

## Staff Assembly Council Meeting Notes October 11, 2001

### SA Representatives:

Chair	Mike Delo	Present
Vice Chair	Lorrie Minkel	Present
Immediate Past Chair	Barbara Ellerbrock	Absent
Finance	Dianne Bean	Present
Council Communications	Cindy Wilson	Present
Parliamentarian	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Liz Toomey	Absent
CUCSA (Jr.)	Lynda Brewer	Present
UCIMC At Large	Linda Ezell	Absent
Campus At Large	Leslie Pearlman	Present

### Standing Committee Representatives:

Communications & Publications	Penny White	Present
Scholarship	Ramona Agrela	Absent
Staff Appreciation	Maria Gillespie	Absent
Training & Development	Laura Ferejohn	Absent
Workplace Issues	Candice Garretson	Absent

### Other Staff Members:

Theresa Jones, ESL  
Linda Flomerfelt, Human Resources

### Statement of Subject - Call to Order

Main Points - Mike called the meeting to order.

### Statement of Subject - Approval of Minutes

Main Points – Minutes from the previous meeting were reviewed and approved.

### Statement of Subject – Event Update

Main Points - Theresa Jones attended the meeting in Maria's absence to bring us up to date on the upcoming Staff Appreciation Events. The Halloween Costume Judging will take place at noon in the 2<sup>nd</sup> floor lobby of the Administration Building on Wed. 10/31. Judges are needed. The Newport Beach Holiday Boat Parade event will be held on Thurs. 12/20 in the evening. Theresa informed us of the prices of the boat rental, the deposit price and how many people each boat would hold. She was able to get the boat for \$7,000 instead of the usual \$13,000. This would be big enough for 250 people with food and a DJ. A 'save the date' email was discussed so that staff can plan now for the event. We also discussed raising the price from \$20 per person to \$30 per person and also decided we should start selling the tickets as soon as possible

- **Action: Volunteer to judge Halloween Costumes**
- **Responsibility: Council should contact Maria Gillespie or Theresa Jones.**
- **Action: Volunteer to help with Boat Parade**
- **Responsibility: Council should contact Maria Gillespie or Theresa Jones.**

### Statement of Subject - Committee Reports

Main Points – Penny reported that the Communications & Publications committee had not met yet, but were going to meet soon. She would like to have one inclusive zotmail to go out all planned events listed, then send out reminders closer to the actual event dates. The Chancellor's Forum has a date set for Mon. 12/3. Ideas for where to hold this forum were renting a large tent to set up in Aldrich Park or renting the Barclay Theater. Lorrie volunteered to further investigate these two ideas. There will be a brown bag lunch in November. The theme will be 'How to get my child into UCI'. Sue Wilbur of Admissions and Relations with Schools was suggested to be a speaker at this brown bag lunch.

Linda Flomerfelt attended this meeting in Ramona's absence to give us an overview on the development of the Scholarship application. She handed out copies of the proposal and asked that everyone read it and give suggestions directly to Ramona Agrela. There was a brief discussion on questions that were asked in the application and whether or not they were applicable and/or legal.

The other committee chairs were not in attendance so there were no other reports.

- **Actions: Mike asked that Committee Chairs email Committee Reports to Council prior to monthly meetings for review/discussion.**
- **Responsibility: Committee Chairs**

#### **Statement of Subject – Quarter Century Club Update**

Main Points – Mike gave us an update on the Quarter Century Club proposal. He needs more input from the Chancellor's office regarding the dinner/lunch and reception. A logo for the QCC card was also discussed as well as ideas on where to hold the reception. Mike will contact Communications for suggestions in commissioning an artist to design the QCC card logo. Penny and Barbara will also research some other possibilities.

- **Action: Contact Communications for suggestions to commission an artist to design the QCC Card logo**
- **Responsibility: Mike Delo**

#### **Statement of Subject – Tree Planting Update**

Main Points – Mike relayed that he and Richard Dimerjian of Campus and Environmental Planning scouted out Aldrich Park for possible sites to plant an olive tree in memoriam of the National Events of 9/11/01. Possible suggestions were a non-fruiting variety of Olive tree with a stone inscribed with 9/11/01 and a reflection area with benches. An idea of soliciting donations from other campus organizations and/or Deans was also discussed.

#### **Statement of Subject –EVC Meeting Topics for 11/6/01 Meeting**

Main Points – It was suggested that topics be the Tree Planting Memorial as well as sending out a zotmail to the campus regarding Staff Assembly activities already planned for the upcoming year.

#### **Statement of Subject – Action Listing and Goals Review**

Main Points – Mike wanted to review the goals for council for the upcoming year. Those include getting the QCC program established, planning more Brown Bags with Gail Brooks and selling Entertainment Books to help fund scholarships.

**Meeting adjourned - Next meeting will be in 112 SEI on Thursday, November 8, 2001 from 2:30 - 4:30.**

#### **Summary of 2000-2001 Meetings**

- July 12 - Met in the Koll Room at the Bren Center, Welcomed new members, Meal with Mike signups, Staff Picnic, QCC update, Recruitment of Committee Members, Task Force Update
- August 9 - Met in 112 SEI, Benefits Information, Staff Picnic, QCC Update
- September 13 – Met in 112 SEI, Standing Committee updates provided, training/development framework presentation by Rod Kempton of Human Resources.
- October 11 - Met in 112 SEI, Halloween Party and Boat Parade Event planning, QCC update, Tree Planting update and Committee reports.