson  
  - Present
- **CUCSA (2nd year)**: John Bodenschatz  
  - Present
- **CUCSA (1st year)**: Lou Gill  
  - Absent

### Standing Committee Representatives:
- **Community Relations**: Alice Han  
  - Present
- **Education and Enrichment**: Cathy Yates  
  - Absent
  - Kamber Lamoureux  
  - Absent
- **Marketing**: Mei Deng  
  - Present
- **Scholarship**: Sandy Lee  
  - Present
- **Staff Appreciation**: Joani Harrington  
  - Present
- **Web Communication**: Sarah Prom  
  - Present
  - Nick Ayo  
  - Present

### Ex-Officio Representatives:
- **Human Resources**: Pamela James  
  - Absent
- **Medical Center**: Justin Wang  
  - Absent
- **Wellness**: Dyan Hall  
  - Present

### Other Attendees:
- Jeremy Thacker
- Emma Godinez
- Nancy Palmer
- Stephanie Fix
Statement of Subject: Call to Order
● Meeting called to order by M. Enciso at 12:05 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes
● May 2020 minutes approved. K. Ning motioned to approve. Seconded by C. Cheng. All in favor. None opposed.

Statement of Subject: Chair
● M. Enciso will be collecting committee reports for the end-of-year report; presenting to Ramona in the fall
● Introductions of outgoing and incoming Staff Assembly Council members
● M. Deng will be stepping down from the marketing co-chair position, sending well wishes!
● Open chair positions now available: Community Relations Co-Chair, Marketing Chair and Co-Chair, Scholarship Co-Chair

Statement of Subject: Vice Chair
● Continue to allot 2 hours for Staff Assembly meetings; K. Ning mentioned that 2 hours provides extra time for potential guest speakers, events, or brainstorming with council members
● Send C. Cheng recommendations for co-chairs positions

Statement of Subject: Immediate Past Chair
● None

Statement of Subject: Finance
● None

Statement of Subject: Staff Appreciation
● Planning continues for virtual picnic option this summer
● Received positive feedback on the essential staff appreciation video, thank you N. Palmer!

Statement of Subject: Community Relations
● A. Han requested recruitment recommendations for Community Relations Co-chair

Statement of Subject: Scholarships
● Received 81 scholarship applications
● Scholarship Committee will select recipients on June 15
● Giving day has been postponed to June 24

Statement of Subject: CUCSA
● Last week, CUCSA had its last quarterly meeting of the year hosted virtually by UCOP
Staff Assembly Council Meeting Minutes  
June 11, 2020

- Work groups concluded and reports forwarded to Regents/Presidents; exploring basic needs for staff (i.e. food bank for staff members) and fostering a flexible work culture (i.e. hybrid schedule)
- No word on who will be replacing President Napolitano
- Big budget impacts to UC due to COVID-19; still sorting out the financial picture (i.e. state income tax revenue and solid enrollment numbers after third week of classes)
- Continuing to work on September CUCSA meeting which will be most likely be virtual

Statement of Subject: Education & Enrichment
- None

Statement of Subject: Council Communication & Special Programs
- Lunch with Leadership is going virtual! The summer series schedule will include:
  - Dr. Willie L. Banks Jr. | Vice Chancellor, Student Affairs  
    - Tuesday, July 14, 12-1 PM
  - Sherry Main | Assistant Vice Chancellor, Public Affairs  
    - Thursday, July 23, 12-1 PM
  - August LWL guests TBD

Statement of Subject: Marketing
- M. Deng shares thanks for time spent on Staff Assembly

Statement of Subject: Web Communications
- None

Statement of Subject: Human Resources, Employee Engagement and Wellness
- Working Well Toolkit for managers coming soon; resources and guidance for staff returning to campus
- No return date for staff; up to vice chancellors, deans, department heads - no one school is alike
- Return to campus also depends on job function and the population serving
- Preventive signage is across campus already
- Special permission from Orange County has been given to get research up and running
- Back to work kit for staff will include face masks (1 branded/3 unbranded) and hand sanitizers
- All salary actions on hold, merit has been canceled, but STAR awards are still accessible
- PMRC reviewing all position openings; vacancies require approval to fill
- Leadership development series course introduced the next cohort; new implicit bias module incorporated
- Developing a la carte modules to make available to all managers on campus
- Engagement survey will be distributed in late August to a random sampling of 25% of the staff; results needed for UCI to be considered in the running as top employers in Orange County
- Childcare funding for essential workers has been extended until August; Bright Horizons will be providing back-up subsidized child care
- Toolkits available and coming soon: Wellness Ambassador Toolkit, Wellness at Home Toolkit, Summer Rest and Revive Challenge Toolkit, Be Kind Be Well Toolkit
- Certifying 15 professionals on mental health first aid to offer training to UCI community, increasing mental health awareness and advocacy
Staff Assembly Council Meeting Minutes
June 11, 2020

- Staff Service Awards on June 16 is canceled; Zotmail will announce an enterprise wide virtual, pre-recorded event that will take place in August
- Service Awards website is being updated; asking honorees to submit a picture and quote
- Gifts will be ordered and new lapel pins will be designed
- COVID-19 Information Hub website has been updated to reflect new return to work guidelines

Meeting adjourned at 12:56 p.m.

Next meeting is Thursday, July 9, 2020 via Zoom