

## Staff Assembly Council Meeting Notes July 11, 2002

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

### Standing Committee Representatives:

Communications & Publications	Open	
Scholarship	Ramona Agrela	Absent
Staff Appreciation	Maria Gillespie	Present
Training & Development	Steven Engen	Present
Workplace Issues	Open	

### Other Staff Members:

none

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

Main Points - After moving the meeting to 169 HIB (due to a water leak in 137 HIB), the meeting was called to order. Meeting notes from June 13, 2002 were distributed and approved.

### Statement of Subject - Review of Staff Assembly Budget

Main Points - Council agreed to postpone discussion of the budget until Katherine is able to obtain more information.

### Statement of Subject - Committee Report, Staff Appreciation

Main Points - Maria reported on plans for the staff picnic. She confirmed the event on the Chancellor's and EVC's calendars. She sent out letters soliciting vendor donations and confirmed that there will be a Staff Assembly table at the picnic. She also processed a request to announce the event in the next campus-wide 'Zot Weekly' e-mail; it has not yet appeared. In lieu of this, an e-mail is to be sent out via the Staff Assembly listserv.

- **Action: Confirm 'Zot Weekly' picnic announcement and/or send out e-mail via the Staff Assembly listserv.**
- **Responsibility: Maria Gillespie**

### Statement of Subject - Committee Report, Training and Development

Main Points - Steve distributed a handout with proposed 2002-2003 Committee goals. The committee proposes renaming the lunchtime "Brown-Bag" events to the "Learn at Lunch (Lecture) Series." It was recommended that the committee's budget be increased to \$8,000. A possible topic of interest, carried over from last year, was proposed for the lecture series: how full time staff can take advantage of the employee fee reduction to enroll in undergraduate and graduate courses. It was suggested that Sue Wilbur, Director of Admissions, be asked to participate on a panel that might include successful staff-students

and that related benefits issues be discussed. Steve reported that an ad hoc committee meeting is scheduled prior to the next Council meeting.

- **Action: Preparation of a tentative schedule of events to support increased budget.**
- **Responsibility: Steven Engen**

#### **Statement of Subject - Committee Meeting Reports**

Main Points - It was proposed that in order to save Council meeting time, in future, all Committee meeting reports be forwarded to Council members in advance, electronically. Discussions of committee reports in Council meetings could be focused on key issues and more time could be spent on other topics. Those standing committee representatives present agreed.

- **Action: Preparation of monthly committee reports to be e-mailed in advance of Council meetings.**
- **Responsibility: All Standing and Ad Hoc Committee Chairs**

#### **Statement of Subject - CUSCA Report**

Main Points - Lynda reported on the 2-day meeting in San Diego which she and Liz Toomey attended. The San Diego delegation gave a presentation on the findings of their task force on staff recruitment and retention. San Diego's issues and strategies appear to mirror ours. The outgoing faculty Regent spoke, acknowledging faculty/staff relations issues and encouraging continued communication. In a presentation by the UCOP Office of Human Resources, which will continue to sponsor CUSCA, despite the systemwide's HR office reorganization, it was emphasized that Staff Assembly actions cover non-represented staff only, though represented staff are encouraged to participate. Other issues discussed included phased retirement, confirmation of no VERIP, likely reduction in HMO options, and a flexible medical benefits program. The fee waiver employee benefit has been deferred by President Atkinson and the Chancellors while IRS issues are researched. Lynda also reported that a speaker from UCOP is charged with developing supervisory training programs, to include academics. She toured some campuses, including UCI, and plans to return, this time meeting with Staff Assembly. CUSCA is changing officers and will next meet in September to develop new goals. UCI will host next June's CUSCA meeting, during which the Sr. delegate (Lynda) will arrange a campus presentation.

