

## Staff Assembly Council Meeting Notes November 14, 2002

### SA Representatives:

Chair	Lorrie Minkel	Present
Vice Chair	Penny White	Absent
Immediate Past Chair	Mike Delo	Present
Finance	Katherine Carpenter	Absent
Council Communications	Linda Halsey Arias	Present
Election, Rules & Jurisdiction	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Lynda Brewer	Present
CUCSA (Jr.)	Raschel Greenberg	Present
Campus At Large	Patricia Realo	Present
UCIMC At Large	Sandra Longnecker	Present

### Standing Committee Representatives:

Communications & Publications	Alison Strong	Absent
Scholarship	Ramona Agrela	Absent
Staff Appreciation	Maria Graziano	Present
Training & Development	Steven Engen	Present
Workplace Issues (co-representatives)	Jeri Frederick	Present
	Candice Gerretson	Absent

### Other Staff Members:

Jacqueline Gadois, Distribution Services  
Patricia Thatcher, Human Resources, UCIMC

### Statement of Subject -- Call to Order and Approval of Minutes

Main Points -The meeting was called to order. Meeting notes from October 10, 2002 were distributed and approved.

### Statement of Subject - Monthly Meeting with Executive Vice Chancellor

Main Points - At the October 22 meeting with the EVC, the need to develop and implement a supervisor/leadership award was discussed, for the purpose of recognizing supervisors who support staff mentoring and development. The EVC invited Staff Assembly to propose a program and indicated that he would consider funding it. The challenging budget climate ahead and its effect on staff was also discussed. It was suggested that Staff Assembly look for ways to gather from staff the ideas, suggestions, and best practices for coping with increases in workload.

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### Statement of Subject - Budget Shortfall

Main Points - The question of how to involve staff in discussions regarding budget shortfalls was discussed. It was suggested that staff be included as members of budget committees in the role of representing the needs of staff, as opposed to serving from administrative stand-points.

- **Action: Check with Candice Gerretson regarding ideas from the last budget shortfall period.**
- **Responsibility: Lorrie Minkel.**

### Statement of Subject - Finance Update

Main Points – 2002/2003 Staff Assembly Accounts report was distributed (1). The report does not include heavy September picnic expenses. A budget request will now be generated for submission to the EVC.

#### **Statement of Subject – Scholarship Committee**

Main Points – Penny reported that a web site has been developed with Entertainment Book ordering information. A zot mail is forthcoming instructing purchasers to send checks to Parking and Transportation, as checks will be processed there.

#### **Statement of Subject – Commemorative Tree**

Main Points – A bay laurel tree has been planted inside the inner ring road near Humanities with a pathway of decomposed granite. Facilities performed the work at no cost to Council. Following Council member suggestions, the desired plaque wording is "9-11-01 Always in Our Hearts/From UCI Staff."

- **Action: Research plaque cost.**
- **Responsibility: Lorrie Minkel.**

#### **Statement of Subject – Training and Development Committee**

Main Points – The "Learn at Lunch" brown bag lecture series was discussed. Steve was advised to check the A&PW web site before scheduling lectures to avoid conflicts. It was suggested to ask Rodney Kempton to speak at the first event. Anne Fink has agreed to speak in January or February regarding retirement readiness and again in the Spring regarding saving for retirement.

- **Action: Prepare committee budget request.**
- **Responsibility: Steven Engen.**

#### **Statement of Subject – Representative at Large Issues**

Main Points – Some dates are still available to host "Meals with Mike." Questions were raised regarding host duties. It was suggested that Council hosts introduce the participants, send a thank you e-mail to the EVC (via Tiffany Jue) with a brief list of the topics discussed, and report back to Council regarding those topics. A revised copy of the home page formatting was distributed (2). It was noted that the "Subscribe to Staff Assembly Listserv" link does not work.

- **Action: Confirm policy regarding including Staff Assembly meetings in addition to events in ZotWeekly.**
- **Responsibility: Lorrie Minkel.**

#### **Statement of Subject – CUCSA**

Main Points – Lynda discussed her attendance at a CUCRA (Retirement Association) meeting and provided an update of plans for the June CUCSA meeting at UCI. The Hyatt Newporter is the preferred hotel. For the social event Wednesday evening, June 4, the possibility of a dinner cruise was discussed. The Chancellor will provide a half-hour welcome address on the morning of Thursday, June 5. Mark Warner and Ron Stern may be asked to give a presentation on behalf of the CACSS. Lunch will tentatively be at the University Club. As Friday, June 6, will mostly be working meetings, they will either be conducted at the hotel or participants will need to be shuttled to campus. A possible role for the EVC was also suggested.

#### **Statement of Subject – Staff Appreciation Committee**

Main Points – A Zotmail is forthcoming to publicize the Halloween costume contest. It was suggested that the EVC and past Staff Assembly Council Chairs be asked to judge and that Staff Assembly key chains be given to participants. The holiday boat parade event was

discussed. Maria reported that, while last year's event was a great success (250 tickets sold out) largely due to the size and quality of the boat, the rental cost for that boat has increased to \$13,282 or \$53 per person due to demand and fewer parade days. One option discussed was that Staff Assembly could subsidize the event slightly so that tickets could be sold for \$50. It was suggested to price other boat rental companies and to investigate the Huntington Harbor boat parade and Huntington Harbor boat rental companies.

- **Action:** Survey previous holiday boat parade participants as to their preferences.
- **Responsibility:** Maria Graziano.

#### **Statement of Subject -Holiday "Staff Helping Hands" Program**

Main Points – Raschel reported on a possible joint holiday program with the Academic and Professional Women (A&PW), UCI Chapter, to benefit needy staff families. The Staff Helping Hands Program would be administered by the Employee Assistance Program and would be similar to the Verano Holiday Project. Rhonda Louden is the project chair. Proposal information was distributed (3).

#### **Statement of Subject - Encouraging the vote**

Main Points – There was discussion as to the appropriateness of sending an e-mail message encouraging the November 5 vote, without advocating Proposition 47 which would benefit UCI. It was agreed that we should not send a message, particularly as the Chancellor usually does. It was suggested that Staff Assembly sponsor a reward contest on the basis of returning voting stubs.

- **Action:** Discuss with the EVC appropriate ways that Staff Assembly can encourage the vote.
- **Responsibility:** Lorrie Minkel.

**Meeting adjourned -- Lorrie will distribute a list of future meeting dates and locations, possibly to include the Human Resources conference room and UCIMC. Next meeting is scheduled for Thursday, November 14 from 2:30-4:30 PM, TBN.**

#### **Summary of 2002-2003 Meetings**

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUCSA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.
- July 23 - Met in 169 HIB, New members, Staff picnic, Goal setting.
- August 8 - Met in 4135 FRH, New member, Staff picnic, June CUCSA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.
- September 12 - Met in 404 ADM, Campus budget, CACSS, Staff appreciation committee, Scholarship committee, Finance update, Communications and publications committee, CUCSA, Tree Plaque, EVC.
- October 10 - Met in 3161 EG, EVC, Budget shortfall, Finance update, Scholarship committee, Commemorative tree, Training and development committee, Representative at large issues, CUCSA, Staff appreciation committee, Holiday staff helping hands program, Encouraging the vote.