

## Staff Assembly Council Meeting Notes January 10, 2002

### SA Representatives:

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

### 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 – Budget was read and approved.

### Statement of Subject – Committee Reports and Posting Scholarship Criteria

Main Points – Ramona still needs help in identifying vendors that could be contacted for scholarship money. It was suggested that the Purchasing Departments for each school be contacted for this information. Ramona is drafting a zotmail announcing the online scholarship application.

- **Action: Contact Purchasing Departments in each school**
- **Responsibility: Ramona Agrela**
- **Action: Draft a zotmail announcing the online scholarship application**
- **Responsibility: Ramona Agrela**

### Statement of Subject – Committee Reports and February Event

Main Points – Maria reported that the holiday boat parade was ‘fantastic’. There was plenty of food and a good time was had by all. A few suggestions for next year would be to notify attendees of the parking options and to have more seating on the boat. She announced that Staff Appreciation Basketball Night would be on February 7, 2002 at the Bren Center. Festivities will start at 4:30pm at the Berry Terrace adjacent to the Bren Center, game starts at 5:30. An announcement will go out soon to the campus. The Pancake Breakfast will be held in April this year to coincide with Secretary’s Day.

### Statement of Subject – Chancellor Forum

Main Points – No date has been set for the forum. Lorrie will be talking to Carolyn Hunt in the Chancellor’s office next week and will try to set a date. Council felt that this would be a good opportunity for the Chancellor to assure staff regarding the budget crisis as well as announce the

results of the Task Force Report. Leslie reported that Gail Brooks is willing to continue with the brown bag lunches for the coming year. Ideas are needed for better attendance at these meetings. A suggested topic for an upcoming brown bag is discussing UCI's compensation package.

#### **Statement of Subject – QCC Update**

Penny, Barbara and Mike met with Susan Menning to discuss the QCC logo, card and literature. A reception with the Chancellor for all 25+-year employees is being scheduled. Council also discussed whether Staff Assembly and/or another campus organization could organize the reception each year, taking the responsibility off the Chancellor's office. Also discussed were ways that Staff Assembly could recognize 25-year employees as well as a yearly lunch for all 25-year employees. It was also discussed that New Employee letters (with keychains attached) will go out from Staff Assembly (signed by Mike). Council decided that the new employee list would go back to July 1, 2001. It was also suggested that some kind of communication (zotmail, zot-weekly) go out to the campus informing them of Staff Assembly Meeting Dates.

#### **Statement of Subject – Entertainment Books Update**

Main Points – All books have been sold except for one for Riverside. It was suggested that we have new books to sell at the Staff Picnic this year and Mike has approved selling them at the Transportation office. Diane Bean reported that she had researched some other fundraising possibilities. She had contacted World's Best Chocolate and shared the information regarding selling candy bars at different events on campus such as the picnic, other Staff Assembly events, campus offices. She also shared information regarding scratch cards that they also had available for fundraising.

- **Action: Order candy bars and organize selling points**
- **Responsibility: Dianne Bean and Ramona Agrela**

#### **Statement of Subject – Budget Status**

Main Points – It was suggested that next year, Council put in our budget request to the Chancellor at the start of the fiscal year instead of at the end. Committee Representatives should give their budget projections to Mike as soon as possible.

- **Action: Give budget projections for next year to Mike**
- **Responsibility: Committee Chairs**

#### **Statement of Subject - Future Actions**

Main Points – Mike announced that Staff Assembly elections will be coming up soon and asked that we start thinking about nominations for the open positions.

**Meeting adjourned - Next meeting will be in 112 SEI on Thursday, February 14, 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, and QCC Update.
- January 10 – Met in 112 SEI, Scholarship Criteria, Chancellor's Forum, QCC Update, Budget Status, Upcoming Staff Assembly Events.