- **Action: Confirm some kind of Chancellor and EVC involvement at the June CUSCA meeting.**
- **Responsibility: Lynda Brewer**
- **Action: Obtain "goody bag" items (approx. 30) for June meeting participants.**
- **Responsibility: All Council members. Bernadette Stroebel-Lopez pledged 30 anteatery pins.**

#### **Statement of Subject - Proposed Supervisor Award**

Main Points - After some discussion, it was recommended that a mechanism for rewarding supervisors be proposed to the EVC, consisting of recognition and, if possible, a cash award.

- **Action: Survey other campuses for similar programs and report back to Council.**
- **Responsibility: Lynda Brewer**

#### **Statement of Subject - QCC**

Main Points - The QCC luncheon was reported to be a huge success. However, a question was raised about the lack of campus publicity announcing the QCC. It was noted that the Advancement Office, as coordinating point for of all Tierney University House events, specifically requested that a general announcement about the event not be made. Instead, inquiries have been referred to a QCC web site. We are now free to publicize QCC. It was suggested that we ask the Advancement Office for protocol guidelines for future events.

Diane Nunes will provide the names of new QCC inductees annually. Questions remain about the administration of QCC; it was noted that Mike Delo had volunteered to follow up on QCC program issues on Council's behalf.

- **Action: Arrange for a general announcement of the QCC program and publicize the recent QCC inaugural luncheon, possibly to include an article and photos in UCI News.**
- **Responsibility: Penny White with Mike Delo**

#### **Statement of Subject – Chancellor's Forum post mortem**

Main Points – It was reported that the unanswered questions from the Chancellor's Forum have been sent to Gail Brooks at Human Resources, as a number related to representation issues, particularly the CUE negotiations. Regarding the Forum format, it was noted that staff questions were repetitive, the forum panel was unprepared, and the introductory remarks were too long. It was suggested that future Chancellor's Forums be expanded to 1.5 hrs. with less time for introductory remarks and more time for staff questions. Though staff attendance was judged to be great during the noon hour, it was suggested that the Forum be scheduled for a time other than or tagging onto the lunch hour.

#### **Statement of Subject – Staff Service Awards post mortem**

Main Points – It was noted that several staff attended the QCC luncheon while not attending the Service Awards ceremony. One possible reason discussed was the preference of some individuals to avoid participating in the speech portion of the ceremony at the 25 year and above point. Council members clarified that participants can walk through the award line without having someone speak on their behalf.

#### **Statement of Subject – New Members**

Main Points – It was announced that Sandra Longnecker has agreed to fill the position of UCIMC Representative At Large. Jeri Frederick may agree to fill the position of Work-place Issues Committee Representative. The Communications Committee position remains open. Lorrie is following up with staff identified previously (e.g., those who ran for a position, or those who have expressed an interest in serving on Staff Assembly) as a possible replacement.

#### **Statement of Subject – 'Meals with Mike' program**

Main Points – It was announced that each Council member will be asked to host one of the luncheons. EVC Gottfredson's preferences were discussed, that he would be willing to schedule luncheons more frequently than once per month and that he would appreciate dining alternatives to the University Club.

- **Action: Talk with Tiffany Jue regarding scheduling for the 'Meals with Mike' for 2002-03. Prepare and distribute a 'Meals with Mike' sign-up sheet for Council members.**
- **Responsibility: Lorrie Minkel**

#### **Statement of Subject – Goal Setting**

Main Points – As the meeting allowed minimal time for discussion, it was proposed that a second meeting dedicated to review of the Council mission statement, goals, and objectives for possible revision or development be scheduled. Copies of the following documents were distributed: (1) the Bylaws, (2) goals, objectives, and priorities from 1997-1998, (3) goals and things to do from 1999-2000, and (4) Council roles.

- **Action: Review the distributed documents and other relevant Council information that is available on the web site prior to the next meeting.**
- **Responsibility: All Council members.**

**Meeting adjourned -- Next meeting is tentatively scheduled for Wednesday, July 24 from 3:00-5:00 PM at 169 HIB (Humanities Instructional Building).**

**Summary of 2002-2003 Meetings**

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUSCA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.