

**Staff Assembly Council Meeting Notes
March 11, 2010**

SA Representatives:

Chair	Deborah McWilliams	present
Vice Chair	Stephanie-Jean Hinojosa	present
Immediate Past Chair	Sherry Main	present
Finance	Megan Vu	present
Finance Chair-Elect	open	absent
Council Communications	Stephanie Fix	present
CUCSA (Sr.)	Andrea Wiley	absent
CUCSA (Jr.)	Jan Serrantino	absent

Standing Committee Representatives:

Web Communications	Ingrid Fahr	present
Scholarship	Monica Prentice	present
Staff Appreciation	Mike Puritz	absent
Education and Enrichment	Monica Prentice	present
	Zen Yieh	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Marketing	Stephanie Fix	present
Quarter Century Club	Bernadette Strobel-Lopez	absent

Other Attendees: Deborah Perkins

Statement of Subject - Call to Order

Main Points – The meeting was called to order by McWilliams at 12:00 p.m.

Statement of Subject - Approval of Minutes

Main Points – The minutes from Thursday, February 11th were approved by Main and seconded by Prentice.

Statement of Subject – Report on Executive Meetings

Main Points – McWilliams reported that the EVCP meeting was cancelled. The next meeting with the Chancellor will be on Wednesday, March 17th. Hinojosa will chair this meeting.

Statement of Subject – Vice Chair’s Report

Main Points – Hinojosa reported that the Excellence in Leadership Award zotmail will be sent out on Thursday, March 11th, the website has been updated and the nomination deadline has been extended until Friday, April 30th. Members of the selection sub-committee include Fahr, Fix and Dacanay. Hinojosa is also working on ordering additional mementos.

Elections will be open for a two week period from Thursday, April 15th to Friday, April 30th. A zotmail will be sent out in early April. Open positions include Vice Chair, Finance Chair-Elect, CUCSA Jr. Delegate and Communications Chair. Newly elected officers will be asked to attend the May and June meetings to allow for a smooth transition.

Statement of Subject – Special Topics

Main Points –McWilliams made a motion to sunset the Quarter Century Club as a sub-committee of Staff Assembly to ensure that Council is consistent with regards to staff-affiliated clubs. The Council unanimously approved the motion. The Staff Assembly Council will continue to encourage all clubs to remain active and will support our constituents as appropriate and to help facilitate communications regarding their events.

Statements of Subject – CUCSA

Main Points –no report

Statements of Subject – Finance

Main Points – Vu gave an overview on the status of the Staff Assembly Budget. The funds from the UCI Foundation have been transferred into the Staff Assembly account.

Statements of Subject – Staff Appreciation

Main Points – McWilliams discussed on behalf of Puritz. The Pancake Breakfast will take place on Tuesday, March 16th from 6:30 a.m. to 9:00 a.m. in the University Club. Please send any information regarding upcoming events to Puritz so he can announce these during the event.

Statement of Subject – Marketing

Main Points –Fix reported the following:

- Zotmails/UCI brief listings were sent out for:
 - Healthy to 100 and Beyond
 - Men's Volleyball
 - Meals with Mike – March
 - Improve Quality Workshop
 - Reminder: Men's Volleyball
 - Pancake Breakfast
 - Excellence in Leadership
- Upcoming zotmails/UCI brief listings to be sent out include:
 - Reminder: Pancake Breakfast
 - Meals with Mike – April
 - Reminder: Excellence in Leadership Awards
 - Elections
 - Duck's Game
 - Angel's Game

Statement of Subject – Web Communications

Main Points – Fahr discussed concerns with the OIT reorganization and the impact it will have on updating the Staff Assembly website. Fahr is working on the spring events flyer. Please send information to Fahr at ifahr@uci.edu.

Statements of Subject – Scholarship

Main Points –Prentice reported that the sub-committee selected 15 recipients who will each receive \$200. Award letters were mailed out and the deadline for submitting paperwork is Friday, August 13th.

Statements of Subject – Education and Enrichment

Main Points – Yieh reported that the “Improve Quality” workshop will take place on Tuesday, March 16th. He also presented a selection of photos which will be used as part of the “UCI – The First 25 Years” workshop which is currently in development.

Statements of Subject – Special Projects

Main Points – No report

Statement of Subject – Quarter Century Club

Main Points – No report

Statement of Subject – Staff Service Awards

Main Points – Main reported that the awards will take place on Thursday, June 17th in the Pacific Ballroom. RSVP's are due by Thursday, April 15th and she is currently ordering gifts.

Statement of Subject – As Offered

Main Points – Fahr suggested that Staff Assembly participate in the “Understanding Your Campus” orientation and training program. Fahr to send contact information to McWilliams

The meeting adjourned at 1:32 pm

The next Staff Assembly Council meeting will be held on Thursday, April 8th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.