

**Staff Assembly Council Meeting Notes  
May 13, 2010**

**SA Representatives:**

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

**Standing Committee Representatives:**

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

**Other Attendees:** Ben Holstein and Valerie Sanchez from the Office of Research

**Statement of Subject - Call to Order**

Main Points – The meeting was called to order by McWilliams at 12:04 p.m.

**Statement of Subject - Approval of Minutes**

Main Points – The minutes from Thursday, April 8<sup>th</sup> were approved by McWilliams and seconded by Wiley.

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

Main Points – McWilliams and team met with Michael Arias, Associate Executive Vice Chancellor. The following topics were discussed:

- Staff Service Awards – The email invitations went out this week. Recipients have been asked to send their corrected information, if necessary, by Wednesday, May 26<sup>th</sup>. They will have until Friday, June 11<sup>th</sup> to RSVP for the event which is scheduled for Thursday, June 17<sup>th</sup>. Staff Assembly is not going to request administrative leave for recipients and supervisors to attend the event.

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

Main Points – McWilliams discussed the following:

- Staff Service Awards - Volunteers are needed to help staff this event. Recipients are allowed to invite guests, but are encouraged to use discretion due to seating limitations.

- UCI Library Survey – please complete survey sent out today on the future of UCI Libraries.
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### **Statement of Subject – Vice Chair’s Report**

Main Points – Hinojosa reported on the following

- Excellence in Leadership Awards – Two or three individuals will receive awards this year. The Council discussed the issue of inviting all nominees to attend the awards presentation, not just winners. McWilliams and Hinojosa will discuss with Ramona Agrela. The Council agreed that nominees should be recognized in the printed program and on the website. A letter should be sent to nominees congratulating them on their nomination but notifying them that they did not receive an award.
- Elections – Voting will start on Monday, May 17<sup>th</sup> and will be open for two weeks. There is at least one person running for each open position.
- The date/room for the July Staff Assembly Council Meeting is to be determined. Hinojosa will book and notify the Council.

### **Statements of Subject – CUCSA**

Main Points – Wiley and Serrantino reported on the following:

- Wiley suggested that CUCSA representatives should look at questions received by the Staff Assembly Chair via email and the website and bring them to next CUCSA meeting for discussion.
- Serrantino reported that the Staff Morale workgroup received over 10,000 comments on the survey they sent out. Comments have been sorted by topic.

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

Main Points – Wiley gave an overview on the status of the Staff Assembly Budget.

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

Main Points – Puritz discussed the following:

- 91 people attended the UCI Baseball game. 33% were from the UC Irvine Medical Center.
- UCI’s Got Talent – Auditions will be held at the UC Irvine Medical Center on Tuesday, May 25<sup>th</sup>. Main campus auditions will be held on Wednesday, May 26<sup>th</sup>. Location information will be added to the website for staff to attend the as an audience member.
- The LA Galaxy Soccer game will take place on Saturday, June 5<sup>th</sup>.
- Dates are to be determined for the Sunset Kayaking trips
- The Staff Picnic that was tentatively scheduled for Thursday, August 19<sup>th</sup> may need to be rescheduled to Tuesday, August 10<sup>th</sup> due to Ramadan. Puritz will send email to Ramona Agrela in the Chancellor’s Office for comment.
- 2 new members have been added to the Staff Appreciation committee

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

Main Points –Fix reported the following:

- Per Susan Mancina, Communications Manager, please do not refer to the medical center as “UCI Medical Center” or “UCIMC”. Please refer to it as the “UC Irvine Medical Center” in all communications.
- Zotmails/UCI brief listings were sent out for:
  - Election Nominations + reminder
  - OEOD Campus Conversations
  - Reminder: Angel’s Game
  - Reminder: Excellence in Leadership Nominations (sent by Chancellor’s Office)
  - UCI’s Got Talent Auditions + reminder
  - UCI Baseball + reminder
  - Galaxy tickets
- Upcoming zotmails/UCI brief listings to be sent out include:
  - Elections Voting
  - UCI: The First Family event
  - Reminder: Galaxy Tickets
  - UCI’s Got Talent voting
  - Meals with Mike – June
  - Reminder: Angel’s Game
  - Sunset Kayaking
  - Picnic Theme + voting
  - Picnic + reminder

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

Main Points – Fahr discussed the following:

- Website visit statistics
- Wellness Fair – Wednesday, May 19<sup>th</sup> from 10:30 a.m. to 1:00 p.m.
  - Hinojosa will coordinate staffing for the table
  - Puritz will deliver materials to the table
  - Fix will staff table from 10:00 a.m. to 2:00 p.m.

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

Main Points – no report

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

Main Points – no report

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

Main Points – Frederick reported the following:

- Healthy to 100 and Beyond – 350 people attend the series this year. There will be four events next year.
- Meals with Mike – hosted six events this year with an average of seven people attending each. It was recommended that we host a lunch event targeted to new

hires and one for long-term employees. We also need to mention in our communications that the lunch is free.

- Helping Hands Program –Frederick is looking for assistance with this program for next year.
- 12 people attended the last Chancellor’s Forum. For next year, we will host one Chancellor Forum in the Fall and one EVCP Budget Update in the Spring. A recommendation was made to have staff enroll via TED to get an estimated attendance.

**Statements of Subject – As Offered**

Main Points – The Council will further discuss the issue of promoting events hosted by other campus groups via emails sent out on behalf of Staff Assembly.

The meeting was adjourned at 1:33 p.m.

*The next Staff Assembly Council meeting will be held on Thursday, June 10<sup>th</sup> from 12:00 p.m. to 2:00 p.m. in Aldrich 107.*