

**Staff Assembly Council Meeting Notes  
November 7, 2007**

**SA Representatives:**

Chair	Mike Puritz	present
Vice Chair	Mark Wheeler	present
Immediate Past Chair	Sherry Main	present
Finance	Andrea Denish	present
Council Communications	Heather Wuebker	present
CUCSA (Sr.)	Ramona Agrela	absent
CUCSA (Jr.)	Penny White	present

**Standing Committee Representatives:**

Communications	Ingrid Fahr	present
Scholarship	Nancy Carter-Fields Zen Yieh	absent
Staff Appreciation	Michelle Foley	absent
Training and Development	Lara Farhadi	absent
Special Projects	Jeri Frederick Sandra Longnecker	present absent
Marketing	Mary Lou Ledgerwood	present
Staff Ambassadors	Kathy Eiler	absent

**Other attendees:**

Donna Clark, Susan Mann

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

Main Points – Puritz called the meeting to order. White moved to approve August meeting minutes; Main seconded. White moved to approve September meeting minutes; Frederick seconded. White moved to approve October meeting minutes; Main seconded. All approved.

**Statement of Subject – Learning Mgmt Systems**

Main Points – Nancy Chin Lae in HR is leading marketing efforts to get information out about new LMS that will replace TED to ensure system is understood. Conversion to take place in March or April 2008. Looking for someone from SA to serve on committee to help get word out – time commitments are 1.5 hours per week for first month; 1 hour per month thereafter. Ledgerwood and Farhadi volunteered.

**Statement of Subject – EVC-P Mtg November 14 @ 3 p.m.**

Main Points – Items to bring to agenda:

- Reiterate need for Deans, Dept Chairs, Mgrs, etc to allow staff time to participate in Staff Assembly
- Address idea of each School having rep on Staff Assembly

### **Statement of Subject – Chancellor Mtg December 7**

Main Points – Send suggested agenda items for meeting to Puritz.

### **Statements of Subject – Staff Assembly Emails**

Main Points – White looked into email issue with website to determine recipient address for “Suggestion” area on site. Ledgerwood is receiving emails as of now. Address will be changed to Puritz.

### **Statements of Subject – Staff Helping Hands Update**

Main Points – Frederick explained program and SA’s responsibility to prepare application, get word out via Brief and Zotmail. Ledgerwood submitted announcement to UCI Brief. Counseling Center will continue to accept applications to keep everything anonymous; Center will match departments with staff in need. Applications are available online; paper applications will be placed in food service, facilities services and other areas. Deadline for all applications is November 26. Application will be made available in Spanish on a case by case basis with a statement noting other translation assistance may be available.

### **Statements of Subject – People Development Summit**

Main Points – Susan Mann, Director of Human Resources, shared plans for summit on people development to address professional and career development vision and strategies. Seeking involvement from Staff Assembly in the summit. Human Resources wants to support improved collaboration among stakeholders and to expand array of programs offered. Asking assistance from Staff Assembly in spreading the word; also to attend. Offered member of Staff Assembly opportunity to sit on planning committee to keep abreast of actions. Farhadi volunteered to be on committee. If others are interested, email Susan Mann.

Morning of December 4, HR will also be hosting a three hour training and development workshop called “Make Your Mark” with a focus on personal branding. Staff Assembly will link to event on website.

### **Statements of Subject – DASA MA Degree**

Main Points – Treas approached Main about sending Zotmail to market DASA program to staff. Assembly discussed hosting a brown bag lunch and allowing Treas to promote program to interested staff through lunchtime informational presentation.

### **Statements of Subject – Quarter Century Club**

Main Points – Nancy and Nancy Chen Lane are gathering current mailing list for members. Interim Asst. Mgr at bookstore is interested in proposal – have expressed willingness to offer discounts to club members. Susan Mann expressed providing possible assistance gathering list and partnering with Staff Assembly for club events. Mann will coordinate with her office to determine level assistance HR may be able to provide. For website, Fahr will change wording to avoid further confusion of current benefits.

### **Statements of Subject – CUCSA**

Main Points – White: Nothing to report.

### **Statements of Subject – Finance**

Main Points – Dennish distributed October budget. 29 entertainment books have been sold; Dennish will send out books when money is received. Cost for ordering = \$35; there are 30 left. Football game sold out; will payout UCLA this month. Excellence in Leadership award has not yet been paid out; Dennish will coordinate with contact in Academic Affairs to distribute funds to recipients.

### **Statements of Subject – Staff Appreciation**

Main Points – White took over in Wheeler's absence. Met today and discussed Halloween contest success; will continue next year. School of the Arts night – all 50 tickets sold out quickly. Final arrangements being made for football game. Dates are set for following events:

- Basketball game vs Cal State Long Beach: Feb 28
- Men's volleyball vs UCLA: Mar 7
- Pancake breakfast: Mar 17
- Baseball game vs Riverside: Apr 19 @ 5 p.m.

Future plans to blend UC Idol contest with Staff Picnic. Concert in the Park has been cancelled.

### **Statement of Subject – Marketing**

Main Points – Ledgerwood is working to get all pertinent items in UCI Brief. Submitting Career Enhancement Scholarship; reminder for Helping Hands and Entertainment Books. Also sending out Zotmails to generate further interest in upcoming activities. Send updates early to allow time for web to be updated before announcements are sent out.

### **Statement of Subject – Communications**

Main Points – Fahr reported that the general pages of the Staff Assembly website are updated. She will now be moving on to the quarter century club page and other similar pages. Will post pictures from Halloween costume contest if anyone has high res photos. Looking into polo shirt possibility; embroidery would be donated.

### **Statements of Subject – Scholarship**

Main Points – Yieh designed scholarship Zotmail. Deadline for staff scholarships is Dec. 14. Ledgerwood will send out message today.

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

Main Points – Farhadi reported that first event was held in October with 12-13 participants. Scheduled 2 similar events throughout year. Will work with Treas to promote DASA through next event. Fahr and Ledgerwood will work to get details out.

### **Statements of Subject – Staff Ambassadors**

Main Points – Tabled until next meeting (Eiler absent).

**Statements of Subject – Special Projects**

Main Points – Tabled until next meeting.

*The next Staff Assembly Council meeting will be held December 12, 2007.*