



UC Davis Health: Staff Assembly
Election Lunch and Learn Webinar
Spring 2025

Main Presenter: Stefan Toma, Staff Assembly Chair

**This meeting is being recorded for those unable to join us.
Thank you!**

Introductions: Staff Assembly Executive Committee



Stefan Toma, Chair & CUCSA Delegate

Joseph Avery, Chair Elect

Sarah Button, Past Chair

Janell Connor, Secretary

Julianne Miller, Secretary Elect

Timmy Panganiban, Finance Chair

Rosa Gomez Rodriguez, Finance Chair Elect

Sarah Janus, Communications Chair

Cory Mendenhall, Communications Chair Elect

Krista Newberry, Outreach & Engagement Chair

Brittney Patterson, Outreach & Engagement Chair Elect

Clare McCarthy, Events Chair

Audrey Lybrand, Events Chair Elect

Mission, Vision, and Goals

The mission of UC Davis Staff Assembly, Health Chapter, is to:

Promote Wellness and Interests of Staff

- Professional Development
- Connect staff to ERG activities
- Provide information about staff wellness resources

Elevate Employee Voice

- Gather feedback
- Engage with staff across Health
- Connect with leaders to share staff feedback and advocate for change

Provide Vehicle for Involvement and Information

- Opportunities to participate in organizational committees
- Engage leaders in events to present directly to staff

Cooperate with Other University Groups

- Provide opportunities for connection across the causeway through share engagement events, presentations, and activities

Goals

Create a more inclusive SA

- Revise bylaws to ensure language is inclusive of all staff
- Identify alternative methods for communication and meeting formats
- Provide hybrid options for SA events

Develop communication strategy to reach more staff and create awareness.

- Identify organizational listserv to communicate with all staff
- Improve outreach methods (i.e. attending staff meetings, booths, and other strategies)
- Update website

Improve programming based on staff feedback

- Gather feedback from staff at General Meetings to develop unique and exciting SA programming
- Incorporate more professional development activities into SA
- Information and Listening Tour

Annual Events – Gifts from the Heart

- Collaborative effort with Sacramento County to provide gifts to children and seniors
- Planning started in August
- Weeklong effort to collect gifts
- 500+ gifts for 160+ children, seniors, disabled adults, and young adults in the extended foster care youth program



Annual Events – TGFS

- Annual gratitude event to thank the UCD Health staff for what they do for their patients and community
- Food, festivities and fun
- Hosted for day and night shift
- Satellite offices in Rancho Cordova celebrated too!



Annual Events – Scholarships, Awards, and TGFS

Staff Scholarships

- Staff Assembly Scholarship Committee offers scholarships to UC Davis career staff and their dependents on both campuses.

Citations of Excellence

- Citations of Excellence awards provides recognition for individual staff and teams who demonstrate outstanding achievements.

Employee Excellence Awards

- Recognize Health Staff who demonstrate excellence in UC Davis Health strategic guiding principles:
 - Compassion, Diversity, Leadership, Social Responsibility, and Teamwork/Collaboration

TGFS

- Recent TGFS was a weeklong virtual event culminated with distribution of swag bags across Health
- Upcoming year will be designed to include both onsite and remote staff and will be managed and planned by committee.

Quarterly Meetings

Breakfast with the Chancellor and Health Leadership:

- Select themes for each session to align leadership and staff interest to specific topic
- Submit ideas for Breakfast themes and express interest by emailing hs-staff.assembly@ucdavis.edu

General Meetings:

- Held Quarterly and advertised through the listserv
- Select themes for each session to align leadership and staff interest to specific topic

Chair

- Shall preside at all meetings of the UCDH SA.
- Shall call emergency or special meetings of the general assembly as circumstances may warrant.
- Shall act as the official representative of the UCDH SA for purposes of communication with campus administrative officers, other campus organizations and their officers, and news media; and as a campus representative to the Council of UC Staff Assemblies.
- Shall, at the request of the Chancellor or Vice Chancellor of Human Health Sciences, nominate staff employees for service on administrative committees. Such nominations shall be reported to the general membership. Nominations shall be coordinated by the chair with SAEC consultation.
- Shall have primary responsibility for assigning and supervising the workload of the UCDH SA elected officers.
- Shall serve as an ex-officio member for one-year after the term expires.
- Shall serve as a rotating delegate for UC Davis' Council of UC Staff Assemblies (CUCSA) for two years. Rotation of delegate will be from junior delegate to senior delegate or vice versa.
- Shall serve as the primary liaison of the UCDH SA and partner to the UC Davis Staff Assembly

