

Staff Assembly Council Meeting Notes May 9, 2002

SA Representatives:

Chair	Mike Delo	Present
Vice Chair	Lorrie Minkel	Present
Immediate Past Chair	Barbara Ellerbrock	Absent
Finance	Dianne Bean	Absent
Council Communications	Cindy Wilson	Present
Parliamentarian	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Liz Toomey	Absent
CUCSA (Jr.)	Lynda Brewer	Present
UCIMC At Large	Linda Ezell	Absent
Campus At Large	Leslie Pearlman	Present

Standing Committee Representatives:

Communications & Publications	Penny White	Absent
Scholarship	Ramona Agrela	Absent
Staff Appreciation	Maria Gillespie	Present
Training & Development	Laura Ferejohn	Absent
Workplace Issues	Candice Garretson	Absent

Other Staff Members:

Janis Wallace, Mary Lou Ledgerwood

Statement of Subject - Call to Order

Main Points - Mike called the meeting to order.

Statement of Subject - Approval of Minutes

Main Points – Minutes from the previous meeting were reviewed and approved.

Statement of Subject – Committee Reports - Staff Appreciation

Main Points – Maria announced that the Staff Pancake Breakfast attended by 300+ staff and that we ran out of food by 8:30am. The committee will discuss ways to prevent this from happening in the future, either by providing more food or cutting back on the portions. Maria also announced the date for the Staff Picnic on Tuesday, 8/27/02. She will run the date by the Chancellor. She asked for theme ideas. It was suggested that an email go out to the staff for theme ideas or posted to the Staff Assembly website.

- **Action: Run picnic date by Chancellor**
- **Responsibility: Marie Gillespie**

Statement of Subject – Committee Reports - Election Update

Main Points - Lorrie announced the candidates for Staff Assembly election. It was also announced that Candice Garretson and Linda Ezell could not complete their full terms so those positions will be up for election as well. It was also discussed that candidate recruitment could be announced at the Chancellor's Forum on 5/22.

Statement of Subject – Chancellor's Forum

Main Points – The Chancellor's forum will be held on Wednesday, 5/22/02 in Monarch Bay - Student Center at lunchtime. And email will be sent out on 5/13 to remind staff to attend. Mike went over the agenda for the forum; it will start at 12:05, Chancellor Cicerone will make some opening comments, the panelists will be introduced, the original and new Task Force members will be introduced, the Dean of University Extension, Gary Matkin, will introduce the first graduating LEAP class, 6 questions (from Council) will be asked to the panelists to answer and then questions from the audience will be answered. Any unanswered questions will be reviewed and posted to the Staff Assembly

Water Cooler website with the answer. Mike will be the moderator and Penny will filter questions from the audience. The predetermined questions should be submitted to Carolyn in the Chancellor's office by May 15.

- **Action: Obtain index cards & pencils for question submission**
- **Responsibility: Leslie Pearlman**
- **Action: Volunteer to help at Forum**
- **Responsibility: All Council members**

Statement of Subject – QCC Update

Main Points - Mike said the QCC program is moving along nicely. There will be a QCC buffet luncheon at the University House on June 28 at noon to coincide with the Staff Service Awards also being held that day. The Staff Service awards will be in two sessions (one in the morning and one in the afternoon) at the Social Sciences Lecture Hall. Shuttles for the luncheon will be available at this site as well as other locations around campus to take the 25-year employees to the luncheon. Staff Assembly Council members will also be invited to the luncheon. It was also suggested to invite the EVC. In the future, 25-year retirees will also be recognized. Each QCC member will receive a pin.

Statement of Subject – EVC Meeting, Tuesday 5/14

Main Points – The EVC meeting will be on Tuesday, 5/14 at 8am. Topics to be discussed are: Extending the time for the Chancellor's Forum and providing an outline and questions for the Forum. Mike would also like to discuss an idea for gifts at the Staff Service Awards. This idea is pen sets for designated years of service; 15 years - a yellow pen set, 20 years - a blue pen set, 25 years - a quality pen set and 30 years - a Mont Blanc (or comparable) pen set.

Statement of Subject – Other Items

Main Points – Janis Wallace and Mary Lou Ledgerwood from the Equal Opportunity and Diversity Office shared an overview of what their office does and also discussed some of the results of the Work Life Survey of last year.

Meeting adjourned - Next meeting will be in 112 SEI on Thursday, June 14, 2002 from 2:30 - 4:30.

Summary of 2000-2001 Meetings

- July 12 - Met in the Koll Room at the Bren Center, Welcomed new members, Meal with Mike signups, Staff Picnic, QCC update, Recruitment of Committee Members, Task Force Update
- August 9 - Met in 112 SEI, Benefits Information, Staff Picnic, QCC Update
- September 13 – Met in 112 SEI, Standing Committee updates provided, training/development framework presentation by Rod Kempton of Human Resources.
- October 11 - Met in 112 SEI, Halloween Party and Boat Parade Event planning, QCC update, Tree Planting update and Committee reports.
- November 8 - Met in 112 SEI, Fund Raising advice, Scholarship Update, Holiday Boat Parade Update, QCC Update, Entertainment Book Sales Report.
- December 13 – Met in 112 SEI, Scholarship Update, Chancellor's Forum, Committee Reports, and QCC Update.
- January 10 – Met in 112 SEI, Scholarship Criteria, Chancellor's Forum, QCC Update, Budget Status, Upcoming Staff Assembly Events.
- February 14 – Met in 112 SEI, Election Preparation, Posting Scholarship Application, Chancellor's Forum, Upcoming Staff Assembly Events.
- March 14 - Met in 112 SEI, Election Preparation, Committee Reports, CUCSA Reports, Scholarship Application Review, Chancellor's Forum
- April 11 - Met in 112 SEI, Committee reports, Election Update, Chancellor Forum Update, QCC Update
- May 9 - Met in 112 SEI, Committee Reports, Election Update, Chancellor Forum, QCC Update