

Staff Assembly Council Meeting Minutes
February 11, 2021

SA Representatives:

Chair	Connie Cheng	Present
Vice Chair	Amanda Garcia-Hall	Present
Immediate Past Chair	Megan Enciso	Present
Finance Chair	Jake Vo	Absent
Finance Chair Elect	Vacant	N/A
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
	Candice Dominguez	Present
Education and Enrichment	Cathy Yates	Absent
	Kamber Lamoureux	Present
Marketing	Sarah Prom	Present
Staff Appreciation	Joani Harrington	Absent
Web Communication	Penny Lee	Absent
	Jackie Kuniyoshi	Present
Scholarship	Sandy Lee	Present
	Gretchen Verdugo	Present

Ex-Officio Representatives:

Human Resources	Pamela James	Present
Medical Center	Vacant	N/A
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 12:02 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

- January 2020 minutes will be approved at our next meeting in order to add Scholarship updates.

Statement of Subject: Chair

- Connie C. reported that Candice D. is joining us as our new Community Relations member.

Statement of Subject: Vice Chair

- Amanda G.H. reported that we had our initial meeting for Open House which will be virtual via Zoom with breakout rooms on either April 21, 22, or 23. We are considering a passport and opportunity prize. Sandy L. added that a Q&A would be the topic for her scholarships session.
- We will be sending out the announcement for people to nominate for the Excellence in Leadership committee. Karissa S. offered to help with reviewing. Jeremy T. is also interested in volunteering and mentioned implementing a rubric for what's considered a strong application.

Statement of Subject: Immediate Past Chair

- Megan E. has no updates.

Statement of Subject: Finance

- Jake V. was absent and has no updates.

Statement of Subject: Staff Appreciation

- Joani H. was absent and submitted her update as follows:
 - Pro-sports games – will begin to explore options as restrictions are eased
 - Arts Nights tickets – working on some virtual event options

Statement of Subject: Community Relations

- Alice H. reported that she has a new Co-Chair, Candice D. from UCI Health.
- We are collecting ideas for the “How To” event series from the entire campus.
- Plans for the third “How To” event are in the works. Sandy L. brought up the ideas of card making or letter art by UCI Alumni.

Statement of Subject: Scholarships

- Sandy L. reported that Scholarships has a committee meeting next Tuesday, February 18, 2021.
- Gretchen V. reported the following on scholarships:
 - Reimbursement deadline is June 4, 2021 and we are following up with recipients.
 - Scholarship page redesign with assistance from Penny L. & Jackie K.
 - We are beginning to work with Sarah P. on Marketing plans.
 - Our application is converting to Qualtrics and goes live April 15 - May 15. We will complete the selection process by June 15 and notify recipients by July 1.
- Sandy L. reported the following regarding ZotFunder:

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- Launched thanks to committee members Jaclyn K. and Roxanne F. for leading the project
- As of February 11, we have raised \$1,776!
- Please support any amount or Give Your Start Year to commemorate the year you started your career at UCI. You can also become an ambassador.
- The campaign ends March 31, then we will send thank you's.
- Sandy L. reported the following regarding Giving Day:
 - We are working with Kathy H. on video messaging and production.
 - Key advocates/donors/recipients – identify for video and matches/challenges
 - Giving Day is on April 28.
 - We will send out thank you's after the completion of the event.

Statement of Subject: CUCSA

- Lou G. reported about the CUCSA 1st year delegates and upcoming elections. Our three workgroups met with UCOP and put together five recommendations. Our quarterly meeting is coming in March and is hosted by Agricultural Resources.
- Jeremy T. reported for staff advocacy we are reviewing and assessing best practices on effective messaging.
- Lou G. reported that we have a proposal to extend the CUCSA delegates for one year to give folks more of the traditional CUCSA experience. It's been tough with Zoom to build connections. It would require an exception or change to our bylaws. Jeremy T. added that there is a lot of flexibility on how we practice our positions. Working backwards, we need to have our bylaw wording in place one month before elections. John B. added that budgets will be changing and we do not know how we will be affected, for example, will employees be able to travel? He does not have any objection to extending the terms. The payoff is to enrich ourselves. Stephanie F. added that if the CUCSA members are able to continue their terms, then that would be the best idea since the delegates are missing out. As a former CUCSA delegate, she got to visit every single campus and see the whole picture of the 10 school system that we are working with.

