# Staff Assembly Council Meeting Minutes

**June 9th, 2022**

## SA Representatives:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Amanda Garcia-Hall</td>
<td>Present</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>John Bodenschatz</td>
<td>Absent</td>
</tr>
<tr>
<td>Immediate Past Chair</td>
<td>Connie Cheng</td>
<td>Present</td>
</tr>
<tr>
<td>Finance Chair</td>
<td>Jake Vo</td>
<td>Absent</td>
</tr>
<tr>
<td>Finance Chair Elect</td>
<td>Emily Jen</td>
<td>Present</td>
</tr>
<tr>
<td>Council Communications &amp; SP Chair</td>
<td>Vacant</td>
<td>Absent</td>
</tr>
<tr>
<td>Council Communications &amp; SP Chair Elect</td>
<td>Kaeleigh Hayakawa</td>
<td>Present</td>
</tr>
<tr>
<td>CUCSA (2nd year)</td>
<td>Lou Gill</td>
<td>Present</td>
</tr>
<tr>
<td>CUCSA (1st year)</td>
<td>Jeremy Thacker</td>
<td>Absent</td>
</tr>
</tbody>
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## Standing Committee Representatives:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Relations</td>
<td>Alice Han</td>
<td>Absent</td>
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<tr>
<td></td>
<td>Candice Dominguez</td>
<td>Absent</td>
</tr>
<tr>
<td>Education and Enrichment</td>
<td>Cathy Yates</td>
<td>Absent</td>
</tr>
<tr>
<td></td>
<td>Kamber Lamoureux</td>
<td>Present</td>
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<tr>
<td></td>
<td>Karissa Sorenson</td>
<td>Present</td>
</tr>
<tr>
<td>Marketing</td>
<td>Sarah Prom</td>
<td>Present</td>
</tr>
<tr>
<td>Staff Appreciation</td>
<td>Joani Harrington</td>
<td>Present</td>
</tr>
<tr>
<td>Web Communication</td>
<td>Dianne Kwok</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>Vacant</td>
<td>Absent</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Sandy Lee</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>Patricia Anderson</td>
<td>Present</td>
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</tbody>
</table>

## Ex-Officio Representatives:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Pamela James</td>
<td>Present</td>
</tr>
<tr>
<td>Medical Center</td>
<td>Kelly Shedd</td>
<td>Absent</td>
</tr>
<tr>
<td>Wellness</td>
<td>Dyan Hall</td>
<td>Absent</td>
</tr>
</tbody>
</table>

## Other Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Fix</td>
<td>Absent</td>
</tr>
<tr>
<td>Gretchen Verdugo</td>
<td>Absent</td>
</tr>
<tr>
<td>Nancy Palmer</td>
<td>Absent</td>
</tr>
</tbody>
</table>
Staff Assembly Council Meeting Minutes  
June 9th, 2022

Statement of Subject: Call to Order
- Meeting called to order by Amanda G.H. at 12:03 p.m.

Statement of Subject: Welcome & Introductions

Statement of Subject: Approval of Minutes

Statement of Subject: Chair
- Amanda G.H. shared that Staff Assembly’s programs went well this year and she is looking forward to more programs over this summer.
- This is Amanda G.H.’s last meeting as Chair of Staff Assembly. Amanda G.H. expressed praise and gratitude to the council for a successful year.
- If there are any reimbursements needed for this fiscal year (2021-2022), they need to be submitted to Emily J. by 06/15 at the latest.
- Since it is the end of the fiscal year, there will be transitions in council member positions.
  - Amanda G.H. shared that there is an opening for a Community Relations Committee Co-Chair. Both current co-chairs will be stepping down soon.
  - All elected positions are transitioning either into the next year of their role or out of their role.

Statement of Subject: Vice Chair
- John B. shared that the Staff Assembly elections process is moving forward and is hoping to have voting open next week.
  - Currently in need of nominations for the Special Programs and Council Communications Chair - Elect position. If anyone is interested in this role, please let Amanda G.H. and John B. know or go ahead and nominate the individual through the nomination form.
- Staff Housing Assistance (SHA) is still preparing but looking to have more announcements and updates soon. The group is experiencing some delays behind the scenes, but hope to launch the website very soon.

Statement of Subject: Immediate Past Chair
- Connie C. had no updates.

Statement of Subject: Finance
- Emily J. asked to send any reimbursement or purchasing request for the 2021-2022 fiscal year by 06/15. If a request has already been submitted to Emily J. and the requester hasn’t heard back, please follow up.

