

Staff Assembly Council Meeting Notes December 12, 2002

SA Representatives:

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

Standing Committee Representatives:

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

Other Staff Members:

Sheila Hayden, Scheduling and Conference Services

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

Main Points –The meeting was called to order. Meeting notes from November 14, 2002 were distributed and approved.

Statement of Subject – Monthly Meeting with Executive Vice Chancellor

Main Points – The EVC is supportive of the proposed leadership award and proposed that it be named the Staff Assembly Leadership Recognition Award. He agreed that the scheduled timing of the program made sense, but suggested reducing the number of awards to two with generous funding by his office. The lunchtime EVC budget forum, held earlier on this day, was discussed. Attendance was good.

- **Action: Send an e-mail thanking staff for their attendance at the EVC budget forum and referring to the Staff Assembly web site for questions.**
- **Responsibility: Lorrie Minkel.**

Statement of Subject – Finance Update

Main Points – \$3,500 was raised last year. We are expecting a matching funds transfer. 140 Entertainment books are expected to sell this year. A year-to-date income and expense report was distributed (1).

Statement of Subject – Staff Appreciation Committee

Main Points – Sheila Hayden, a member of the Staff Appreciation Committee, reported on the holiday dinner cruise, scheduled for December 17, on behalf of Maria Graziano. A \$2K deposit has been paid to reserve a boat for the cruise, anticipating ticket sales similar to last year's attendance of 250. 67 individuals have paid, confirmed reservations; however, 84 reservations are pending payment. Consequently, inquiries are being made about obtaining a smaller boat or possibly canceling the event. A decision should be made within 24 hours. It was noted that Maria will be on maternity leave and a replacement committee representative has not been identified to coordinate the pancake breakfast and picnic events.

Statement of Subject – Workplace Issues Committee

Main Points – A meeting was held, attended only by all new participants. The issues raised included elder care, sick childcare, and telecommuting. The next meeting is scheduled for December 17.

- **Action: Meet with former Workplace Issues committee chairs to discuss past issues and actions taken.**
- **Responsibility: Jeri Frederick.**

Statement of Subject – Training and Development Committee

Main Points – Two "Learn at Lunch" brown bag lectures have been scheduled. On January 17, a stress reduction and management workshop will be held at Emerald Bay A. Rodney Kempton will conduct another Career Development workshop on January 30. These events will be publicized via Zot Weekly, UCI News, and the Staff Assembly listserv. In addition to these lectures, Anne Fink plans to schedule an investment workshop. Staff Assembly will not subsidize the cost of refreshments. It was also suggested that a brownbag lecture be scheduled on UC undergraduate admissions, similar to the one led by Sue Wilbur last year.

Statement of Subject – Representative at Large Issues

Main Points – The December "Meal with Mike" has been cancelled. The Spring EVC forum, again discussing the state of the budget for UC, will be held at a different venue from the Physical Sciences Lecture Hall, one that allows food.

Statement of Subject – Scholarship Committee

Main Points – It was reported that \$3K awarded last year was not paid out. Technically, these awards are lost; however, funds can be paid out this year if award recipients fulfill the award and payment requirements. An announcement is forthcoming to publicize this year's scholarship program.

Statement of Subject – CUCSA

Main Points – Raschel announced that Lynda Brewer is UCI's representative on the Presidential search advisory committee and reported on the recent CUCSA meeting hosted by UC Riverside. Speakers included the new Chancellor, France A. Córdova, and Regent Ward Connerly, as well as a presentation by Ellie Schindelman on the Office of the President sponsored 3.5 day Supervisory Leadership Institute training program that is being developed. The fee waiver work group reported that this benefit program remains on the "back burner" despite a high level of support. The Merced campus will open in the Fall of 2004. The next CUCSA meeting will be held February 10-12 at UC Santa Cruz. Raschel reminded Committee members to reserve June 4-6 for the UCI CUCSA meeting and plans to publicize the meeting campus-wide. She also asked Committee members to provide information on any programs that have grown out of the task force on Faculty-Staff Partnerships.

Statement of Subject – Communications and Publications Committee

Main Points – Cleanup is underway on the Staff Assembly general web pages and archive and the upload program. The new site should be ready for launch in January or February, along with training of the Committee members who are responsible for each area.

- **Action: Establish practice of sending an e-mail message out on the Staff Assembly listserv at the end of each month to publicize all Staff Assembly events for the coming month.**
- **Responsibility: Alison Strong.**

Statement of Subject – A&PW Update

Main Points – Raschel reported on recent holiday events co-sponsored with the Academic and Professional Women (A&PW), UCI Chapter. The Verano Project had more volunteers than needy student families. An incident was discussed related to the new Staff Helping Hands Program.

- **Action: Follow up on need verification issues related to the Helping Hands Program.**
- **Responsibility: Lorrie Minkel and Ramona Agrela.**

Statement of Subject – Chancellor’s Advisory Committee on the Status of Staff

Main Points – The Chancellor’s Advisory Committee on the Status of Staff (CACSS) continues scheduling “neighborhood” meetings. Information regarding the discussion at past meetings will be distributed by the committee in January.

Meeting adjourned -- Next meeting is scheduled for Thursday, January 9 from 2:30-4:30 PM, at the Gottschalk Medical Plaza, second floor conference room.

Summary of 2002-2003 Meetings

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUCSA 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 CUCSA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.
- September 12 - Met in 404 ADM, Campus budget, CACSS, Staff appreciation committee, Scholarship committee, Finance update, Communications and publications committee, CUCSA, Tree Plaque, EVC.
- October 10 - Met in 3161 EG, EVC, Budget shortfall, Finance update, Scholarship committee, Commemorative tree, Training and development committee, Representative at large issues, CUCSA, Staff appreciation committee, Holiday staff helping hands program, Encouraging the vote.
- November 14 – Met in 107 ADM, EVC, Training and development, Workplace issues, At large issues, CUCSA, Staff appreciation committee, A&PW, QCC, Scholarship committee, Leadership recognition program, Web site update, UCIMC ARISE program.
- December 12 – Met in 107 ADM, EVC, Financial update, Holiday dinner cruise, Workplace issues, Training and development, At large issues, Scholarship committee, CUCSA, Web site update, A&PW, CACSS.