

**Staff Assembly Council Meeting Minutes  
November 17, 2010**

**SA Representatives:**

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	absent
Finance Chair-Elect	Dee Dee Nunez	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	absent
CUCSA (Jr.)	Patricia Collette	absent

**Standing Committee Representatives:**

Community Relations	Andrea Wiley	absent
Education and Enrichment	Monica Prentice	present
	Erik Ramirez	absent
Marketing	Stephanie Fix	absent
Scholarship	Monica Prentice	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Staff Appreciation	Mike Puritz	present
Web Communications	Henry Balanza	absent

**Other Attendees:** Mandy Mount, C.A.R.E.; Deborah Perkins, Athletics

**Statement of Subject - Call to Order**

Main Points: The meeting was called to order by Hinojosa at 12:20 p.m. (due to room access).

**Statement of Subject - Approval of Minutes**

Main Points: Approval of minutes from the meeting held on Thursday, October 14, 2010 was deferred to the next meeting, scheduled on December 9, 2010.

**Action:** *No action required.*

**Statement of Subject – Vice Chair’s Report**

Main Points: Fahr shared the following items with the Council.

- Howard Pripas, Director of Employee Relations at UCOP, spoke on October 19, 2010 to provide additional insight on recent changes to post-employment benefits.
  - Staff concerns regarding proposed changes were acknowledged.
  - Comparison between faculty and staff post-employment plans was reviewed.
  - Proposed pension tiers were discussed; the addition of a new tier within 10 years is conceivable.
  - National trends illustrate an escalation in health care costs. Such increases are expected at UC as well.
- Chancellor Michael V. Drake spoke at the Chancellor’s Forum on October 21, 2010.
  - The Chancellor recognized staff for their effort and contribution to the University.
  - The campus hiring freeze has ended.
  - Furloughs have ended for the majority of campus employees; some unions delayed furlough implantation, which deferred the 12 month period.
- Michael R. Arias spoke at the meeting of the Executive Vice Chancellor and Provost on October 21<sup>st</sup>.

- The Staff Assembly Council and committee members were recognized for campus and system-wide contributions.
- Discussions about Meals with Mike expanding to the UC Irvine Medical Center again.
- A need for increased communications with UC Irvine Medical Center staff was acknowledged.
- Human Resources update: Effective December 13, 2010 the UC Learning Center will replace Training and Employee Development (TED). Training information will be provided to staff as it develops.

***Actions:** Fahr will follow-up to identify training objectives for the campus' transition to the UC Learning Center; she will also identify whether supervisor training will differ from employee training.*

**Statement of Subject – Council Communications Report**

Main Points: Vo announced implementation of the Council's Google™ calendar. Council and committee meeting dates, as well as sponsored events, are listed on the calendar for public viewing. Sub-calendars are color-coded, for quick reference. Vo requested the Staff Assembly website be updated, to include a URL to the new calendar.

***Action:** Vo will update the Council's Oracle™ calendar to align with events posted in the Council's Google™ calendar.*

**Statements of Subject – Community Relations Report**

Main Points – Hinojosa reminded the Council of the Helping Hands program timeline:

- November 19<sup>th</sup>: Notification of Staff Helping Hands Sponsor/Family matches to be emailed.
- December 13<sup>th</sup>: Drop off Staff Helping Hands gifts at 205 MSTB (by appointment, call Jennifer at 949-824-7256)
- December 16<sup>th</sup> & 17<sup>th</sup>: Pick up Staff Helping Hands gifts at 205 MSTB (by appointment, call Jennifer at 949-824-7256)

***Action:** No action required.*

**Statements of Subject – CUCSA Report**

Main Points – No updates to report. The next CUCSA meeting is scheduled to be held December 1-3, 2010 at UC San Francisco.

***Action:** No action required.*

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

Main Points – Prentice reported the committee is working to finalize a calendar of events for the remainder of the fiscal year. Updates will be provided as developed.

***Action:** No action required.*

**Statement of Subject – Finance Report**

Main Points – The Council financial report was disseminated.

- The report must be updated with check and cash deposits for entertainment book sales and UCLA football ticket sales.

- Payments for expenses to host the Staff Service Awards event were inadvertently applied to the incorrect account. An action will occur to transfer payments to the correct Staff Assembly account.

**Actions:** *Nunez will update the financial report to account for recent deposits and will facilitate the transfer of expenses for the Staff Service Awards event.*

### Statement of Subject – Marketing Report

Main Points – Hinojosa presented a marketing update.

- Zotmails were sent out for the following:
  - UCLA Football Game Reminder
  - Halloween Costume Contest
  - Second Harvest
  - Helping Hands
  - Women's Volleyball
  - Eating Well
  - Women's Volleyball Reminder
- The Council was reminded to notify Fix, Balanaza, and Vo of any upcoming Zotmails which must be sent.

