

Staff Assembly Council Meeting Minutes
October 8, 2020

SA Representatives:

Chair	Connie Cheng	Present
Vice Chair	Amanda Garcia-Hall	Absent
Immediate Past Chair	Megan Enciso	Present
Finance Chair	Jake Vo	Present
Finance Chair Elect	Emma Godinez	Present
Council Communications & SP Chair	Karissa Sorenson	Present
Council Communications & SP Chair Elect	Nancy Palmer	Present
CUCSA (2nd year)	Lou Gill	Present
CUCSA (1st year)	Jeremy Thacker	Present

Standing Committee Representatives:

Community Relations	Alice Han	Present
	Phong Luong	Present
Education and Enrichment	Cathy Yates	Present
	Kamber Lamoureux	Absent
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Present
Web Communication	Penny Lee	Present
	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Present
	Gretchen Verdugo	Present

Ex-Officio Representatives:

Human Resources	Pamela James	Present
Medical Center	Justin Wang	Absent
Wellness	Dyan Hall	Present

Other Attendees:

John Bodenschatz		Present
Stephanie Fix		Present

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Statement of Subject: Call to Order

- Meeting called to order by Connie Cheng at 12:04 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- September 2020 minutes approved. Emma G. motioned to approve. Seconded by Joani H. All in favor. None opposed. One abstained.

Statement of Subject: Chair

- Connie C. put the new logo on the Google drive. HR and Strategic Communications have requested we use the new logo everywhere.
- Nick A. has decided to step down and Penny L. has joined as the Web Communications co-chair.
- Please update your information on the roster within the link sent via email. Also, update the members of your committee and as your events are finalized, please also update your event information.
- Next week is Staff Appreciation Week from October 12-16th. October 13th at 1:00 p.m. will be the Excellence in Leadership awards which Connie C. will be announcing the winners. Please come out to support. Next Wednesday, October 14th is the Town Hall with our Chancellor and Ramona.

Statement of Subject: Vice Chair

- Amanda GH. has no updates.

Statement of Subject: Immediate Past Chair

- Megan E. has no updates.

Statement of Subject: Finance

- Jake V. and Emma G. have no updates.

Statement of Subject: Staff Appreciation

- Joani H. reported that next week is the fun virtual staff scavenger hunt with gift cards and trivia games. Jackie K. and Sara P. are helping with that. It's run over several days and is team based. Players will upload photos onto a site and there will be team prizes. Two teams will be picked: one from the Medical Center and the other from Campus and there will be a grand prize.
- The Virtual Halloween Costume Contest is also coming up.

Statement of Subject: Community Relations

- Phong L. reported that they are working out a timeline for Helping Hands.
- The DIY clear face covering workshop is happening October 22nd at 11:00 a.m. and plans continue to make directions as clear as possible.
- Alice H. reported that any ideas are welcome for e-cards for the holidays.

Statement of Subject: Scholarships

- Sandy L. reported that they updated the roster and calendar.

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Statement of Subject: CUCSA

- Lou G. reported that the next Regents meeting in November might have information about furloughs or layoffs. The agenda will be posted on the website with a form to submit your questions. The September 17th UC Regents meeting can be viewed online at <https://youtu.be/2vi96r6ZTIQ>
- Our quarterly meetings which include CUCSA delegates from the past have been successful. There have been between 50-75 folks in attendance. The next CUCSA meeting will be in December online at UCR.
- Jeremy T. reported that he is focusing on the advocacy regarding the desires and needs of non represented staff. He is researching ways to develop a network to get similar representation at the table.
- Some of the other UC campuses are talking about extending the term of their current CUCSA delegates because of the COVID situation. Basically, making a 1 year term into a 2 year term. The idea could have some advantages for UCI Staff Assembly. We want to start thinking about what SA would like to do. Lou G. added that the online experience is missing the interpersonal connections and is not as effective as in person. Stephanie F. added that in her experience, the in person experience is invaluable and most of the important decisions happened after hours and in person. The time commitment is heavy and we should keep it up to our delegates and local Staff Assembly to make that final decision. Lou G. and Jeremy T. will keep us posted as they continue this discussion with the other delegates.

