

**Staff Assembly Council Meeting Notes  
July 8, 2010**

**SA Representatives:**

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	absent
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	present
Finance Chair-Elect	Dee Dee Nunez	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	absent
CUCSA (Jr.)	Patricia Collette	present

**Standing Committee Representatives:**

Web Communications	Henry Balanza	present
Scholarship	Monica Prentice	absent
Staff Appreciation	Mike Puritz	present
Education and Enrichment	Zen Yieh	absent
Special Projects	Jeri Frederick	present
	Sandra Longnecker	absent
Marketing	Stephanie Fix	absent

**Other Attendees:** Deborah Perkins, Andrea Wiley

**Statement of Subject - Call to Order**

Main Points – The meeting was called to order by Hinojosa at 12:15 p.m.

**Statement of Subject - Approval of Minutes**

Main Points – Approval of minutes from Thursday, June 10<sup>th</sup> were deferred until the next meeting on August 12<sup>th</sup>.

**Statement of Subject – Report on meeting with Chancellor/EVCP/AEVC**

Main Points – Hinojosa stated there were no updates to report. The next anticipated meetings with Chancellor and EVCP/AEVC will be scheduled in October and September respectively. *For council, chair will send out agenda to council, if absent send report to chair in advance.*

**Statement of Subject –As Offered by Chair**

Main Points – Hinojosa introduced the following:

- Presented motion to form a new committee: Community Relations Committee, chaired by Wiley. Wiley discussed the following:
  - The Committee will engage staff in greater community outreach, to both serve the public and to elevate campus pride and morale.
  - Target population to include the city and county communities, as well as the UCI community.

- Possible outreach opportunities are Habitat for Humanity, Special Hands, and other special projects as identified. Participation in existing community outreach programs on campus will be examined as well.
- Wiley invited all to submit suggestions or thoughts to her for consideration.
- Nunez seconded and the Council voted in favor. Motion passed.
- Wiley to create Committee mission statement for Staff Assembly web site.

### **Statement of Subject – Vice Chair’s Report**

Main Points – No report.

### **Statements of Subject – CUCSA**

Main Points – No report. The next meeting will be held September 1-3 at UCOP.

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

Main Points – Wiley gave an overview on the status of the Staff Assembly budget and provided an update on pending expenses generated by the Staff Service Awards.

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

Main Points – Puritz and Wiley discussed the following:

- The 2010 Staff Picnic theme selected was Surf’s Up UCI. The confirmed event date is August 10<sup>th</sup>.
- Habitat for Humanity participation will begin in Fall 2010. Twenty-nine homes will be constructed for veterans, in the city of San Juan Capistrano.
- Availability of discounted Angels game tickets announced via e-mail.
- Members working to finalize details pertaining to the October NASCAR event.
- Reminder: Sunset Kayak trips scheduled on July 14<sup>th</sup>, July 27<sup>th</sup>, and August 10<sup>th</sup>.

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

Main Points –Vo reported the following as provided by Fix:

- Zotmails/UCI brief listings were sent out for:
  - Picnic Theme Voting
  - Sunset Kayaking
  - Staff Appreciation Picnic
  - Angels Game
- Upcoming Zotmails/UCI brief listings to be sent out include:
  - UCI’s Got Talent Voting
  - Angels Game – August Reminder
  - Picnic Reminder
- Fix has been working with Balanza and Brian Rowatt to develop an online spreadsheet for scheduling and tracking Zotmails and UCI Brief submissions.

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

Main Points – Hinojosa discussed the following:

- Presented motion to have Balanza appointed as Web Communications Chair. Frederick seconded and the Council voted in favor. Motion passed.

- Future announcements submitted to Fix must be copied to Balanza.
- Puritz commended Balanza on the smooth transition of Web Communications activity from its past Chair.

#### **Statements of Subject – Scholarship**

Main Points – Hinojosa reported an update provided by Yeh:

- Video of the June 8<sup>th</sup> presentation *The Founding Family of UCI* will soon be available for public viewing.

#### **Statements of Subject – Education and Enrichment**

Main Points – No report.

#### **Statements of Subject – Special Projects**

Main Points – Frederick reported the following:

- Longnecker assuming lead organization of Meals with Mike and the scheduling of EVCP/AEVC and Chancellor Forums.
- New Council members were encouraged to participate in Meals with Mike as either a Council representative or mere attendee.
- Frederick will continue to coordinate Helping Hands.

#### **Statements of Subject – Staff Service Awards**

Main Points – Hinojosa reported the following:

- Positive feedback received for staff appreciation awards.
- Collette and Balanza will co-chair a committee to organize next year's events, primarily volunteer recruitment. They will meet with Sherry Main to discuss this further.

The meeting was adjourned at 1:00 p.m.

***The next Staff Assembly Council meeting will be held on Thursday, August 12<sup>th</sup> from 12:00 p.m. to 2:00 p.m. in Aldrich 107.***