

**Staff Assembly Council Meeting Notes
December 11, 2008**

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	absent

Standing Committee Representatives:

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

Statement of Subject - Call to Order

Main Points – Meeting was called to order by Main at 1:09 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, November 13th were approved by Frederick and seconded by Puritz.

Statement of Subject – Staff Service Awards

Main Points – Main reported that Staff Assembly is taking over responsibility of this program from Human Resources. Penny White, Lynda Brewer, Deborah McWilliams and Mike Puritz will sit on the committee. The venue for the ceremony will be moved from Aldrich Park to the Pacific Ballroom inside the Student Center. Additional volunteers from Staff Assembly are needed to help plan and staff the awards event.

Statement of Subject – Excellence in Leadership Award

Main Points – Main asked for volunteers from Staff Assembly to assist in reviewing upcoming nominations. Fahr, Hinojosa, McWilliams and Porter volunteered to review nominations. Winners will be announced at the staff service award presentation in June.

Statement of Subject - Chancellor/EVCP Meeting updates

Main Points – Main reviewed that issues discussed at the last meeting with both the Chancellor and the EVCP included: staff morale, budget concerns, staff service awards, and assistance from the EVCP to promote involvement in Staff Assembly. Mike Arias suggested that Staff Assembly forward a name of an individual to fill a staff vacancy on

the EVCP's Budget Work Group Committee. This is an advisory group to the EVC that reviews budget policies and procedures. Main to send out an email to the Council for interest.

Statement of Subject - Chancellor/EVCP Forums

Main Points - The next Chancellor Forum is tentatively scheduled for Friday, April 10th. The format will be a question and answer session. The EVCP Forum is scheduled for February (date TBD) and will focus on the budget.

Statement of Subject – Elections Rules

Main Points – Changes to be made include the addition of a Finance Chair-Elect position and conducting the annual elections at an earlier date. Changes will be drafted by the end of January and approved by the Council at the March meeting. Any changes made to the Staff Assembly Bylaws must be posted for 30 days.

Statement of Subject – Staff Helping Hands Project

Main Points – The Council was not able to complete the project this year due to confidentiality issues. We will reformat the project for next year.

Statements of Subject – CUCSA

Main Points - Hinojosa reported that she and Andrea Denish attended the meeting in Santa Cruz. The following issues were discussed:

- Fee Waivers - The Chancellor at Santa Cruz suggested that Staff Assembly Councils at all UC's contact their individual Academic Senate Chair to push for fee waivers for spouses and dependents of UC employees.
- Staff Recognition and Development Program – CUCSA is trying to determine how each campus uses these funds. Spot awards are for non-represented staff.
- Retirement Program – A fundamental change to Article 10 may be on the ballot for 2010. This will take away the governing power of UCRP and merge our retirement plan with the state retirement system.
- Staff Advisors to the Regents – The two Staff Advisors to the UC Regents are planning a visit to UCI – date TBD. Applications for a vacant Staff Advisor position will start in January and Staff Assembly will encourage people to apply.

Statements of Subject – Finance

Main Points – McWilliams reviewed cost spreadsheet and line item budgets with the Council.

Statements of Subject – Staff Appreciation

Main Points – Puritz reported that the Staff Appreciation Committee will be meeting next Wednesday to discuss upcoming events. Puritz needs people to take the lead on planning individual events. Upcoming events include:

- Claire Trevor School of the Arts events

- We will offer 50 free tickets for the following events:
 - Dance Visions 2009 – Saturday, February 7th
 - UCI Symphony Orchestra - Friday, June 5th
- UCI Sports events
 - Staff Assembly will offer tickets for the following events:
 - Men's Basketball versus Cal Poly on Thursday, February 5th
 - Men's Volleyball on Wednesday, April 8th
 - Men's Baseball on Saturday, May 2nd
- Additional events planned include:
 - Anaheim Angels game – date TBD
 - Pancake Breakfast on Tuesday, March 17th
 - Staff UC Idol Auditions – date TBD

Statement of Subject – Marketing - No report

Statement of Subject – Web Communications

Main Points – Fahr has posted photos of events from this year on the website. She is also working on an events calendar, which will be set up through the Corporate Time software program. There will be a link on the website to view all upcoming events. Individuals who will have administrative capabilities to update the site include: Fahr, Ledgerwood, Puritz and Main. When the calendar link is live on the site, a notification to staff will be sent out via a zotmail and a notice in the UCI Brief. Fahr is also working on posting council meeting minutes and an anonymous comment box on the website.

Statements of Subject – Scholarship

Main Points – Porter reported that the Turkey Trot Walk-a-Thon took place on Friday, November 14th. We raised \$246.00 with a turnout of about 20 people. Suggestions for how to improve turnout for the event next year include: additional marketing, holding the event at the beginning or middle of the week (instead of Friday) when more staff are on campus, holding the event in conjunction with the staff picnic, creating a contest for logo design and creating a competition with departments or the UCI Medical Center.

Statements of Subject – Education and Enrichment - No report

Statements of Subject – Staff Ambassadors - No report

Statements of Subject – Special Projects

Main Points – Frederick reported that the Meals with Mike events get a better turnout when a zotmail is sent at the beginning of each month. Although posting in the UCI Brief is nice, the announcement gets lost given all the information contained in the Brief. Council members interested in hosting should **please email** Jeri at jerii@uci.edu.

Statement of Subject – Quarter Century Club - No Report

Statement of Subject – Council Meeting Time

Main Points – Main suggested changing the time of the monthly Staff Assembly Council meetings to 12:00 p.m. to 2:00 p.m. so that more members and staff can attend during their lunch hour.

The next Staff Assembly Council meeting will be held Thursday, January 8th, from 1:00-3:00 p.m. in 107 Aldrich Hall.