

Staff Assembly Council Meeting Notes December 13, 2001

SA Representatives:

Chair	Mike Delo	Present
Vice Chair	Lorrie Minkel	Present
Immediate Past Chair	Barbara Ellerbrock	Absent
Finance	Dianne Bean	Absent
Council Communications	Cindy Wilson	Present
Parliamentarian	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Liz Toomey	Absent
CUCSA (Jr.)	Lynda Brewer	Absent
UCIMC At Large	Linda Ezell	Absent
Campus At Large	Leslie Pearlman	Present

Standing Committee Representatives:

Communications & Publications	Penny White	Absent
Scholarship	Ramona Agrela	Present
Staff Appreciation	Maria Gillespie	Present
Training & Development	Laura Ferejohn	Absent
Workplace Issues	Candice Garretson	Present

Other Staff Members:

Raschel Greenberg

Statement of Subject - Call to Order

Main Points - Mike called the meeting to order.

Statement of Subject - Approval of Minutes

Main Points – Minutes from the previous meeting were reviewed and approved.

Statement of Subject – Approval of Budget

Main Points – Dianne was not present, so Budget was not read or approved.

Statement of Subject – EVC Meeting

Main Points – The Chancellor Forum and Campus budget were discussed at the last meeting with the EVC. It was stated that there could be up to a 15% budget reduction, however the final budget amount is unknown. The impact of this reduction on campus as a whole was also discussed. Lorrie expressed concern over relaying the budget news in a very negative fashion to the staff because she thought this might push eligible staff to consider early retirement or highly qualified and mobile staff to seek employment elsewhere. She recommended Staff Assembly strive to buffer the certainly negative news. Candice was pleased that the EVC was straightforward and honest regarding the budget. The Chancellor's Forum scheduled for February was also discussed. At the top of the topic list for the Forum is the Task Force Report.

Statement of Subject – Committee Reports

Main Points – Candice reported that the Workplace Issues Committee met. They discussed campus communication and would like to see Staff Assembly used to solicit comments to the Worklife Survey results. Also discussed was bringing to light best work practices around campus as well as new employee orientation. Raschel suggested that Staff Assembly send out letters with Staff Assembly keychains attached to all new employees. The purpose of the letters is to welcome the new employee and to notify them of key organizations and activities in which they may participate and that may help to transition them into campus life.

- **Action: Send a list of new employee names to Leslie Pearlman**
- **Responsibility: Ramona Agrela**

- **Action: Draft a letter to send out to the new employees welcoming them to UCI**
- **Responsibility: Leslie Pearlman**

Statement of Subject – Committee Reports

Main Points – Ramona reported on finalizing the Scholarship criteria and web posting of the application. The application was approved by the council and will be made available on the Staff Assembly website soon. Ramona also asked for volunteers to weed through the list of local vendors that will be used to solicit money for Scholarship funds.

Statement of Subject - Holiday Boat Parade

Maria reported that she had a list of 300 fully paid reservations for the Holiday Boat Parade on Thursday, 12/20. The \$25 includes dinner as well as dancing. The Staff Appreciation Committee also discussed other suggested activities, such as the UCI versus Idaho basketball game on 2/7 as a Staff Appreciation night. The game will be televised. Other activities discussed were Staff Appreciation Day at an Angels game, a breakfast for Secretary's day in April. She also told us that Aldrich Park has been tentatively reserved for 8/26, 8/27 or 8/28/02 for the Staff picnic. Inviting faculty to the picnic was also discussed and it was decided to include them beginning this year.

Statement of Subject –QCC Update

Main Points – Mike reported that he would follow up again with Carolyn Hunt regarding the QCC program. The Chancellor's office said it would host the annual dinner (?) recognizing staff and faculty employees who have reached 25 years of employment with UC. Points brought up to discuss further were financial support for QCC and recruiting a new position/committee within Staff Assembly to organize QCC.

- **Action: Call Carolyn Hunt**
- **Responsibility: Mike Delo**

Statement of Subject – Entertainment Book Sales Update

Main Points – There is only 1 Riverside Entertainment book and 8-9 Orange County books left to sell

Statement of Subject - Future Actions

Main Points – Liz was unable to attend this meeting, but asked Mike to relay information from the last CUCSA meeting. This information included a discussion of retirement benefits, no talk about another VERIP, enhanced benefits packages and further discussion on the issue of covering UC enrollment for UC employee's children – something that has been put on the back burner for now. Candice also suggested that some retirement workshops/brownbags be held in the near future.

Meeting adjourned - Next meeting will be in 112 SEI on Thursday, January 10, 2002 from 2:30 - 4:30.

Summary of 2000-2001 Meetings

- July 12 - Met in the Koll Room at the Bren Center, Welcomed new members, Meal with Mike signups, Staff Picnic, QCC update, Recruitment of Committee Members, Task Force Update
- August 9 - Met in 112 SEI, Benefits Information, Staff Picnic, QCC Update
- September 13 – Met in 112 SEI, Standing Committee updates provided, training/development framework presentation by Rod Kempton of Human Resources.
- October 11 - Met in 112 SEI, Halloween Party and Boat Parade Event planning, QCC update, Tree Planting update and Committee reports.
- November 8 - Met in 112 SEI, Fund Raising advice, Scholarship Update, Holiday Boat Parade Update, QCC Update, Entertainment Book Sales Report.
- December 13 – Met in 112 SEI, Scholarship Update, Chancellor's Forum, Committee Reports, QCC Update.