

Staff Assembly Council Meeting Notes August 8, 2002

SA Representatives:

Chair	Lorrie Minkel	Present
Vice Chair	Penny White	Absent
Immediate Past Chair	Mike Delo	Absent
Finance	Katherine Carpenter	Present
Council Communications	Linda Halsey Arias	Present
Election, Rules & Jurisdiction	Bernadette Strobel-Lopez	Present
CUCSA (Sr.)	Lynda Brewer	Present
CUCSA (Jr.)	Raschel Greenberg	Absent
Campus At Large	Patricia Realo	Present
UCIMC At Large	Sandra Longnecker	Present

Standing Committee Representatives:

Communications & Publications	Alison Strong	Present
Scholarship	Ramona Agrela	Present
Staff Appreciation	Maria Gillespie	Present
Training & Development	Steven Engen	Absent
Workplace Issues (co-representatives)	Jeri Frederick	Absent
	Candice Gerretson	Absent

Other Staff Members:

none

Statement of Subject -- Call to Order and Approval of Minutes

Main Points -The meeting was called to order. Meeting notes from July 23, 2002 were distributed and approved.

Statement of Subject - Introduction of New Member

Main Points -Alison Strong was welcomed as the new Communications Committee Representative.

- **Action: E-mail Council meeting minutes from last year and the current year-to-date to Alison Strong.**
- **Responsibility: Linda Halsey Arias**

Statement of Subject - Staff Appreciation Picnic Update

Main Points - The EVC has allocated \$2K toward the purchase of 1,000 bandanas as give-aways. 200-300 key chains will also be available to give away. Picnic publicity has been arranged via Zot Weekly, UCI News, and Today at UCI. It was suggested that the picnic also be publicized on the campus entrance marquees. 17 vendors have signed up to participate and a balloon arch has been donated. Facilities Services is donating tables, chairs, and helium. Watermelon and potato salad will be provided, in addition to hot dogs.

Statement of Subject - June 2003 CUSCA Meeting at UCI

Main Points - UCI will host the next CUSCA meeting, scheduled for June 4-6, 2003. The schedule will include a reception Wednesday evening, June 4 to which Council members will be invited. Our campus presentation will tentatively include Mark Warner and Ron Stern speaking on behalf of UCI's Chancellor's Advisory Committee on the Recruitment and Retention of Staff. Approximately 30 participants are expected. Hotel suggestions and transportation were briefly discussed.

- **Action: Schedule the participation of the Chancellor and EVC.**
- **Responsibility: Lynda Brewer.**

Statement of Subject – UCIMC Activities

Main Points – UCIMC no longer sponsors Angels baseball, but now sponsors Mighty Ducks ice hockey. With regard to recreational activities for staff, it was noted that communications between the campus and medical center could be improved and that we should work toward strengthening ties between campus and UCIMC staff, in general.

Statement of Subject – Scholarship Committee

Main Points – New Entertainment books are being printed and should be ready by the first few weeks of classes.

Statement of Subject – Proposed Supervisor Award

Main Points – The proposed supervisor award was briefly discussed. Examples of similar programs at UC Berkeley and UCLA were described to Council. It was determined that a task group, steered by Lynda Brewer, will meet separately to discuss these programs in greater detail and will develop some alternative programs to present to Council, with the objective of proposing an award program that can be implemented by the campus.

- **Action: Meet to analyze other UC campus supervisor award programs and develop alternative programs to present to Council.**
- **Responsibility: Lynda Brewer with Linda Halsey Arias, Sandra Longnecker, and possibly Penny White.**

Statement of Subject – Meetings with Chancellor and EVC

Main Points – Council discussed meeting frequency with the EVC and agreed to continue scheduling meetings monthly so long as there are agenda items for discussion. Council members were reminded that they are welcome to attend those meetings with the EVC and that he has offered to attend a Staff Assembly meeting at our invitation. Council discussed the possibility of meeting with the Chancellor and was reminded that no meetings were scheduled last year. It was suggested that two meetings be scheduled during the coming year and that one take place in the Spring, prior to the Forum. In addition, it was suggested that Mark Warner and Ron Stern be invited to a Council meeting to explain the role of the Chancellor’s Advisory Committee on the Recruitment and Retention of Staff.

- **Action: Schedule meetings with the EVC, Chancellor, and with Mark Warner and Ron Stern.**
- **Responsibility: Lorrie Minkel.**

Statement of Subject – Review of Goals and 2002-03 Identified Activities

Main Points – A revised working document of objectives and goals was distributed and discussed and will be further developed.

- **Action: Review the new document and communicate any omissions to Bernadette Strobel-Lopez via e-mail.**
- **Responsibility: All Council members.**

Statement of Subject – Development of Events Calendar

Main Points – The revision of the Staff Assembly web site and the establishment of a calendar of events was briefly discussed. Alison Strong, Patricia Realo, and Lorrie Minkel agreed to meet with Penny White to discuss the revision in greater detail.

- **Action: Forward any established event dates to Patricia Realo via e-mail.**
- **Responsibility: All Standing and Ad Hoc Committee Chairs.**

Statement of Subject - Campus Budget Allocations

Main Points - The campus budget and subsequent effect on staff was briefly discussed. Staff representation on campus budgetary committees was recommended as a measure to represent the needs of non-represented staff (as opposed to committee participation in administrative capacities only). It was suggested that a town meeting be scheduled to survey the opinions and suggestions of non-represented staff in order to affect the implementation of budget cuts, possibly communicated to and advocated through the MABO group. It was further suggested that Norma Price and Sandra Campbell address the Council to explain the budget allocation process and the guidelines and timeframes requested of the units.

- **Action: Invite Norma Price and Sandra Campbell to address the Council at the September meeting.**
- **Responsibility: Patricia Realo.**

Statement of Subject - Volunteerism

Main Points - It was suggested that Staff Assembly coordinate the forming of UCI employee support teams at charitable events such as the Susan G. Komen Race for the Cure. Patricia Realo was asked to discuss the protocol for participation with Raschel Greenberg, who has researched UCI policy in this area, to determine how Council can proceed.

- **Action: Discuss the protocol for participation with Raschel Greenberg.**
- **Responsibility: Patricia Realo.**

Meeting adjourned -- Next meeting is scheduled for Thursday, September 12 from 2:30-4:30 PM, 404 ADM.

Summary of 2002-2003 Meetings

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUSCA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.
- July 23 - Met in 169 HIB, New members, Staff picnic, Goal setting.
- August 8 - Met in 4135 FRH, New member, Staff picnic, June CUSCA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.