

**Staff Assembly Council Meeting Notes  
October 9, 2008**

**SA Representatives:**

Chair	Sherry Main	present
Vice Chair	Nadine Fishel	absent
Immediate Past Chair	Mike Puritz	present
Finance	Deborah McWilliams	present
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
Training and Development	Monica Prentice	absent
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	present
Marketing	Mary Lou Ledgerwood	present
Staff Advocacy	Kathy Eiler	absent

**Other attendees:**

Deborah Perkins  
Raid Faraj - OEOD

**Statement of Subject - Call to Order**

Main Points – Meeting was called to order at 1:10 p.m.

**Statement of Subject - Approval of Minutes**

Main Points – Minutes from Wednesday, September 10<sup>th</sup> were approved by McWilliams and seconded by Yieh.

**Statement of Subject – Staff Service Awards**

Main Points – Staff Assembly will assume responsibility for the service awards. This will save Human Resources \$15K out of their budget. HR will still be involved in the selection process. It was recommended that the Council elect a chair to execute this process. Linda Brewer was mentioned as someone who could give recommendations or possibly chair. Another option is to have this fall under the responsibility of the Special Projects Chair. Awards are still to be determined with three items in each category.

**Statement of Subject – Excellence in Leadership Award**

Main Points –Main will put a committee together. Winners will be announced at the staff service award presentation.

### **Statement of Subject – Elections Rules**

Main Points – McWilliams recommended a change to the Finance Chair position to help provide backup support for financial issues. She suggested a chair-elect or immediate past chair position. It was also mentioned that the Council should consider past participation in council meetings and a minimum length of one year of service for all elected positions. Ledgerwood will consider how to modify the Bylaws and will send to the Council.

### **Statement of Subject – EVCP/Chancellor Meeting Agenda**

Main Points – The next meeting is scheduled for Thursday, October 16<sup>th</sup> at 9:00 a.m. Agenda items to include: budget, service awards, and storage area. Main will send out agenda to Council.

### **Statement of Subject – Chancellor Forum**

Main Points – 56 people attended the Chancellor Forum on Friday, September 26<sup>th</sup>. The next forum topic will be the budget and will occur sometime in March.

### **Statement of Subject – CACSS Co-Sponsorship Opportunities**

Main Points – CACSS is the Chancellor's Advisory Committee on the Status of Staff. CACSS would like the Council to co-sponsor their events. It was recommended that Monica Prentice, Education and Enrichment Chair, contact Jessica Drew de Paz, CACSS Chair.

### **Statements of Subject – CUCSA**

Main Points – Based on the anticipated costs, the Staff Assembly budget, in conjunction with the Facilities Management staff development funds, will cover the required costs for the Sr. CUCSA delegate (Hinojosa) to attend the three remaining meetings this year.

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

Main Points – We are still awaiting budget approval of \$54K. Picnic expenses were on track for \$23K.

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

- Halloween contest at the U-Club on Friday, October 31<sup>st</sup>
  - \$7 lunch for anyone in costume
  - Farhadi working on getting 3-5 judges.
- UCLA football game vs. Oregon State on Saturday, November 8<sup>th</sup>
  - Zotmail going out tonight
- 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 7<sup>th</sup>
    - UCI Symphony Orchestra - Friday, June 5<sup>th</sup>

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

Main Points –“Save the date” emails will be sent out with a list of monthly events. All zotmails will go out the Monday following the announcement in the UCI Brief. Emails of similar content, such as the Personal Success Workshop and Meals with Mike, will be combined. See list provided by Ledgerwood for events and posting dates.

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

Main Points – Please send list of events for the Quarter to Fahr for inclusion in the flyer to be handed out next week at the Personal Success Workshop.

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

Main Points –

- Turkey Trot Walk-a-Thon – Friday, November 14<sup>th</sup>
  - Sending out html email instead of postcards
  - Working on developing posters
  - Donations from In-N-Out Burger and Trader Joe’s have been secured
  - Send any ideas for additional sponsors to Yieh
  
- Entertainment Books
  - Books are on sale now. Please encourage your friends to purchase.

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

Main Points –

- Personal Success through Creative Imagination
  - Wednesday, October 15<sup>th</sup>, 12:00-1:00 p.m., Aldrich 107
- Wine Appreciation
  - November – date tbd
- Additional events will be planned for January and February

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

Main Points –

- UCI Vote: Town Hall Your Choice – Your Voice event on Wednesday, October 15<sup>th</sup>
- The Office of Community and Government Relations would like Staff Assembly to assist with promotion of the satellite conference with Governor Arnold Schwarzenegger on Wednesday, October 22<sup>nd</sup>

### **Statements of Subject – Special Projects**

Main Points – Need to confirm host for Meals with Mike on Thursday, October 16<sup>th</sup>.

- Meals with Mike – need host for Thursday, October 16<sup>th</sup>
- Flu vaccine clinic for retirees and alumni is scheduled for Monday, November 10<sup>th</sup>, from 8:30-11:30 a.m.
  - The University Club will provide a discounted lunch coupon for those receiving flu vaccinations.

**Statement of Subject – Quarter Century Club**

No Report

**Statement of Subject – Storage Closet**

Main Points –

- We need to find a new location to store Staff Assembly items. Mike will take inventory of what is left in the current area. Main to address issue at next EVCP/Chancellor meeting.

*The next Staff Assembly Council meeting will be held November 13<sup>th</sup>, 1:00-3:00 p.m.*