

Staff Assembly Council Meeting Notes
June 12, 2003

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

Standing Committee Representatives:

Communications & Publications	open	
Scholarship	Ramona Agrela	Present
Staff Appreciation (interim)	Leora Fellus	Present
Training & Development	open	
Workplace Issues (co-representatives)	Jeri Frederick	Present
	Candice Garretson	Absent

Other Staff Members:

Maria Graziano, newly elected Representative-Election, Rules, and Jurisdiction
Sherry Main, newly elected Representative-Council Communications
Jacob Godfrey, newly elected Vice Chair
Jacqueline Hamilton, newly elected Chair, Staff Appreciation Committee
Irene Graff, newly elected Chair, Communications and Publications Committee
Samara Larsen, newly elected Jr. CUCSA Representative
Gloria Carlson, A&PW liaison

Statement of Subject - Introduction of New Council Members

Main Points - Chair-elect Penny White introduced the newly elected 2003-04 Staff Assembly Council members who were in attendance.

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

Main Points -The meeting was called to order. Meeting notes from May 8, 2003 were distributed and approved.

Statement of Subject - Comments Regarding the UC President Search

Main Points - Lynda Brewer described her experience on the task force to select the new UC President. She and other staff, faculty, and student representatives attended the 6/11/03 Regents meeting where President-elect Robert Dynes was introduced. Dr. Dynes was highly recommended by staff on the task force and made pro-staff statements that Linda shared with the Council.

Statement of Subject - Chair's Recap of the Year

Main Points - Lorrie Minkel discussed and distributed a list of Staff Assembly accomplishments for 2002-03 (1).

Statement of Subject - Monthly Meeting with Executive Vice Chancellor

Main Points - Discussion from the May 27 meeting with the EVC was presented, including the Staff Assembly Excellence in Leadership Award and the availability of campus day care for staff employees. The stalled issue of required basic administrative and personnel training for faculty supervisors was also raised. The EVC will look into this issue as a mandate. A possible topic for discussion at the June 24 meeting is the availability of housing for staff in University Hills.

Statement of Subject - A&PW Update

Main Points - As the designated liaison to Staff Assembly in an effort to coordinate scheduling, Gloria Colson provided an update on the Academic and Professional Women's group (A&PW). Sheila Hayden is the newly elected A&PW President. Iris Adams is the new President-elect. Yolanda Cho is the new Treasurer. Tina Arth won the Pacesetter Award. The recent Women's Conference was well attended. A&PW sponsors a monthly luncheon and a holiday tea, as well as a variety of other activities. Council members were encouraged to join A&PW.

Statement of Subject - Excellence in Leadership Award

Main Points - The first nomination has been received for the Excellence in Leadership Award. The selection committee will include six members: Lorrie Minkel, Ramona Agrela, Lynda Brewer, Linda Arias, Jacob Godfrey, and Jacqueline Hamilton. The committee will meet to select the award memento. Award guidelines and implementing procedures (2) were distributed.

Statement of Subject - Financial Update

Main Points - Katherine Carpenter distributed a financial report (3) for the period through May 2003. The EVC's \$15K funding allocation was included. Expenses of \$4K for the June CUCSA meeting and \$3K for the Leadership Award have not yet been posted. There was discussion of insufficient funds check charges from 2000 and 2001 now being deducted from current funds by the Campus Business Office.

Statement of Subject - Workplace Issues Committee

Main Points - Stephanie Gamer of Graduate Programs will assist Jeri Frederick with the Workplace Issues Committee. Issues currently under discussion include child care, elder care, training toward academic degrees (rather than certificates), and faculty-staff relations.

Statement of Subject - Training and Development Committee

Main Points - Alice Parsons has agreed to assume the position of Training and Development Committee representative after Commencement.

Statement of Subject - Representative At-Large Updates

Main Points - Campus representative, Patricia Realo, reported that the state legislature cut \$80 million from the UC budget the day after the Governor did not announce further cuts. The Meal with Mike program will go on hiatus for the summer and will resume in the fall on an every-other-month basis, in the hope that attendance will increase. UCIMC representative, Sandra Longnecker, reported that parking issues are of particular concern to UCIMC staff. A 52-cent charge will now be assessed to cost centers for each parking validation given which, staff fear, may affect customer service. The medical center has very active workplace issues committees. Human Resources at UCIMC does much for staff and activities are moveable for maximum staff participation. The Gold Check incentive program provides cash bonuses of \$0-1200 for UCIMC achievements in three categories that directly affect the bottom line: accreditation, finance (increased revenue and decreased costs) and

customer service. It was developed in a poor budgetary environment and has been highly successful.