Statement of Subject: Education & Enrichment

- Cathy Y. reported that the event coming up on October 28th at 12:30 p.m., is a Biofeedback and Relaxation technique with Dr. Lee.

Statement of Subject: Council Communication & Special Programs

- Karissa S. reported that the Lunch with Leadership virtual event with Dr. Marcelle Hayashida is on November 18th 12-1 p.m. and there are no events for October or December.
- We are reaching out to future speakers for upcoming events.

Statement of Subject: Marketing

- Sara P. reported that the Staff Appreciation Zot mail will go out Monday.

Statement of Subject: Special Committee on Campus Culture

- Connie C. reported that the team is planning 3 events, the first one is on November 3rd at 3:00 p.m. with Chancellor Gillman who will give his support followed by Dr. Douglas Haynes, Police Chief Liz Griffin, and professors. Phong L. reported that Chief Griffin will be giving updates regarding safety on campus. Karissa S. reported that Douglas Haynes will be talking about the Black Thriving Initiative. John. B. reported that Judy Wu will be presenting on the historical context about anti black racism and social injustice. A website will be coming for these events.
- John B. added that the newsletter will be featuring staff members who are Campus Culture Champions and how they are improving campus culture. Connie C. reported that the whole intent is to get staff to be more involved, to empower everyone else, and get others involved in their efforts. We are open to suggestions and ideas. John B. added that we are trying to engage,

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empower, and motivate staff.

Statement of Subject: Web Communications

- Jackie K. reported that she recently created Staff Appreciation web pages that will be launching on Monday. If you need events published, please send them to Connie C. to coordinate. Connie C. added that she suggested revamping the web page so if you have ideas for the website then please email her, Jackie K., and Penny L. to brainstorm.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. reported that we have 7,000 students living on campus and undergrads at 45% capacity and grads 75% capacity. Phase 2 testing was completed at move-in and we had 6 positives and 55 students in quarantine. Phase 3 testing started this week. Testing is going well and quick with a less invasive nasal swab. Lou G. added that we are trying to get this right and do what is best for the student.
- On the staff side there are about 2,200 staff who come to campus on average on a regular basis.
- Webinars on working remotely with 7 topics are available online. 200 staff attended the Mental Resilience webinar.
- We launched Career Tracks and are working with staff on reconsiderations.
- Dyan H. is working on the welcome back kits. She is working with the building managers to disseminate them across campus in November. Inside the kits will be 2 masks and 1 branded UCI mask, lanyard, coaster, sanitizer, and lunch bag.
- Approval for post COVID child care program. The ER backup care program will serve faculty, staff, and grad students and provide subsidized care to children and elders up to 10 uses per year per person. It's designed to provide support when things happen. They have an internal database and schedule 24/7 rate is \$6 per hour, 1 child is \$15 per day, and a family of up to 10 kids costs \$25 per day. More information to come.
- We are creating a centralized family resource support web page to provide elder and childcare support.
- We got approval to host a Staff Appreciation Week on October 12-16, 2020. Thank you to Connie C. and Joani H.! Enterprise wide, we will be launching a Bright People Brilliant Solutions campaign including a virtual bulletin board of appreciation to show your colleagues, staff, leaders, etc. Staff will be able to submit and post their appreciations and call people out.
- On Tuesday, October 13th at 1:00 p.m., Connie C. is leading the Awards. Wednesday, October 14th the Town Hall will happen with the Chancellor.
- The gifts will be distributed when we get back in person. The new lapel pins are specific to UCI and the gemstones have been redone with the actual year imprinted on it.
- The Barclay Theatre is doing a jazz concert for those on site.
- We created a leadership tool kit with a step-by-step guide on what leaders can do each day to appreciate your staff and includes: how to give virtual recognition; sample letters; and questions supervisors should be asking on how people would like to be recognized.

Meeting adjourned at 1:15 p.m.

Next meeting is Thursday, November 12, 2020 via Zoom