

**Staff Assembly Council Meeting Notes  
April 9, 2009**

**SA Representatives:**

Chair	Sherry Main	present
Vice Chair	Nadine Fishel	absent
Immediate Past Chair	Mike Puritz	present
Finance	Deborah McWilliams	present
Council Communications	Stephanie Porter	present
CUCSA (Sr.)	Stephanie-Jean Hinojosa	present
CUCSA (Jr.)	Andrea Denish	present

**Standing Committee Representatives:**

Web Communications	Ingrid Fahr	present
Scholarship	Zen Yieh	absent
Staff Appreciation	Mike Puritz	present
Education and Enrichment	Monica Prentice	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Marketing	Mary Lou Ledgerwood	present
Staff Advocacy	Kathy Eiler	absent
Quarter Century Club	Janis Wallace	present

**Guests:** Jan Serrantino, Megan Vu, Heather Wuebker, Ann Detsch, Noriko Low

**Statement of Subject - Call to Order**

Main Points – Meeting was called to order by Main at 12:07 p.m.

**Statement of Subject - Approval of Minutes**

Main Points – Minutes from Thursday, March 12<sup>th</sup> were approved by Ledgerwood and seconded by Puritz.

**Statement of Subject – Bylaw Vote**

Main Points –

- McWilliams made a motion to approve the changes to the Bylaws. It was seconded by Denish. The motion passed with a unanimous “Yes” vote of 15 people. The changes will be implemented as of Wednesday, July 1<sup>st</sup>.

### **Statement of Subject - Staff Advisor to the Regents Visit**

- Staff Assembly is co-hosting a breakfast with the Chancellor's Office at the University Club on Tuesday, April 28<sup>th</sup>. The purpose is to give staff under 5 years a chance to hear about involvement/growth opportunities at UCI. As well, the Staff Advisors can take feedback back to the Regents.
- The Lunchtime Forum for all staff has been scheduled for 12:00-1:00 p.m. on Tuesday, April 28<sup>th</sup>. The Council suggested topics for discussion including budget issues from a staff perspective. Main asked Council members to email additional suggested topics within the next week.

### **Statement of Subject - Staff Service Awards Program Update**

- The awards ceremony will take place on Wednesday, June 17<sup>th</sup> from 9:00-11:00 a.m. Assistance from Council members is requested.
- The Quarter Century Club Luncheon will be held at Chancellor's house on Wednesday, June 17<sup>th</sup>.

### **Statements of Subject – CUCSA**

#### Main Points –

- UC Berkeley has a page of links on their website of existing discounts for UC employees. Hinojosa recommended contacting CUCSA counterparts at other campuses to get more information. Other ideas include contacting UC Items and UCI Wellness and Safety for information on discounts. The Council will discuss further at our next meeting.
- The next CUCSA meeting will be at UC Berkeley in June. President Yudof will speak and there will be a fundraising dinner for CUCSA.

### **Statements of Subject – Finance**

#### Main Points –

- McWilliams gave an overview on the status of the Staff Assembly Budget. We are operating within our budget for this year.
- Excellence in Leadership Awards – Funding for this program will be carried forward for next year.

### **Statements of Subject – Staff Appreciation**

Main Points – Puritz discussed the following events:

- 662 people attended the Pancake Breakfast on Tuesday, March 17<sup>th</sup> at the University Club. For next year, we will place signage at the park entrance to the University Club directing staff to the front of the building to pick up their raffle tickets.
- Men’s Volleyball on Wednesday, April 8<sup>th</sup> at the Bren Events Center.
- Staff UC Idol Auditions will take place on Tuesday, June 16<sup>th</sup> at UCI Medical Center and on Thursday, June 18<sup>th</sup> on campus.
- Staff Picnic - We are soliciting ideas for the picnic theme. Submissions can be made via the Zoomerang link.
- Staff Assembly Angels Baseball Night will take place on Thursday, April 23<sup>rd</sup>. Tickets cost \$5.00 and all proceeds will be donated to the Staff Assembly Scholarship Fund.
- Men’s Baseball game on Saturday, May 2<sup>nd</sup>.
- Kayaking dates have been set for Tuesday, May 12<sup>th</sup>, Wednesday, June 10<sup>th</sup> and Thursday, July 23<sup>rd</sup>. Cost is to be determined.
- The Arts Night Concert Event will take place on Friday, June 5<sup>th</sup>.
- An additional Angels game will take place on Saturday, July 25<sup>th</sup>. Puritz is still negotiating pricing.

### **Statement of Subject – Marketing**

Main Points – A zotmail for the Chancellor’s Forum will be sent out on Monday, April 13<sup>th</sup>. Please send all information to Ledgerwood at mledgerw@uci.edu.

### **Statement of Subject – Web Communications**

Main Points – Fahr discussed the following:

- Website Hit Reports – Fahr will send reports to committee chairs for review.
- Events Flyer - A flyer promoting upcoming events will be created for distribution at the Chancellor’s Forum event.
- Implementation of “Did You Know” Question Box on website – staff will answer questions asked by the Council and will receive giveaways for responses.
- “Water Cooler” Tool – An area for staff feedback will be created on the website. Information will be shared with the EVCP and the Chancellor.

### **Statements of Subject – Scholarship**

Main Points – Prentice reported that we are in the final stages of processing the applications. This should be completed in June. Prentice is also forming a sub-committee to meet at the beginning of the new fiscal year to rewrite the scholarship guidelines.

### **Statements of Subject – Education and Enrichment**

Main Points – Prentice is waiting for confirmation from the Master Gardeners of Orange County. The event is tentatively scheduled for Wednesday, May 6<sup>th</sup>.

**Statements of Subject – Staff Ambassadors - No report**

**Statements of Subject – Special Projects - No Report**

- The Chancellor’s Forum will take place on Friday, April 17th, from 12:00-1:00 p.m. in the UCI Student Center— Newport Beach Room C.
- We need to secure the list of volunteers to host Meals with Mike from Frederick.

**Statement of Subject – Quarter Century Club**

**Main Points** – Janis Wallace has volunteered to be the new committee representative. She is looking for ideas from the Council.

**Statement of Subject – As Offered**

**Main Points -**

- Noriko Low – has volunteered to be floater on any of the committees that need assistance. She has expertise with creating flyers.
- Raid Farad from OEOD has requested assistance with co-promoting an event on Tuesday, May 12th. The Mayor of Irvine will speak on diversity issues. Puritz will speak to Eiler regarding.

*The next Staff Assembly Council meeting will be held on Thursday, May 14<sup>th</sup>, from 12:00-2:00 p.m. Location is to be determined.*