

**Staff Assembly Council Meeting Minutes
December 9, 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	present
CUCSA (Jr.)	Patricia Collette	absent

Standing Committee Representatives:

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

Other Attendees: 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, October 14th were approved by Fix and seconded by Longnecker; approval of minutes from the meeting held on Thursday, November 17th was deferred to e-communication.

Action: *Vo will disseminate to the Council minutes from the meeting held on Thursday, November 17th.*

Statement of Subject – Report on Executive Meetings

Main Points: Hinojosa shared the following items with the Council.

- Chancellor Drake sought input on various issues which affect staff, including current thoughts on budget matters and post-retirement benefits.
- The meeting with Associate Executive Vice Chancellor Arias focused the level of UCIMC's inclusion on staff communications and events, as well as management support of staff participation in campus events.
 - Meals with Mike at UC Irvine Medical Center are proposed to occur as breakfast meetings.
 - Proposed automatic inclusion of new employees of UC Irvine Medical Center on the ZotMail Staff Assembly listserv just as main campus staff are. Arias stated the matter would be discussed at executive meetings.
 - Staff Assembly has received comments from staff of some campus supervisors being unsupportive of staff participation in Staff Assembly events. Campus senior management consistently encourage staff involvement in such events and request the Council's assistance in identifying areas which will benefit from corrective advisement.

Action: No action required.

Statement of Subject – Vice Chair’s Report

Main Points: Fahr will serve as Acting Chair January through March 2011, during Hinojosa’s maternity leave.

Action: No action required.

Statements of Subject – Community Relations Report

Main Points – Hinojosa reported the following:

- Helping Hands sponsor-family matches are complete. There were more applicants than sponsors this year, so a few of the larger sponsors were able to adopt two families.
- The Committee will facilitate a holiday stocking stuffer event, for the foster and abused kids, teens, and families of Olive Crest. Staff can help assemble and stuff stockings with donated goodies during the lunch hour on Tuesday, December 14th, 2010.

Action: No action required.

Statements of Subject – Council Communications Report

Main Points – Vo reminded the Council of its newly implemented Google™ calendar. Vo will work with Balanza to ensure the calendar is accessible to members and the public. Once accessible, guidelines for maintenance will be established and disseminated to the Council.

Action: No action required.

Statements of Subject – CUCSA Report

Main Points – Serrantino reported the following:

- Nominations for the CUCSA Senior Executive Award will be accepted for senior executives who have shown exemplary support toward staff sustainability.
 - Any member of the Senior Management Group (SMG) category may be nominated during the period beginning December 2010 and ending March 2011.
 - CUCSA delegates will make oral endorsements at the March 2011 meeting.
 - Campus presentations will be made between March and June 2011, and the winning recipient will be presented at the UC Regents meeting in July 2011.
- San Francisco Human Resources shared its campus learning and development practices. Its new Chancellor aims to create a positive working environment, placing all staff on a career track for promotion within the campus and by implementing the 180° evaluation tool.
- Staff advisors affirmed staff must engage themselves in processes of administrative efficiencies under consideration, such as the single payroll system. Since staff perform operational duties, it is essential they voice input on developing processes.
- Academic Senate leadership voiced they extremely happy and pleased with Staff Assembly and staff and feel the optimal outcomes are only possible with staff input.
- Prior year workgroup reports are under review by new leadership and will be placed on the CUCSA website upon completion of final editing. Permission was granted to post the Staff Morale Report onto the Staff Assembly website.

- The current year's Talent Management and Succession Planning workgroup are investigating prior recommendations, reports, and identified barriers, to move forward with system-wide talent management.
- The Office of the President (OP) shared a draft staff workforce profile, gathered from all UC Human Resources departments. The report gives the total number of staff per campus and includes numerical and graphical subcategory breakdowns. Counts include all staff and student employees. The profile is under final review for official release.
- Serrantino encouraged Council members to consider the position of CUCSA Junior Delegate for FY 2011-2012.
- UC Irvine will host in September 2011; the Council must consider this event in its budget for FY 2011-2012.

Actions:

Serrantino will send the Staff Morale Report to Hinojosa and Fahr for review and posting to the Staff Assembly website when it is officially available.

Serrantino will e-mail the Council OP's staff workforce profile.

Statements of Subject – Education and Enrichment Report

Main Points – No updates were reported.

Action: No action required.

Statements of Subject – Special Projects Report

Main Points – Longnecker reported the following:

- ZotMail will be disseminated to announce Meals with Mike, scheduled for January 6th, 2011.
 - Council encouraged to attend and to suggest to their departments to sign up as a group with Executive Vice Chancellor and Provost Gottfredson.
- Executive Vice Chancellor and Provost Gottfredson is scheduled to meet with staff on March 2nd, 2011. A photographer must be acquired to capture the event on film.

Action: Longnecker will e-mail the Council a list of hosts assigned to Meals with Mike events.

Statement of Subject – Finance Report

Main Points – The Council financial report was disseminated.

- The report included posted transactions through October 2010. Once November ledgers are released, the report will be updated with check and cash deposits for entertainment book sales, UCLA football ticket sales, and completed expense transfers.
- Nunez was advised to project costs for Excellence in Leadership awards and Quarter Century pins.

Actions: Nunez will follow up with Tustin Awards and the UC Irvine Bookstore, to obtain estimates for Excellence in Leadership Awards and Quarter Century pins.

Statement of Subject – Marketing Report

Main Points – Fix presented a marketing update.

- ZotMails were sent out for the following:
 - Olive Crest Stocking Stuffer Event
 - Helping Hands
 - Entertainment Book Sales

- Eating Well
- Women's Volleyball Reminder
- ZotMail will be sent out for the following:
 - Meals with Mike
- The Council was reminded to notify Fix, Balanaza, and Vo of any upcoming ZotMails which must be sent.

Action: No action required.

Statements of Subject – Staff Appreciation Report

Main Points – Puritz reported the following:

- Women's volleyball game: 54 tickets utilized, of the 120 reserved.
- Reservations will not be required for future Athletics events; staff may simply present employee ID at the ticket window for admission.
- Arts Night events have had low attendance, most likely due to marketing strategy.
- Next upcoming event is the Men's basketball game on February 24th, 2011.

Action: No action required.

Statement of Subject – Staff Service Awards

Main Points – Hinojosa announced Council members Balanza and Collette will serve as liaisons, rather than form a Committee to plan the next Staff Service Awards event.

Action: No action required.

Statements of Subject – Web Communications Report

Main Points – Balanza reported the following:

- A Wiki™ site has been established to serve as repository for digital documents. The site will be accessible to all Council members for reference. Committee Chairs must ensure updated documents be uploaded into the repository.
- The Council discussed viewing and access preferences for its new Google™ calendar.
- Hinojosa expressed concern that the Staff Assembly website contact e-mail address is not properly forwarding e-mail to the current chair and vice-chair. A request to investigate this matter was made.

Actions:

Balanza will e-mail the Council Wiki™ site credentials.

Balanza will update the Staff Assembly website to include the new Google™ calendar URL.

Balanza will follow up with Wiley, regarding Staff Assembly website content for the Community Relations Committee.

Balanza will verify the Staff Assembly website contact e-mail address is linked to Hinojosa's and Fahr's e-mail address.

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

The next Staff Assembly Council meeting will be held on Thursday, January 13th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.