Statement of Subject - Scholarship Committee

Main Points - The on-line application deadline for career enhancement scholarships was May 30. The estimated cost is \$5K; a list of applicants was distributed (4). Applications will be approved on a first come-first served basis with priority given to first-time recipients. A letter campaign soliciting vendor contributions is being prepared. It was suggested that this solicitation be coordinated with that of the Staff Appreciation Committee, as letters are going out this Friday to raise funds for the staff appreciation picnic.

Statement of Subject - CUCSA

Main Points - Lynda debriefed on the UCI-hosted CUCSA meeting and thanked all who helped. Committee work group reports and presentations were made at the meeting. Chancellor Ralph Cicerone and Regent Hopkinson each spoke. Discussions of staff participation at the Regents' table will likely be shelved during the UPTE laboratory period.

Statement of Subject - Staff Appreciation Committee

Main Points - Leora Fellus reported that the pancake breakfast photos are now posted on the web. The Staff Appreciation committee is very active and supportive. Jacqueline Hamilton discussed plans for the picnic. The winning theme is "Luau on the Lawn," submitted by Norma Hargrove from UCIMC. The Committee will discuss picnic plans and budget at their July meeting and will consider requesting an increased budget allocation from the EVC.

Statement of Subject - CACSS

Main Points - Penny White will serve as Staff Assembly Representative as of July 1. The revised web site will be viewable at the end of July. Manuel Gomez discussed campus issues. Contact Lorrie Minkel to obtain a copy of his presentation. The LEAP program is only funded through the summer, pending campus budget approval. Bigger training programs are being considered.

Meeting adjourned -- Next meeting is scheduled for Thursday, July 10 from 12:00-2:00 PM in 107 ADM.

Summary of 2002-2003 Meetings

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUCSA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.
- July 23 - Met in 169 HIB, New members, Staff picnic, Goal setting.
- August 8 - Met in 4135 FRH, New member, Staff picnic, June CUCSA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.
- September 12 - Met in 404 ADM, Campus budget, CACSS, Staff appreciation committee, Scholarship committee, Finance update, Communications and publications committee, CUCSA, Tree Plaque, EVC.
- October 10 - Met in 3161 EG, EVC, Budget shortfall, Finance update, Scholarship committee, Commemorative tree, Training and development committee, Representative at large issues, CUCSA, Staff appreciation committee, Holiday staff helping hands program, Encouraging the vote.

- November 14 - Met in 107 ADM, EVC, Training and development, Workplace issues, At large issues, CUCSA, Staff appreciation committee, A&PW, QCC, Scholarship committee, Leadership recognition program, Web site update, UCIMC ARISE program.
- December 12 - Met in 107 ADM, EVC, Financial update, Holiday dinner cruise, Workplace issues, Training and development, At large issues, Scholarship committee, CUCSA, Web site update, A&PW, CACSS.
- January 9 - Met at Gottschalk Medical Plaza 2nd floor conference room, EVC, Trip III Program, 24-Hour Fitness contract, Financial update, Workplace issues, Communications and publications, Training and development, Staff appreciation committee, Helping Hands program, CUCSA.
- February 13 - Met at Library 570, EVC, Vice Chair's update, CUCSA, Communications and publications, Financial update, Scholarship committee, Training and development, At large issues, Staff appreciation committee, A&PW, QCC, Civility.
- March 13 - Met at 107 ADM, EVC, Web site update, QCC, Vice chair update, Staff appreciation committee, Financial update, Scholarship committee, Training and development, At large issues, Staff appreciation committee, A&PW, QCC, Civility.
- March 28 General Meeting- Met at Library 570, Debut of new web site, Accomplishments and upcoming events, Election announcement, Questions, Anne Fink/UCRS advisory board.
- May 8 - Met at UCIMC, Vice Chair's election update, Workplace issues, EVC, UCIMC hospital virtual tour, CACSS, QCC, Financial update, Training and development, At large issues, Scholarship committee, CUCSA, Staff appreciation committee.
- June 12 - Met at 570 LIB, Introduction of new Council members, UC President search, Chair's recap, EVC, A&PW update, Excellence in leadership award, Financial update, Workplace issues, Training and development, At large issues, Scholarship committee, CUCSA, Staff appreciation, CACSS.