Statement of Subject: Education & Enrichment

- Kamber L. reported that we are trying to promote Vitality in Motion through SSIHI's initiative offerings. These sessions have no limit on participation but are only offered for a limited time.
- We are also working on a traditional Japanese tea ceremony, an exciting opportunity to provide something new.

Statement of Subject: Council Communication & Special Programs

- Karissa S. reported that we hosted seven virtual Lunches with Leadership since our transition to a remote environment (a cumulative total of 110 attendees!). Our next two will be on the following dates:
 - April 13 - Melinda Alvarez, Deputy Chief of Staff, Office of the Vice Chancellor
 - May 25 - Bruce Morgan, Associate Vice Chancellor for Research Administration, Office of Research

Statement of Subject: Marketing

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- Sarah P. reported that we posted our first two “Meet the UCI Staff Assembly Council Members” features (Connie & Lou) on social media. We will be posting 1-2 features every week until June.

Statement of Subject: Special Committee on Campus Culture

- Connie C. reported that our February Zotmail offered 3 dates in March for our *Peer Practice* event. Events will not be recorded so everyone is encouraged to attend. In the March newsletter we will have the Zoom links which you can share with your departments/colleagues.

Statement of Subject: Web Communications

- Jackie K. reported that we are working on launching our new website by Open House. Sarah P. created a submission form for promoting events.

Statement of Subject: Human Resources, Employee Engagement and Wellness

- Pamela J. reported that our hybrid workforce planning group is in the process of coming up with recommendations for a hybrid workforce including a blend of on-site, partial and fully remote employees. Leadership messaging supporting the expansion of a hybrid workforce was broadcasted during the town hall. We will provide consistent criteria and guidelines for units to determine and designate eligibility for on site, hybrid or remote work. Additionally, we will provide leaders with resources and deliver a coordinated execution plan.
- Human Resources is helping out staff to vaccinate those who are 65 and older and health care workers at the Bren Events Center. If you know anybody who is 65 or older, have them go to <https://vaccine.ucihealth.org/> to make an appointment. We delivered over 15,000 vaccines already. When we are allowed to expand to Tier 1 B which includes onsite education employees, the employee vaccine clinics will be held at the Bren.
- Our Working Well Webinar Series is in our second round and is held every Tuesday at 11am or 12pm. Last week our co-host was Dr. Michael Stamos speaking about “How to Foster Happiness During a Pandemic.” Please advertise this as much as possible with your constituents.
- Pay for Family Care and Bonding - new policy in effect Jul 1st which is 8 weeks of 70% pay for family care and bonding. This is a great benefit and a good recruiting tool.
- Dyan H. reported that we are making our Employee Wellness program enterprise wide. We will be hiring a couple new positions and will keep you posted when job descriptions are available.
- Engagement and Wellness we launched a HeartFelt Thanks campaign as a means for people to say Thank You. There are 793 words or thanks so far.
- Save the Date for our Wellness Ambassador meeting focusing on an overview of the program. Our Engagement Ambassador meeting will be in March and we will be recruiting.
- Our Culinary Medicine Series is coming back in partnership with Campus Recreation taught by a Dietician starting this month through May.
- Child elder or adult care there is no copay for March and April and each employee has 10 days to use through April
- UC Moves is a program launching to be more inclusive to promote movement in the Spring.
- In partnership with Faculty and Staff Support Services we are training employees to be mental health ambassadors to help someone in mental distress and focusing on employees.

Meeting adjourned at 1:34 p.m.

Next meeting is Thursday, March 11, 2021 via Zoom