

**Staff Assembly Council Meeting Minutes
October 14, 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	absent
Council Communications	Amy Vo	absent
CUCSA (Sr.)	Jan Serrantino	present
CUCSA (Jr.)	Patricia Collette	present

Standing Committee Representatives:

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

Other Attendees: Susan Pihl, Human Resources; Deborah Perkins, Athletics

Statement of Subject - Call to Order

Main Points: The meeting was called to order by Hinojosa at 12:15 p.m.

Statement of Subject - Approval of Minutes

Main Points: Motion to approve minutes from the meeting held on Thursday, August 12th was moved by Jan Serrantino, seconded by Andrea Wiley approved by council.

Actions: No action required.

Statement of Subject – Staff Service Awards Committee

Main Points: Stephanie Jean asked for who would chair this committee.

- Patricia Collette and Henry Balanza volunteered to co-chair.
- There is a question of with which entity would the event reside
- Puritz noted the 25 year pins inventory
- Ingrid handling Excellence in Leadership Awards

Actions: Collette and Balanza to touch bases with Sherry Main to coordinate files and what has been done in the past.

Statements of Subject – Post Employment / Benefits

Main Points – Fahr stated that currently nothing is “set in stone”. Most likely employment benefits will change 20 years from now. Town Hall meeting scheduled for 12/13/10

Actions: No action required.

Statements of Subject – Communications

Main Points – Hinojosa stated that Amy Vo will handle Staff Assembly Calendaring.

- Chairs can add to the calendar. Staff Assembly would like to potentially use the Google Calendar and post all upcoming events to it.

Actions: No action required.

Statements of Subject – Community Relations

Main Points – Wiley reported the following

CHOC Volunteering event did not seem the type of even we want to endorse The event did not allow the group to collect together

- Ronald Mc Donald Event ran out of room they may hold another event in January Helping Hands Project. Andrea will coordinate With Stephanie-Jean and Ingrid to get previous history of program from Jennifer in the Ombudsman's office and will share with the group.
- Hinojosa recommended to Have Jeri Frederick involved to limit conflicts
- Collette comments that is should be only staff not Verano Place
- Wiley stated that an announcement for 2nd Harvest will come out in February

Actions: No action required.

Statement of Subject – CUCSA

Main Points – Serrantino reported the following:

- Talent Management Workshop
- Synthesize information
- What are the problems
- Howard P. will be here in Tuesday October 19th
 - 11:20 to 1:30 @ bldg. 313
 - Open forum
 - Post-Employment Benefits
 - concerns

Actions: Action

Statement of Subject – Education and Enrichment

Main Points - Fahr reported the following:

- 12 Entertainment books sold
- 2nd Sale in 2 weeks
- 27 applicants for the Scholarships
- Working closely with UCIMC

Actions: No action required.

Statements of Subject – Finance

Main Points – Hinojosa reported the following:

- Ledger update will be presented at the next meeting.
- Wiley stated that T-shirt Prices are 3.86 each
- Fahr stated that UCItems prints tShirts

Actions: No action required.

Statements of Subject – Staff Appreciation

Main Points – Puritz reported the following:

- NASCAR events got negative reviews
- Looking for events that return revenue.
- UCLA Football event is posted
- Women’s Volleyball Event is posted
- Halloween Costume contest 10/29/10 at the University Club.

Actions: No action required.

Statements of Subject – Special Projects

Main Points – Hinojosa reported the following:

- Chancellor’s Forum scheduled for 10/22/10
 - 65 Staff registered
 - 3 People are needed to meet and Greet
 - Email Jeri or Sandra for Special Projects
 - Need tables for flyers
- Meals with Mike went well
- Sping forum with the EVC
 - Wed March 2nd
 - 12 noon
 - State of the Budget will be addressed
 -

Actions: No action required.

The meeting was adjourned at 1:50 p.m.

The next Staff Assembly Council meeting will be held on Thursday, October 14th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.