

**Staff Assembly Council Meeting Notes  
January 10, 2008**

**SA Representatives:**

Chair	Mike Puritz	present
Vice Chair	Mark Wheeler	present
Immediate Past Chair	Sherry Main	present
Finance	Andrea Denish	present
Council Communications	Heather Wuebker	present
CUCSA (Sr.)	Ramona Agrela	absent
CUCSA (Jr.)	Penny White	present

**Standing Committee Representatives:**

Communications	Ingrid Fahr	absent
Scholarship	Nancy Carter-Fields	present
	Zen Yieh	absent
Staff Appreciation	Penny White	present
Training and Development	Lara Farhadi	absent
Special Projects	Jeri Frederick	present
	Sandra Longnecker	absent
Marketing	Mary Lou Ledgerwood	present
Staff Ambassadors	Kathy Eiler	absent

**Other attendees:**

Donna Clark,

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

Main Points – Wheeler called the meeting to order. Frederick moved to approve November meeting minutes with corrected date; Ledgerwood seconded.

**Statement of Subject – EVC-P meeting follow-up**

Main Points – Puritz reported on past meeting; discussed volunteerism options for staff on campus and need for EVC-P backing in allowing staff to participate in volunteer opportunities; recommended each School has representative on Staff Assembly.

Discussed staff educational opportunities – White is taking the lead.

Next meeting is Wednesday, Jan 16 @ 9 a.m. Puritz will send out email with requests for attendees and agenda items.

**Statement of Subject – Chancellor meeting follow-up**

Main Points – Discussed practical training class that could be offered by Business School to possibly be headed by Staff Assembly; two week intensive practical course with tracks in mgmt, accounting, others. Chancellor wants staff to benefit from our own faculty. Also brought up putting together an all-campus staff awards event as opposed to using picnic for ceremony; to be held in lecture hall or other large room and would include excellence in leadership and staff service awards June 18 is tentative date. Puritz will

contact Agrela to organize proposal – Ledgerwood, Dennish and Wuebker have volunteered to help. Suggested free dress rehearsal for plays at UCI for staff.

### **Statements of Subject – Quarter Century Club**

Main Points – White will assist Clark in getting list for club members.

### **Statements of Subject – People Development Summit**

Main Points – Feb. 26 – large brainstorming session to determine what would benefit staff for continuing educational opportunities.

### **Statements of Subject – CUCSA**

Main Points – White attended mtg in Dec. in San Diego. OP is considering a separation incentive program (severance package) to encourage a staff reduction from 1,700 to 1,000. Expecting more information at March meeting. Work groups met; Educational Opportunity committee preparing document on main issues faced by staff interested in pursuing educational opps (fee waivers, admission, etc).

### **Statements of Subject – Finance**

Main Points – Dennish distributed December budget; reported that budget for 2008 has been approved via email. Will contact Carter-Fields with number of \$300 scholarships available for distribution.

### **Statements of Subject – Staff Appreciation**

Main Points – White will be calling a meeting to further plan sporting events. Dates are set for following events:

- Basketball game vs Cal State Long Beach: Feb 28
- Men's volleyball vs UCLA: Mar 7
- Pancake breakfast: Mar 17
- Baseball game vs Riverside: Apr 19 @ 5 p.m.

Stadium Lofts is interested in paying for tickets and food; would like to include link to website link on announcements in return for promo. Still looking for Chair of the committee for 2008.

### **Statement of Subject – Marketing**

Main Points – Ledgerwood will send out Zotmail on Jan. 17 Meals with Mike. Law School Forum will be held in February – more details to follow, but email and other marketing will be needed. Main will follow up with Farhadi and Eiler to plan.

### **Statement of Subject – Communications**

Main Points – Fahr absent. Chairs from each committees need to provide updates for their pages on SA website. Puritz presented at EVC mtg a need for web assistance; Henry Balanza will begin working with web team. Meeting will be scheduled with White, Balanza and Fahr to discuss.

**Statements of Subject – Scholarship**

Main Points – Carter-Fields reported that 43 applications were received (up from previous year); committee will begin review process to determine total need and scholarship availability based on budget.

**Statements of Subject – Education and Enrichment**

Main Points – Farhadi absent.

**Statements of Subject – Staff Ambassadors**

Main Points –Eiler absent.

**Statements of Subject – Special Projects**

Main Points – Frederick discussed up-coming Jan 17 Meals with Mike. Helping Hands event went well; is writing up SOPs on how to better organize and plan event (contact UCIMC with invitation to participate; offered program flyers in English and Spanish). Police department donated overflow of teddy bear collection to Helping Hands. Waiting on final numbers to come in. Puritz reported that fireside chat idea with the Chancellor was suggested at Dec. mtg. Discussed developing meetings as topic driven – Frederick will work with Puritz to develop further.

**MISCELLANEOUS**

White presented possible “Diversity on a Plate” event focused on food and cultures of countries around the world. Will do more research and work on developing a plan.

A&PW event – January 31<sup>st</sup> event with economist, Feb 20 with speaker on Natural History Museum, March is PaceSetter Award and Fashion Show.

Fuel up UCI event – ARC Wednesday, January 17, noon – 1 p.m.

***The next Staff Assembly Council meeting will be held February 7, 2008.***