Staff Assembly Council Meeting Minutes
December 9, 2010

SA Representatives:
Chair
Vice Chair
Immediate Past Chair
Finance Chair
Finance Chair-Elect
Council Communications
CUCSA (Sr.)
CUCSA (Jr.)

Stephanie-Jean Hinojosa
Ingrid Fahr
Deborah McWilliams
Christine Dacanay
Dee Dee Nunez
Amy Vo
Jan Serrantino
Patricia Collette

present
present
absent
present
present

Standing Committee Representatives:
Community Relations
Education and Enrichment
Marketing
Scholarship
Special Projects
Staff Appreciation
Web Communications
Andrea Wiley
Monica Prentice
Stephanie Fix
Monica Prentice
Jeri Frederick
Mike Puritz
Henry Balanza

absent
absent
present
absent
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.
**Actions:** 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 Himojosa 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, Balanza, and Vo of any upcoming ZotMails which must be sent.

\textit{Action:} No action required.

\textbf{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.

\textit{Action:} No action required.

\textbf{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.

\textit{Action:} No action required.

\textbf{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.

\textbf{Actions:}

\textit{Balanza} will e-mail the Council Wiki™ site credentials.
\textit{Balanza} will update the Staff Assembly website to include the new Google™ calendar URL.
\textit{Balanza} will follow up with Wiley, regarding Staff Assembly website content for the Community Relations Committee.
\textit{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.

\textit{The next Staff Assembly Council meeting will be held on Thursday, January 15th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.}