

**Staff Assembly Council Meeting Notes
January 22, 2009**

SA Representatives:

| | | |
|------------------------|-------------------------|---------|
| Chair | Sherry Main | present |
| Vice Chair | Nadine Fishel | absent |
| Immediate Past Chair | Mike Puritz | present |
| Finance | Deborah McWilliams | absent |
| Council Communications | Stephanie Porter | present |
| CUCSA (Sr.) | Stephanie-Jean Hinojosa | absent |
| CUCSA (Jr.) | Andrea Denish | present |

Standing Committee Representatives:

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|--------------------------|---------------------|---------|
| 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 | absent |
| Staff Advocacy | Kathy Eiler | absent |

Statement of Subject - Call to Order

Main Points – Meeting was called to order by Main at 12:09 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, December 11th were approved by Puritz and seconded by Fahr.

Statement of Subject – Staff Service Awards

Main Points – Sherry Main, Lynda Brewer, Nancy Chen Lane, Becky Baugh, Sheila Hayden, Danielle Brewer, Penny White, and Bob Kumamoto will sit on the committee and will meet in the next few weeks to start planning. The event will take place one week after Commencement. Additional volunteers from Staff Assembly are needed to help on event day.

Statement of Subject – Elections Rules

Main Points – Main will email Bylaws to the Council for feedback by Friday, January 30th. She will prepare a draft for approval at the February meeting and will send out for a campus vote in March.

Changes include:

- A two-year term for the Finance and Special Programs Chairs. The first year term will be served as chair-elect and the second term will be served as chair.
- A prerequisite to serve as a CUCSA Delegate.

Statement of Subject - Chancellor/EVCP Meeting updates

Main Points – Michael Clark requested Staff Assembly feedback on WASC Accreditation. Main will forward the WASC draft document to the Council for comments which are due by Monday, March 2nd.

Statements of Subject – CUCSA

Main Points -

- The issue of retirees returning to work after a break in service is currently on hold.
- The Project Work Group is still working on the issue of Education Opportunities for staff.
- The team is still waiting for a decision from CUCSA on who will cover travel expenses for the Senior CUCSA Delegate.

Statements of Subject – Finance

Main Points – Reviewed cost spreadsheet.

Statements of Subject – Staff Appreciation

Main Points –

Confirmed events include:

- Men’s Basketball versus Cal Poly on Thursday, February 5th
 - Note: 600 generic Staff Assembly t-shirts will be produced and distributed at the sporting events
- Pancake Breakfast on Tuesday, March 17th at the University Club
- Men’s Volleyball on Wednesday, April 8th
- Men’s Baseball on Saturday, May 2nd
- Staff UC Idol Auditions will take place in May (date TBD)
- Staff Picnic on Wednesday, August 19th
- Additional events in the planning/idea stages include:
 - UCI Night at an Anaheim Angels game (date TBD) – This event can be used as a fundraiser for the Staff Assembly Career Enhancement Scholarship Program.
 - Kayaking – This event will take place through Campus Recreation. Possible dates are in May, June and July from 5:30 p.m. to 7:00 p.m. Several different dates will be planned as only 26 people can participate at a time.
 - UCI Staff “Iron Chef” Cooking Competition – The demonstration kitchen at the Anteater Recreation Center can be used to host a cooking contest between staff members (date TBD).
 - Staff Wine Tasting Event – Puritz is contacting the University Club to host an after-hours event. This event can be used as a fundraiser for the Staff Assembly Career Enhancement Scholarship Program.
 - Art Exhibit – Frederick suggested hosting an Art Exhibit, similar to the one currently hosted by the Center for Emeriti & Retirees Employees

Statement of Subject – Marketing - No report

Statement of Subject – Web Communications

Main Points –

Fahr reported that the monthly Staff Assembly Council meeting schedule has been posted and she is currently working on the following projects:

- Updating the Programs and Events page (please **email all updates to Fahr** at ifahr@uci.edu)
- Updating the photo gallery
- Creating event flyers
- Setting up the Events Calendar through the Corporate Time software program
- Updating the Staff Resources link
- Anonymous Water Cooler Feedback “Box” – We will ask for responses to a specific question each quarter.

Statements of Subject – Scholarship

Main Points –

- Staff Assembly Career Enhancement Scholarship Program - Prentice reported that we have received 40 applications to date. The deadline for applications is Friday, January 30th. Applications will be reviewed starting in February and preference will be given to those who turned in their applications early and who have not received a Staff Assembly Scholarship in the past. We need budget information for this year in order to determine the dollar amount and how many scholarships will be funded.
- Chancellor Scholarship for The Paul Merage School of Business – Chancellor Drake would like to set up a scholarship for one UCI staff member to get their MBA at The Paul Merage School of Business. Main and Frederick will research contacts.

Statements of Subject – Education and Enrichment

Main Points –

Confirmed events include:

- “The History of UCI” will be presented by Liz Toomey, Assistant Vice Chancellor of University Advancement, on Wednesday, February 18th from 12:00 p.m. to 1:00 p.m. in Aldrich 107.

Additional events in the planning stages include:

- A co-sponsored event with UCI Wellness will take place on Wednesday, April 22nd. Subject and guest speaker are TBD.

Statements of Subject – Staff Ambassadors - No report

Statements of Subject – Special Projects

Main Points –

- Meals with Mike - Frederick reported that 7 attendees signed up for the event after the zotmail was sent out.
- The UC Irvine Retirees Association – This group is interested in co-sponsoring an event with Staff Assembly to raise money for scholarships.

Statement of Subject – Quarter Century Club - No Report

Statement of Subject – Other

Main Points –

- Other Staff Organizations - Jill Halvaks from the Dean of Students Office has asked Staff Assembly to contact the Asian American Faculty and Staff Association and the Black Faculty and Staff Association. Both of these groups are currently registered as student organizations, but should be registered as staff organizations instead. Main suggested inviting the Chairs of these organizations to attend the next Council meeting.
- Student Center Rooms - Main will speak to Mike Arias regarding Staff Assembly's use of rooms at the Student Center for no cost.

The next Staff Assembly Council meeting will be held in 107 Aldrich Hall on Thursday, February 12th, from 12:00-2:00 p.m.