Chair - elect

- Shall perform other duties as requested by the Chair, including participating in various meeting and processes to learn the duties required of the Chair.
- Shall appoint members and the chairperson for the various standing committees and sub-committees of the UCDH SA.
- Shall serve as the secondary liaison of the UCDH SA and partner to the UC Davis Staff Assembly.
- Shall perform other duties as assigned by the Chair. g. Should the appointee be unable to perform these duties the SAEC shall select another of their number to perform the duties.

Secretary

- Under the direction and guidance from the Chair, provide administrative support for UCDH SA.
- Shall organize, prepare and disseminate information related to UCDH SA General Assembly and SAEC meetings – including meeting material(s) preparations, meeting minutes and distribution of announcements to the listserv.
- Shall assist the SAEC with volunteer recruitment, maintain a record of all actions and decisions in accordance with UCDHSA and University requirements.
- Shall work with the SAEC to review and maintain bylaws annually and ensure UCDH SA adheres to the bylaws.
- Shall receive petitions for the nomination of officers and ballots of the general membership and shall otherwise assist in the conduct of the elections process.
- Shall assist the Chair and Chair-Elect in developing the UCDH SA annual report of activities.
- Shall maintain an inventory of all UCDH SA supplies, TGFS supplies, signage, meeting supplies and prizes or other gift items.

Communications

- Shall provide input and direction for all UCDH SA communication programs and work closely with the SAEC on communications related to activities.
- Shall maintain UCDH SA's website as well as any social media channels (e.g., Facebook) on a regular basis, using content from various sources (e.g., Staff Assembly's newsletter, UCOP newsletters, Dateline) as appropriate.
- Shall assist in publicizing and reporting on UCDH SA programs, events, accomplishments, and issues relevant to staff.
- Shall issue announcements and/or other information to appropriate media outlets, such as the Insider, Staff Voice Newsletter and Dateline.
- Shall serve as the tertiary liaison of the UCDH SA and partner to the UC Davis Staff Assembly.

Member Outreach and Engagement

- Shall recruit members and volunteers to UCDH SA in an active manner, by such means as are deemed appropriate.
- Shall evaluate the qualifications of potential SAEC nominees and recommend appointments to the Chair and Chair-Elect.
- Shall oversee the officer election process in accordance with the UCDH SA Bylaws.
- Shall secure confirmation from potential nominees of their willingness to serve and Supervisor/Manager support of membership.
- Shall coordinate events and initiatives to promote member engagement, including but not limited to: Breakfast with the Chancellor and Leadership events, TGFS staff appreciation event and the Diversity Excellence Awards event.
- Shall facilitate UCDH SA involvement for tabling and information sharing, including but not limited to: New Employee Welcome, Health and Wellness activities, Training & Development activities and other activities in connection with Human Resources.
- Shall develop and execute a membership engagement plan with other UCDH SA officers.

Finance

- Shall review and reconcile financial transactions and disbursements monthly.
- Shall prepare monthly expense report and annual end-of-year report for the SAEC for annual allocation.
- Shall prepare the annual operating budget and next fiscal year proposed budget based on anticipated expenditures and present them to the SAEC.
- Shall coordinate the funding needs of various UCDH SA committees, staff scholarships and/or awards, as applicable and appropriate.
- Shall serve as a liaison to UCDH SA's financial account managers in Human Resources and will meet quarterly with financial account managers, or as deemed necessary, to review and reconcile accounts.

Events

- Shall coordinate events and special projects that improve staff morale and engagement as well as bring visibility to UCDH SA (including events co-sponsored with other campus organizations/groups). Some events may also yield funds for future endeavors (i.e. Thank Goodness for Staff event proceeds that support Staff Awards, Staff and Staff Dependent Scholarships),
- Shall recruit and provide support to the respective sub-committee chairs managing organizational and fundraising events.
- Shall work with the Finance Chair on event funding/budgets, the Communications Chair and the Member Outreach and Engagement Chair on event marketing materials and messaging.

Questions, Feedback, or Ideas for Staff Assembly

Please email us at hs-staff.assembly@ucdavis.edu

Thank you!

