

**Staff Assembly Council Meeting Notes  
August 12, 2010**

**SA Representatives:**

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	absent
Finance Chair-Elect	Dee Dee Nunez	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	absent
CUCSA (Jr.)	Patricia Collette	absent

**Standing Committee Representatives:**

Web Communications	Henry Balanza	present
Scholarship	Monica Prentice	present
Staff Appreciation	Mike Puritz	absent
Community Relations	Andrea Wiley	present
Education and Enrichment	Zen Yieh	absent
Special Projects	Jeri Frederick	present
	Sandra Longnecker	present
Marketing	Stephanie Fix	absent

**Other Attendees:** Eric Ramirez, Payroll; Deborah Perkins, Athletics

**Statement of Subject - Call to Order**

Main Points – The meeting was called to order by Hinojosa at 12:05 p.m.

**Statement of Subject - Approval of Minutes**

Main Points – Minutes from the meeting held on Thursday, June 10<sup>th</sup> were approved by Fahr and Nunez; minutes from the meeting held on Thursday, July 8<sup>th</sup> were approved by Hinojosa and Wiley.

**Statement of Subject – Report on meeting with Chancellor/EVCP/AEVC**

Main Points – Hinojosa stated there were no updates to report.

**Special Topics –As Offered by Chair**

Main Points – No report.

**Statement of Subject – Vice Chair’s Report**

Main Points – Fidelity retirement information to be provided by Susan Pihl at the next Council meeting.

**Statements of Subject – CUCSA**

Main Points – No report.

**Statements of Subject – Finance**

Main Points – Nunez reported the following:

- Payment of invoices for Staff Service Awards pending.

- Wiley will review with Dacanay and Nunez the process for stipend payments.
- Wiley will guide Dacanay and Nunez to obtain access to financial approvals in UC Irvine's financial system.

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

Main Points – No report.

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

Main Points – Fahr reported the following as provided by Fix:

- Zotmails were sent out for the following:
  - Picnic – save the date
  - Angels game – August
  - UCI's Got Talent voting
  - Angels game reminder
  - UCI's Got Talent voting reminder
  - Habitat for Humanity
  - Picnic reminder
- Committee Chairs reminded to send announcement requests to both Balanza and Fix; Chairs should confirm when there are no current-month announcements to disseminate.

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

Main Points – Balanza and Fahr discussed the following:

- Balanza and Fahr continue to finalize website template and guidelines.
- A new website prototype will be presented at the next Council meeting; the new template will optimize maintenance and the communications portal and will allow for fluid updates and modification.

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

Main Points – Prentice reported the following:

- Fourteen applicants to the Career Enhancement Scholarship Program will be awarded aid for fiscal year 2009-2010. The automated online application for fiscal year 2010-2011 will soon be uploaded.
- Update on entertainment book sales:
  - To ensure all proceeds go to Staff Assembly, the Committee will seek to establish facilitation of book sales within the UCI Bookstore, UCItems, and possibly Human Resources.
  - Prentice will follow-up to identify when entertainment books will be available
- The Turkey Trot is up and coming; more details to come.
- Prentice will solicit a campus-wide call for volunteers, to form a sub-committee to assist with event-planning and fundraising efforts for the Scholarship Committee. Discussion about focus and wording of announcements.

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

Main Points – Prentice reported the following:

- The Committee intends to enhance advanced marketing for events and workshops.
- Human Resources will be contacted, to arrange presentations of current employment trends, applicant tips, and other valuable career development strategies.
- The Committee aims to coordinate four events throughout the year.

## **Statements of Subject – Special Projects**

Main Points – Longnecker reported the following:

- Meals with Mike:
  - November and December dates unscheduled, due to the holiday season
  - Request for hosts announced. Host will be responsible for e-mail reminders to attendees and facilitate the lunch event itself.
- Chancellor's Town Hall Meetings:
  - October meeting pending; Longnecker will cross-reference the campus events calendar, to ensure there are no scheduling conflicts.
  - Volunteers needed to coordinate meetings.
  - Light refreshments and water will be provided.
- EVC – one spring
- Forums being reduced to one each: Chancellor – on state of campus; EVC – on state of the budget; signups go through TED; Sandy will contact HR to enter signup into TED; will compose communication and send to Fix
- Helping Hands:
  - Frederick reported that the first notice, regarding participation in Helping Hands, will be disseminated beginning of October 2010
  - Interest in participation should be expressed via e-mail to Frederick.
  - Applications will be modified with additional information and are available in Spanish; submissions may be made via the web-based automated system or by paper hard copy.
  - Proposal to transition Helping Hands to the Community Relations was discussed with much favor.
- Healthy to 100 and Beyond
  - Frederick reported the multi-faceted program will begin in late January 2011; four sessions will be coordinated.
  - Questions whether Staff Assembly should formally participate as means for marketing.
  - Interest in participation should be expressed via e-mail to Frederick.

## **Statements of Subject – Community Relations**

Main Points – Wiley discussed the following:

- A draft mission statement and Committee goals were shared with the Council.
- A formal call for Committee members will be announced in the near future via Zotmail.
- The Staff Assembly website will provide monthly events and weekday opportunities for volunteerism
- Additional details regarding Habitat for Humanity were provided.

The meeting was adjourned at 1:30 p.m.

***The next Staff Assembly Council meeting will be held on Thursday, September 9<sup>th</sup> from 12:00 p.m. to 2:00 p.m. in Aldrich 107.***