

**Staff Assembly Council Meeting Notes
February 12, 2009**

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	present

Standing Committee Representatives:

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

Statement of Subject - Call to Order

Main Points – Meeting was called to order by Main at 12:12 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, January 22nd were approved by Denish and seconded by Fahr.

Statement of Subject – Staff Service Awards

Main Points – Sherry Main, Mike Puritz, Deborah McWilliams, Lynda Brewer, Becky Baugh, Sheila Hayden and Danielle Brewer will sit on the committee. The event will take place on Wednesday, June 17th. Location is still to be determined. The budget is \$27,000. There will be a breakfast buffet for award recipients before the ceremony, which is scheduled from 9:00 a.m. to 12:00 p.m. The RSVP and gift selection will be completed online this year. Recipients can choose to opt out of receiving their gift and the money saved will be placed into the Staff Assembly Scholarship Fund. Additional volunteers from the Council are needed to help with the awards ceremony as well as with the Quarter Century Club luncheon hosted by the Chancellor's Office on the same day from 12:00 p.m. to 2:00 p.m.

Statement of Subject – Elections Rules

Main Points – The Council discussed changes to the Bylaws including:

- Terms and requirements for the Finance, Vice Chair and CUCSA Chair positions
- Addition of Finance Chair-Elect position
- Changing the annual election dates from May to April
- Announcing newly elected Council members in May

Ledgerwood will email the revised Bylaws to the Council for approval. Once approved, the changes will be posted on the website for 30 days. We will then send out an open vote to the campus to approve the changes.

Statement of Subject - Chancellor/EVCP Meeting updates

Main Points - The next meeting will be held on Friday, March 20th.

Statements of Subject – CUCSA

Main Points - Hinojosa and Denish will be attending the meeting at UC Merced from Tuesday, March 3rd through Thursday, March 5th.

Statements of Subject – Finance

Main Points – McWilliams reviewed the cost spreadsheet. The current balance is \$63,000. We recently received funding of \$27,000 for the Staff Service Awards. The budget request for next year will be submitted with an anticipated 10% reduction. Please see the proposed budget spreadsheet for 2009-2010 and email McWilliams at deborah.mcwilliams@uci.edu with any concerns by Monday, March 2nd.

Statements of Subject – Staff Appreciation

Main Points – Puritz discussed the following events:

- Men's Basketball versus Cal Poly on Thursday, February 5th
 - 283 staff attended and received t-shirts
 - 549 tickets were requested
- Pancake Breakfast on Tuesday, March 17th at the University Club
- Men's Volleyball on Wednesday, April 8th
- Staff UC Idol Auditions will take place in May (date TBD)
- Staff Picnic on Wednesday, August 19th
- Kayaking event – dates in May, June and July have been confirmed
- UCI Night at an Anaheim Angels game– Puritz met with the Angels and it was determined that Staff Assembly must purchase an advertising package with the Angels in order to participate in this group discount/fundraising program. The Angels are looking to see if any UCI affiliates such as the UCI Medical Center or The Merage School of Business currently advertise with them. If any affiliates currently advertise with the Angels, Staff Assembly will be able to schedule this event.

Statement of Subject – Marketing

Main Points – Please email all announcements for the UCI Brief to Ledgerwood at mledgerw@uci.edu on the Thursday, three weeks prior to the event date. All event information received will also be promoted via zotmail.

Statement of Subject – Web Communications

Main Points – The events calendar is now posted on the home page of the Staff Assembly website. Thumbnails of the event flyers are also posted. Fahr will set up a WebFiles account for the Council to upload files to a central document storage area. This will assist with keeping historical information. She will provide a demonstration of how to use WebFiles at our next meeting.

Statements of Subject – Scholarship

Main Points – Prentice reported that we have received 44 applications for the Career Enhancement Scholarships. Our budget, including the allocation from the EVCP, totals \$4,600. The Council agreed to award \$100 to each of 40 recipients. Any unclaimed funds left over from this year will roll into next year. The last day for recipients to submit receipts for reimbursement will be Friday, August 14th. Prentice will set up a sub-committee to determine more specific scholarship criteria for next year. The Council will need to get approval from the EVCP before implementing on the new criteria. Prentice will also work with Fahr to automate the application process so that staff can apply online for scholarships next year.

Statements of Subject – Education and Enrichment

Main Points – Prentice discussed the next event: “A Conversation with Liz Toomey: The Past, Present & Future of the University of California, Irvine” will be presented on Wednesday, February 18th from 12:00 p.m. to 1:00 p.m. in Aldrich 107.

Statements of Subject – Staff Ambassadors - No report

Statements of Subject – Special Projects

Main Points – Frederick discussed the following events:

- The Chancellor’s Forum will take place on Friday, April 3rd
- Meals with Mike
 - Looking for Council members to host upcoming events
 - A zotmail with dates for next 3 months will be sent to encourage staff to attend

Statement of Subject – Quarter Century Club - No Report

The next Staff Assembly Council meeting will be held on Thursday, March 12th, from 12:00-2:00 p.m. Location is to be determined.