

## Staff Assembly Council Meeting Notes February 13, 2003

### SA Representatives:

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

### Standing Committee Representatives:

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

### Other Staff Members:

none

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

Main Points –The meeting was called to order. Meeting notes from January 9, 2003 were distributed and approved.

### Statement of Subject – Monthly Meeting with Executive Vice Chancellor

Main Points – Discussion from the January 21 meeting was presented, including an update on the Staff Assembly Excellence in Leadership Award. A handout (1) describing the main points of the award was distributed. The next EVC meeting is scheduled for February 25.

### Statement of Subject – Vice Chair's Update

Main Points – A Staff Assembly general meeting is planned for March; the date will be determined later. It was decided that the meeting should feature a speaker. Mark Warner and/or Ron Stern were suggested to give a presentation on CACSS (the Chancellor's Advisory Council on the Status of Staff). Council elections were also discussed. Candidates will be solicited in April, the election will take place in May, and newly elected candidates will be invited to attend the June meeting. A three-member election committee will be formed of Council members who are not running for office.

### Statement of Subject – CUCSA

Main Points – Lynda Brewer reported on the February 11 Regents' meeting and the Presidential search advisory committee. She received about 20 responses from UCI staff to her call for input on the Presidential recruitment. A staff advisor to the Regents was discussed at the meeting. (Appointment of a Staff Regent with voting rights would require an amendment to the state constitution.) The CUCSA liaison to the OP budget office also provided an update on TRIP and VERIP discussions. A communications meeting is taking place at UC Riverside and a Faculty-Staff Partnership report is being generated for presentation to the Regents.

### Statement of Subject – Communications and Publications Committee

Main Points – Alison Strong provided an update on the Staff Assembly web site. Programming is complete; content is being worked on. It was suggested that the site should debut at a demonstration given during the general meeting. Council member training will commence soon for posting information to the site.

#### **Statement of Subject – Financial Update**

Main Points – Katherine Carpenter provided a financial report (2) and announced that last year's matching funds were received.

- **Action: Consult with Mike Delo on the status of unsold Entertainment Books.**
- **Responsibility: Katherine Carpenter.**

#### **Statement of Subject – Scholarship Committee**

Main Points – February 14 is the final day for 10 scholarship recipients to claim their scholarship award funds. The new scholarship program will be announced at the March meeting. Previous aid recipients will have lower priority for new awards. Last year, applications exceeded available funding. The Office of Equal Opportunity and Diversity recently announced their new scholarship program and list the Staff Assembly link on their web site. As a result of a recent Public Records Act request for information on scholarship records, Ramona Agrela clarified that ethnicity and gender information is not collected.

#### **Statement of Subject – Training and Development Committee**

Main Points – Rodney Kempton gave a stress reduction workshop on January 17 and a career development workshop on January 31. Good attendance was reported. Possible follow-on talks were discussed. A replacement for committee representative Steve Engen is needed.

#### **Statement of Subject – Representative At-Large Updates**

Main Points – Campus representative, Patricia Realo, reported that the last Meal with Mike was rescheduled. It was noted that there are a lot of repeat requests and that a lack of UCIMC participation is probably due to communication access obstacles. UCIMC representative, Sandra Longnecker, reported that a virtual tour of the planned hospital may be available for presentation at the March general meeting.

- **Action: Check on UCIMC communication access issues.**
- **Responsibility: Penny White.**
- **Action: Send Meal with Mike e-mail announcements to Sandra Longnecker for distribution to targeted UCIMC employees.**
- **Responsibility: Patricia Realo.**

#### **Statement of Subject – Staff Appreciation Committee**

Main Points – Leora Fellus was introduced as interim committee representative, replacing Maria Graziano. Leora reported that Mike Puritz organized the recent staff night at the UCI basketball game. The cost of a new banner is being researched. The annual pancake breakfast, scheduled for April 29 and budgeted at \$2500, was discussed. It was noted that 250 were fed last year but the food ran out by 8:15 AM. It was suggested that the food continue to be catered, but self-serve. It was also suggested that a greater effort be made to get Staff Assembly publicity materials out onto the seating tables. A staff baseball game may be scheduled in May.

#### **Statement of Subject – A&PW Update**

Main Points – Raschel Greenberg announced that an A&PW conference is scheduled for May 21 and asked Council members to avoid scheduling conflicts.

#### **Statement of Subject – QCC**

Main Points – The next QCC (Quarter Century Club) meeting and agenda must be planned.

- **Action: Follow up with the Chancellor's office to schedule the QCC meeting.**

- **Responsibility: Mike Delo.**

**Statement of Subject – Encouraging Civility During Tough Times**

Main Points – A need to publicize the campus principles of community was discussed.

**Meeting adjourned -- Next meeting is scheduled for Thursday, March 13 from 2:30-4:30 PM, at ADM 107.**

**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.
- January 9 – Met at Gottschalk Medical Plaza 2<sup>nd</sup> floor conference room, EVC, Trip III Program, 24-Hour Fitness contract, Financial update, Workplace issues, Communications and publications, Training and development, Staff appreciation committee, Helping Hands program, CUCSA.
- February 13 – Met at Library 570, EVC, Vice Chair's update, CUCSA, Communications and publications, Financial update, Scholarship committee, Training and development, At large issues, Staff appreciation committee, A&PW, QCC, Civility.