

Staff Assembly Council Meeting Notes January 9, 2003

SA Representatives:

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|--------------------------------|--------------------------|---------|
| 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 | Present |
| CUCSA (Sr.) | Lynda Brewer | Present |
| CUCSA (Jr.) | Raschel Greenberg | Present |
| Campus At Large | Patricia Realo | Absent |
| UCIMC At Large | Sandra Longnecker | Absent |

Standing Committee Representatives:

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

Other Staff Members:

Melvin Davis, Procurement Services
Njeeri Ngugi, Faculty & Staff Assistance Program
Rhonda Louden, Molecular Biology & Biochemistry

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

Main Points -The meeting was called to order. Meeting notes from December 12, 2002 were distributed and approved.

Statement of Subject - Monthly Meeting with Executive Vice Chancellor

Main Points - The next EVC meeting is scheduled for January 21.

Statement of Subject - TRIP III Program

Main Points - Human Resources is proposing another voluntary reduction of appointment and salary program, dubbed TRIP III, to be discussed at the 1/10/03 meeting of the Chancellor's Advisory Committee on the Status of Staff (CACSS). A handout (1) listing the key points, advantages, and disadvantages was distributed and discussed.

Statement of Subject - 24-Hour Fitness Contract

Main Points - Melvin Davis, Small Business Program Coordinator for Procurement Services, addressed Council regarding UCI's proposed contract with 24-Hour Fitness for special employee membership rates. He distributed a copy of the proposed contract and rates (2) and described the program and it's benefit to staff and faculty. 24-Hr. Fitness contract rates for UCI are significantly lower than staff/faculty membership rates at the ARC. 1,759 employees, plus family members, signed up during the first year of the previous 2-yr. membership campaign. If approved by the EVC, \$10,000 would be allocated. (The previous campaign cost \$14,000.) It was noted that this program cannot be advertised through UCI media due to limits on promoting other business entities.

- **Action:** Prepare an endorsement letter supporting Melvin Davis' request to the EVC to fund the 24-Hour Fitness contract.
- **Responsibility:** Lorrie Minkel.

Statement of Subject - Finance Update

Main Points - An income and expense report, through 12/31/02, was distributed.

Statement of Subject - Workplace Issues Committee

Main Points - The next meeting is scheduled for January 21, 2003.

Statement of Subject - Communications and Publications Committee

Main Points - The first of the monthly Staff Assembly activity messages was sent to the campus at large via e-mail in January. Discussion ensued as to which activities warrant a bullet in the monthly activity message and which warrant separate messages. It was decided that standing committee representatives should make this determination. Content from Council members is still needed for the web site. The uploading feature requires a little more refinement.

Statement of Subject - Training and Development Committee

Main Points - Rodney Kempton is scheduled to give a stress reduction workshop on January 17 and a career development workshop on January 31. It was suggested that a member of the Academic and Professional Women (A&PW), UCI Chapter, serve on the Training and Development Committee in order to improve calendar communications and to coordinate events and activities.

Statement of Subject - Staff Appreciation Committee

Main Points - Maria Graziano reported on the Holiday Boat Parade. Attendance was 100 (10-15% repeaters), though 200 were expected. It was suggested that Council reevaluate this event next year. Maria will get the annual pancake breakfast on the scheduling office calendar before leaving on maternity leave. Leora Fellus will replace Maria Graziano as Committee Representative. Mike Puritz and Sheila Hayden will continue on the committee; two other members are leaving.

Statement of Subject - Helping Hands Program

Main Points - Rhonda Louden and Njeeri Ngugi addressed Council with a debrief of the holiday Helping Hands Program, which Staff Assembly co-sponsored with A&PW. There were 17 offers for help and only 6 requests for aid. Two of the needy staff families are now Faculty and Staff Assistance Program (FSAP) clients. One negative incident was discussed. Participant confidentiality was assured. No third party referrals were accepted. Njeeri committed the FSAP office to facilitate the program again next year. September 2003 is targeted to begin planning for next year's campaign.

Statement of Subject - CUCSA

Main Points - Lynda Brewer reported that Regent Ward Connerly proposed a study for putting a staff representative on the Board of Regents. Lynda is UCI's delegate on the task force to nominate a new UC President. She will solicit comments at a later date to relay to the selection committee. The Chancellor is confirmed for the June CUCSA meeting.

Meeting adjourned -- Next meeting is scheduled for Thursday, February 14 from 2:30-4:30 PM, at the Main Library conference room 570.

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 2nd 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.