

**Staff Assembly Council Meeting Notes
March 12, 2009**

SA Representatives:

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

Standing Committee Representatives:

Web Communications	Ingrid Fahr	present
Scholarship	Zen Yieh	present
Staff Appreciation	Mike Puritz	present
Education and Enrichment	Monica Prentice	present
Special Projects	Jeri Frederick	present
	Sandra Longnecker	present
Marketing	Mary Lou Ledgerwood	present
Staff Advocacy	Kathy Eiler	absent

Statement of Subject - Call to Order

Main Points – Meeting was called to order by Main at 12:03 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, February 12th were approved by McWilliams and seconded by Hinojosa.

Statement of Subject – Elections

Main Points –

- Bylaws - The changes to the Bylaws were sent out to the entire staff via email. They will be posted on the website for 30 days. A vote will take place at the general council meeting on April 9th.
- Elections – The call for nominations will be sent out at the end of April. The following positions are open:
 - Vice Chair
 - Finance Chair
 - Finance Chair-Elect
 - Jr. CUCSA Delegate

The Council was asked to think about possible individuals to nominate for positions. Voting will take place in May and will be open for 10 days. For those not elected, the Council will ask them to volunteer for non-elected positions.

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Statement of Subject – Staff Affinity Groups

Main Points – Jill Halvaks from the Dean of Students Office has asked Staff Assembly to contact several staff organizations including: The Asian American Faculty and Staff Association, The Black Faculty and Staff Association, The Chicano/Latino Faculty and Staff Association, A&PW and various religious groups. These groups are currently registered as student organizations. However, there are issues regarding who these groups are comprised of. Ledgerwood to develop list of questions to survey the groups to find out more information including:

- Is your group currently active?
- Is your group comprised of staff only or are students included?
- Do you have account with the Dean of Students Office?

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Statements of Subject – CUCSA

Main Points - Hinojosa and Denish attended the meeting at UC Merced in March.

- Several ideas were presented by other campuses that we might be able to implement including:
 - Celebrate the Nights – event at night for night staff
 - Lunchtime Forums – “Paperless Office” and “Teaching Women How to Volunteer for Community Organizations”
- Advisors to the Regents
 - There are 10 finalists. The advisors will be appointed at the June meeting.
- Other information:
 - UCI’s Strategic Plan was used as a model for an accountability study.
 - Requirements for new UC students have changed from a 2.8 to a 3.0 GPA.
 - The re-start of contributions to retirement will begin on April 15, 2010.
 - Furloughs will be done on a case by case basis, due to the fact that each campus will have different cuts.
 - The Office of the President website has information on the cost savings of alternative work week schedules
 - UC sustainability plans include zero waste by 2025.
 - Upcoming meetings
 - The next meeting will be held at UC Berkeley in June
 - The team discussed conducting 3 face-to-face meetings per year instead of 4 to cut back on expenses.
 - CUCSA is looking for donations for an upcoming Silent Auction. The proceeds will be used for staff scholarships.

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Statements of Subject – Finance

Main Points –

- 2009-2010 Budget - McWilliams met with the EVCP and submitted the budget for next year. He was pleased with the 10% reduction. He has not yet committed to matching funds for the scholarship program for next year.
- Current Balance – The current balance is \$60,000, with \$27,000 allocated for the Staff Service Awards.. There is \$2,000 in the general funds for scholarships. We received permission from Budget Office to roll over any cost savings from this year over to next year.

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Statements of Subject – Staff Appreciation

Main Points – Puritz discussed the following events:

- Pancake Breakfast on Tuesday, March 17th at the University Club – Puritz will send out list of volunteers
- Men’s Volleyball on Wednesday, April 8th
- Staff UC Idol Auditions – finalizing dates for auditions
- Staff Picnic on Wednesday, August 19th
 - Staff will have the opportunity to suggest a theme for this event. Submissions can be made via Zoomerang or via a hard copy form at the Pancake Breakfast. The Council will vote on the suggested themes.
- UCI Night at an Anaheim Angels game– The Angels will sell us tickets on consignment for \$1 for a specific game in either June or July. We can sell the tickets for \$5, with the proceeds going towards scholarships. Any unsold tickets can be returned.

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Statement of Subject – Marketing

Main Points – A reminder for the Pancake Breakfast will be sent on Monday, March 16th. It will include the messaging that the breakfast is free. Please email all information for zotmails and the UCI Brief to Ledgerwood at mledqerw@uci.edu.

Statement of Subject – Web Communications

Main Points – Fahr discussed the following:

- WebFiles - There is a \$5 per month charge to use this service. It was also recommended that research using Google Docs instead.
- Events Flyer – Please send info for Chancellor’s Forum, UC Idol, Staff Advisors meeting and any other events to Fahr at ifahr@uci.edu
- Staff Stories – HR is looking to post stories about UCI staff. We can also post these on the Staff Assembly website. Please send ideas to Fahr.
- Scholarship applications – Fahr is working on a proposal to automate this process for next year.

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Statements of Subject – Scholarship

Main Points – Yieh reported that the team is in the process of sending out the award letters. A few special circumstances need to be addressed and criteria need to be revised for next year. Prentice will form a sub-committee to discuss this.

Statements of Subject – Education and Enrichment

Main Points – Yieh reported that the last event: “A Conversation with Liz Toomey: The Past, Present & Future of the University of California, Irvine” was very successful. The presentation was recorded and photos will be posted on the website. Ideas for our April event include: Sustainability, Finance, Gardening, or Emergency Management. Next year Staff Assembly will co-promote programs with Campus HR to supplement our events.

Statements of Subject – Staff Ambassadors - No report

Statements of Subject – Special Projects

Main Points – Longnecker discussed the following events:

- The Chancellor’s Forum will take place on Friday, April 3rd at 12:00 p.m.
- Longnecker will host Meals with Mike on Thursday, March 19th

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Statement of Subject – Quarter Century Club - No Report

The next Staff Assembly Council meeting will be held on Thursday April 9th, from 12:00-2:00 p.m. Location is to be determined.