

Staff Assembly Council Meeting Notes November 11, 2001

SA Representatives:

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

Standing Committee Representatives:

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

Other Staff Members:

Peggy Winters, Biological Sciences
Mitch Spann, University Advancement
Raschel Greenberg, Humanities Undergraduate

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 – Fund Raising Advice

Main Points - Mitch Spann met with Staff Assembly and offered some advice on fund raising for our Scholarship Fund. While the Entertainment books are selling well, not a lot of money is raised. Mitch suggested that we tap into the UCI vendors by writing a letter to several vendors asking for a contribution of \$500 or less and make sure the vendors know that this is an ongoing (year to year) process. He also suggested that we not contact the same vendors twice over the course of a year or two. Some vendors would probably be able to contribute more than \$500. Mitch also volunteered to draft a letter for our use. It was discussed that testimonies from former scholarship recipients be incorporated into the letters and that Purchasing approves the letter. Discussion from Council included soliciting 12 vendors at a time to which Mitch countered that we pick up to 50 vendors to send letter to. Council decided that a goal of \$3000 - \$5000 was a reasonable goal. Mike asked all council members to email the names of vendors used in their departments to Ramona as soon as possible so they may be considered for the fundraising efforts.

- **Action: Email names of vendors used by home department to Ramona Agrela**
- **Responsibility: Council members**
- **Action: Contact former Scholarship Recipients for their testimonies by 11/16**
- **Responsibility: Ramona Agrela**

Statement of Subject - Scholarship Proposal

Main Points – Ramona handed out a revised Scholarship Application Proposal for members to read and discuss. After a few minor changes, Ramona will email the council members a final copy. It should also be noted that there is a new focus to the Scholarship program on advancing education.

- **Action: Get Application online**
- **Responsibility: Ramona Agrela**
- **Action: Incorporate changes into Scholarship Application and email final version to council members**
- **Responsibility: Ramona Agrela**

Statement of Subject – Committee Reports

Main Points – Penny reported that Communications Committee had met and discussed lunchtime brownbag events. 'How to get your child into UCI' is planned for 11/14 and the Chancellor's Task Force Report is being planned for December. Lorrie noted that the Chancellor's Forum is still tentatively scheduled and might need to be postponed to January. Penny would like any suggestions for upcoming brownbags. Candy volunteered to work with Anne Fink for a benefits brownbag

Candy reported that the Workplace Issues Committee had met and discussed a flextime document. It was noted that this issue was also brought up to the Chancellor from the Task Force Committee.

Statement of Subject - Holiday Boat Parade

Maria reported that she had a full reservation list for the Holiday Boat Parade and has a waiting list. She also announced that she now has a Staff Appreciation committee formed.

Statement of Subject –QCC Update

Main Points – Mike reported that he had met with Carolyn Hunt in the Chancellor's office regarding the QCC proposal. She indicated that a lunch or dinner for the first 25-year recipients would be held in June of 2002 and a reception for all 25-year recipients be held in the spring of 2002. The Chancellor's Office agreed to host the reception the first time, however, after that, they would host only the dinner/lunch each year. Council discussed the possibility of continuing to have an annual reception for all 25+ year employees (faculty & staff). A tie-in with the Wayzgoose Fair, Graduation or the Staff Service awards was discussed. It was suggested that the reception be held each year and be hosted by Staff Assembly and other organizations. Mike will call Carolyn to clarify the information once again. Susan Menning has been contacted about securing a logo for QCC.

- **Action: Call Carolyn Hunt to clarify Chancellor's stand on hosting the QCC reception and lunch/dinner**
- **Responsibility: Mike Delo**

Statement of Subject – Entertainment Book Sales Update

Main Points – Ramona reported that all original books have been sold and accounted for. More have been ordered including some for Riverside County. It was suggested that next year if we sell the books, that we find some key centrally located locations with heavy traffic to advertise and sell the books.

Statement of Subject - Future Actions

Main Points - It was suggested that Staff Assembly consider discussing the hiring freeze and how it affects staff.

Meeting adjourned - Next meeting will be in 112 SEI on Thursday, December 13, 2001 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.