

**Staff Assembly Council Meeting Notes
November 13, 2008**

SA Representatives:

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

Standing Committee Representatives:

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

Other attendees:

Deborah Perkins

Statement of Subject - Call to Order

Main Points – Meeting was called to order at 1:12 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, October 9th were approved by Main and seconded by Fahr.

Statement of Subject – Staff Service Awards

Main Points – Staff Assembly will form a committee to assume responsibility for the service awards. Lynda Brewer will chair the committee and Nadine, Christina and Bob will sit on the committee. To save on award costs, Fishel recommended sending out an email to employees who did not claim their awards from last year. A deadline for pick up will be established and any unclaimed awards will be re-used. Award ceremony date is still to be determined. Chancellor Drake suggested moving the ceremony from Aldrich Park into the Pacific Ballroom inside the Student Center. Main will research room rental costs.

Statement of Subject – Excellence in Leadership Award

Main Points – Main will put a committee together to review the nominations. Fishel and Porter have volunteered to sit on the committee. Main suggested making changes to the nomination email from last year and sending out in January. Names of nominees will be

due by mid-March. Winners will be announced at the staff service award presentation in June. It was also recommended that the nomination form be an online web form. Fahr will speak to Will Nagel from University Communications about the online form and will work with Brian to get it posted to the Staff Assembly website.

Statement of Subject – Elections Rules

No report

Statement of Subject – Staff Helping Hands Project

Staff Assembly will send a message out on Monday, November 24th. Items will be due by Friday, December 12th. Logistical issues include coordination of requests, matching families with departments/individuals, collection of items, storage and pick up/delivery of items. Recommendations for people to provide assistance with this project include Njeeri at the Faculty & Staff Counseling Center, Ellen Lu at University Advancement and the Ombudsman's office. Main and Eiler will follow up.

Statements of Subject – CUCSA

No report

Statements of Subject – Finance

No report

Statements of Subject – Staff Appreciation

- Halloween contest at the U-Club on Friday, October 31st
 - 30 people attended
- UCLA football game vs. Oregon State on Saturday, November 8th
 - 227 tickets were sold (80 less than last year)
 - There was a good turn out from the UCI Medical Center
 - 100 people rode the bus to the game
 - The event was more relaxed than last year
 - UCLA is interested in continuing this event next year
- Claire Trevor School of the Arts events
 - We will offer 50 free tickets for the following events:
 - West Side Story – Saturday, November 22nd
 - Dance Visions 2009 – Saturday, February 7th
 - UCI Symphony Orchestra - Friday, June 5th
- Athletics events
 - Staff Assembly will offer tickets for the Men's Basketball game versus Cal Poly on Thursday, February 5th

Statement of Subject – Marketing

No report

Statement of Subject – Web Communications

Main Points – Fahr working with Brian to create a shared Staff Assembly calendar where all meetings and events can be viewed by the Council. We are getting a positive response

to our website and flyers. The Office of the President is trying to gather information on wellness events taking place on campus. Please send any event information to Dyan Hall, Wellness Coordinator.

Statements of Subject – Scholarship

Main Points –

- Turkey Trot Walk-a-Thon – Friday, November 14th
 - Assistance needed to had out water at distribution tables
- Entertainment Books
 - Yieh to send out a reminder email
- Scholarship applications
 - Yieh to send out information email

Statements of Subject – Education and Enrichment

No report

Statements of Subject – Staff Ambassadors

Main Points –

- Program has been on a hiatus for past year and will start up again in 2009. We will focus on the “Shaping the Future” fundraising campaign, other campus initiatives, staff tours, open house events at various departments and the passport program.
- The Governor’s Women’s conference was a success. We had a steady flow of people attending the event at Crystal Cove on Wednesday, October 22nd.
- Results from the UCI Vote campaign are as follows:
 - 4,000 people registered to vote on campus
 - 2,000 people participated in early voting
 - 2,000 people voted on election day at five polling places

Statements of Subject – Special Projects

Main Points – The council needs assistance with hosting upcoming Meals with Mike events. Please see the sign-up sheet for available dates.

Statement of Subject – Quarter Century Club

No Report

Statement of Subject – Storage Closet

Main Points – At this time, there is no urgency to move items in storage from the current location. In the future, a new location will be identified.

The next Staff Assembly Council meeting will be held Thursday, December 11th, from 1:00-3:00 p.m. in 107 Aldrich Hall.