**Action:** *No action required.*

### Statements of Subject – Scholarship Report

Main Points – Prentice reported the following:

- Career Enhancement Scholarship: application deadline is December 17, 2010.
- Entertainment book sales continue. Books are still available at UC Irvine Parking and Transportation Services.
- The Fundraising Sub-Committee plans to host a “bunny hop” event in Spring 2011, to which admission will be charged. Details of event, including methods of admission payment, are still under development. The next Sub-Committee meeting will be held in January 2011.

**Actions:**

*Prentice will initiate Zotmails for the following: to solicit volunteers to review applications for the Career Enhancement Scholarship and to promote sales of the entertainment books available to staff.*

*Nunez will follow up to identify steps needed to establish a centralized, credit card payment system for online donations to the Fundraising Sub-Committee.*

### Statements of Subject – Staff Appreciation Report

Main Points – Puritz reported the following:

- UCLA football game: 191 tickets sold; 40 bus tickets sold.
- Annual Halloween Costume Contest: great participation and well received by staff.
- The next Women’s Volleyball game is schedule for November 18<sup>th</sup>. Staff Assembly and Athletics each disseminated e-mail advertising the game as a Faculty/Staff event, but conflicting information was announced. Puritz will coordinate with Edie Gobel, Athletics Assistant Marketing Director, to publicize staff appreciation athletic events.
- Staff appreciation T-shirts will be purchased in January 2011.
- Quarter Century pins must be reordered.
- The Anteater Recreation Center (ARC) Advisory Board requests the appointment of a staff representative, to be selected by Staff Assembly. Puritz nominated Court S. Crowther, Graduate Division to serve on the board. The Council will discuss this matter further at the next meeting.

**Action:** Puritz to e-mail Hinojosa the details on formal nomination and approval actions required, for the ARC Advisory Board nomination process.

## Statements of Subject – Special Projects Report

Main Points – No updates to report.

**Action:** No action required.

## Statement of Subject – Overview of Campus Assault Resources & Education

Main Points – Campus Assault Resources and Education (CARE) provides direct victim services and campus education on the topics of sexual violence, intimate partner abuse, relationship health, and personal safety. CARE offers confidential services that are free of charge to all currently enrolled students. The office is located on the 6th floor of Aldrich Hall in Suite 630. Director Mandy Mount, Ph.D., provided additional details on topics of concern and those resources available to assist.

- Sexual violence is significantly underreported. The program is working to reform reporting practices by identifying potential influences (e.g. cultural, socioeconomic, peer, etc.) and addressing these within the student community.
- Workshops and training sessions are hosted to promote education.
  - A comprehensive emergency support system is in place. The consultation team comprises of Student Health Medical Director Alice Wong, AVC-Counseling & Health Services clinical social worker Brenda Carigma, members from the Office of the Dean of Students, members of the Office of Campus Counsel, and members of the UC IRVINE Police Department.
  - Zabie Khorakiwala, Violence Prevention Coordinator, provides workshops and trainings on the awareness and prevention of sexual assault and intimate partner violence, consent, bystander intervention, risk reduction, alcohol and rape drugs, gender socialization, women's self-defense, and campus/community resources.
  - CHAMPS (Challenging All Men to Prevent Sexism) is a male peer-education group that focuses on the awareness and prevention of sexual assault and relationship violence. CHAMPS can provide workshops about gender, healthy communication between intimate partners, and ways to stand up against sexual assault.
  - Right to KNOW is a female peer-education group that presents interactive workshops on dating and consent, sexual assault awareness and survivor support, interpersonal assertiveness and building positive relationships.
  - The CARE Speakers Bureau consists of individuals who are willing to discuss personal experiences for the purpose of increasing awareness of these issues and to help community members in developing a sense of personal power in identifying and safely intervening in situations that may lead to sexual assault. Anyone on campus may request a session of speaker discussions. Staff who have experienced sexual abuse, violence, and/or stalking are encouraged to join the bureau if interested in contributing to student education.
  - Collaboration with Human Resources to develop online training modules for staff is under way. Currently, education modules exist for students, but staff must be educated on how to assist students should incidents be reported informally to campus employees.
  - The CARE website [http://www.care.UC\\_Irvine.edu](http://www.care.UC_Irvine.edu) is very user-friendly and provides FAQs and resources to the public.
- Upcoming CARE events were presented.
  - CHAMPS White Ribbon Campaign; November 22-24, 2010 at Student Center Stage.
  - CARE Holiday Volunteering; date TBD, at the Women's Transitional Living Center.
  - Stalking Educational Awareness Campaign; January 10-13, 2011 at the Cross Cultural Center.

- Popcorn and Pop Culture Film Series; 6p-9p on January 25 and February 22, 2011, location TBD.
- Silences in the Military: A Discussion of Sexual Violence and Lesbian, Gay, Bisexual, & Transgender (LGBT) Issues; 6p-8p on February 9, 2011, location TBD.
- CARE focuses effort on the campus student community. When faculty and staff seek help, they are welcome to come for advisement on resources available to them and may be referred to outsourced entities which provide assistance to UC IRVINE personnel or the general community.

*Action: Mount will disseminate educational webinars to Fahr.*

The meeting was adjourned at 1:30 p.m.

*The next Staff Assembly Council meeting will be held on Thursday, December 9th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.*