Statement of Subject: Staff Appreciation
- Joani H. shared that the Staff Breakfast is canceled due to a rise in COVID cases locally and on-campus. Staff Appreciation is hoping to hold it later in 2022. If this is not possible, the committee will plan to hold it in March 2023, which is typically when the breakfast is held.
- Discount tickets for staff members are still available and can be reviewed on the Staff Assembly website.
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- Joani H. provided updates on the Staff Appreciation Picnic:
  - The committee is moving forward with holding it on 08/25 and is getting quotes from vendors so that a budget can be put together.
  - Construction and renovation in Aldrich Park is unclear, so a reservation has been made for the field space behind the ARC (Anteater Recreation Center.)
  - The current plan is to hold a highly modified version of the picnic with fewer activities so as to minimize any potential COVID spread.

Statement of Subject: Community Relations
- Candice D. not in attendance.

Statement of Subject: Scholarships
- Sandy L. expressed her gratitude for the council’s support in fundraising for this cycle of scholarships. **UCI Staff Assembly raised $4,755 between 38 gifts.**
- Sandy L. and Patricia A. are working on sending out thank you messages to donors.
  - Also working with Amanda G.H. to get the exact numbers to move forward with the leadership match for scholarships.
- Sandy L. shared that there were a total of ten recipients for this scholarship cycle.
- The fall scholarship cycle will take place 09/15 to 10/15.

Statement of Subject: CUCSA
- Lou G. shared that CUCSA had their last quarterly meeting of the fiscal year at UC Berkeley and that it went very well.
- During this last meeting CUCSA elections were held and John B. is the new Chair - Elect for CUCSA. The new Chair is Dennis McIver.
- CUCSA Delegates also had the opportunity to meet with UCB’s Chancellor, AVC for People and Culture, and a one-hour meeting with President Drake.
- UCI is hosting the fall CUCSA meeting and Jeremy T. and Lou G. are currently working on logistics, invitation list, etc. in preparation.
- Lou G. is cycling out of the CUCSA position after three years.

Statement of Subject: Education & Enrichment
- Karissa S. and Kamber L. shared updates on past and present programs held by the Education and Enrichment committee.
  - The “Mindfulness through Japanese Tea Ceremony” program went well and had 22 participants join. There were lots of questions and participants followed up with the facilitator, Sochi, to see if an in-person program could be done in the future.
  - The committee is partnering with UCI HR to hold three professional development related workshops over the summer:
    - 06/21: How to navigate the My UC Career portal
    - 07/12: Resume-building
    - 08/07: Building your personal brand
Statement of Subject: Council Communication & Special Programs
● Kaeleigh H. had no updates.

Statement of Subject: Marketing
● Sarah P. had no updates.

Statement of Subject: Web Communications
● Dianne K. shared that she was able to do a dive into the documents and other materials left by previous folks in the role. Working on making revisions to the web map and will reach out to other Staff Assembly members for content edits. Hoping to have something in place to launch around the start of fall.

Statement of Subject: Special Committee on Campus Culture
● No updates on this special committee.

Statement of Subject: Human Resources, Employee Engagement and Wellness
● Pamela J. shared updates from HR:
  ○ Dyan Hall is moving out of state but will remain employed in her position and will work fully remote.
  ○ COVID cases are up. Last week there were 452 confirmed cases including 74 employees, the highest since January.
  ○ COVID Booster vaccine compliance is over 99%.
  ○ A 4.5% across the board raise is coming this summer for all unrepresented employees.
  ○ HR will be making recommendations for fostering a healthy work culture.
    ■ Things like not holding back to back Zoom meetings and less/no meetings on Fridays to be suggested.
    ■ Hoping to begin implementation of this in September with full implementation likely to take place around December.
● Patricia A. asked about retention and turnover issues facing the university.
  ○ Pamela J. shared that there are new procedures and programs coming through HR to address these issues. These include sign-on bonuses, retention bonuses, and employee referral bonuses.
    ■ All of these need to be approved by UCOP first, but they have had quick responses from UCOP with the requests that have been submitted so far.
● Updates from Dyan H. and Kelly S.:
  ○ HR Wellness will be offering a two week self-care webinar series. First week will be primarily geared towards our healthcare staff, and the second week will be for all UCI/UCI Health employees. Hoping to have a shareable flyer soon.
  ○ In conversation with Joani regarding the shuttles to the Med Center for the staff picnic, and Kelly S. will serve as the main contact person onsite at the Med Center for that day.
  ○ There are new resources to help support staff and their families with traumatic events: https://www.wellness.uci.edu/facultystaff/eap/introduction.html

Statement of Subject: Other Proposed Business
● None.
Meeting adjourned at 12:50 p.m.

Next meeting is July 14th at 12:00 p.m., meeting to be held in a hybrid format.