

**Staff Assembly Council Meeting Notes
July 9, 2009**

SA Representatives:

Chair	Deborah McWilliams	present
Vice Chair	Stephanie-Jean Hinojosa	present
Immediate Past Chair	Sherry Main	present
Finance	Megan Vu	present
Finance Chair-Elect	Bill Ryan	absent
Council Communications	Stephanie Porter	present
CUCSA (Sr.)	Andrea Denish	present
CUCSA (Jr.)	Jan Serrantino	present

Standing Committee Representatives:

Web Communications	Ingrid Fahr	present
Scholarship	Zen Yieh	absent
Staff Appreciation	Mike Puritz	absent
Education and Enrichment	Monica Prentice	present
Special Projects	Jeri Frederick	present
	Sandra Longnecker	absent
Marketing	Mary Lou Ledgerwood	present
Staff Advocacy	Kathy Eiler	absent
Quarter Century Club	Janis Wallace	present

Guests: Deborah Perkins, Ann Detsch, Emily Zaman

Statement of Subject - Call to Order

Main Points – Meeting was called to order by McWilliams at 12:10 p.m.

Statement of Subject - Approval of Minutes

Main Points – Minutes from Thursday, June 11th were approved by Denish and seconded by Main.

Statement of Subject – Staff Service Awards

Main Points – McWilliams reported that the event was a success. We are still finalizing the costs.

Statements of Subject – CUCSA

Main Points – Denish reported that:

- The work group reports have been submitted.
- Juliann Martinez is the new Staff Advisor to the Regents.
- A letter from CUCSA was sent to Regents regarding salary reductions/furloughs.
- The next meeting will be in September.

Statements of Subject – Finance

Main Points –

- McWilliams gave an overview on the status of the Staff Assembly Budget.
- Please direct any budget questions to Megan Vu, new Finance Chair.
- Our budget for 2009-2010 has not been approved yet. It reflects a 10% cut from last year.
- Please check the account and fund numbers when making charges.
- If you are going to be working with a vendor, please contact Vu for assistance in advance.

Statements of Subject – Staff Appreciation

Main Points – Main discussed the following events:

- 3 additional finalists from the UCI Medical Center will be selected to participate in the UC Idol competition.
- The theme for the Staff Picnic is “Go Green UCI.” The event will take place on Thursday, August 20th from 11:30 a.m. to 1:30 p.m. in Aldrich Park. The Chancellor has approved one hour of administrative leave for all employees to attend.
- Angels Baseball Night is scheduled for Saturday, August 30th. All UCI staff will receive a 50% discount on ticket window prices.

Statement of Subject – Marketing

Main Points – Ledgerwood met with Porter to discuss transition. Main will assist Porter with securing zotmail access.

Statement of Subject – Web Communications

Main Points – Fahr discussed the following:

- Fahr will speak with Penny White at DDM regarding setting up an account for electronic file storage.
- All events are updated in the corporate time calendar.
- Fahr will meet with individuals on the Council to re-evaluate the current web pages and to discuss the website statistics reports.
- Fahr has spoken to campus groups including ASUCI, the New University and Risk Management regarding the employee perks & discount page. The idea is to create one page with links to other departments.
- Fahr will meet collectively with committees or individuals. Fahr will also speak to Penny White regarding doing brief announcements in department meetings to promote Staff Assembly.

Statements of Subject – Scholarship

Main Points –Prentice reported the following:

- The deadline for scholarship recipients to submit paperwork for reimbursement is Friday, August 14th.
- To date, only 12 people have submitted their paperwork.
- The Scholarship sub-committee will be meeting on Wednesday, July 15th to discuss revisions to the current guidelines. A draft of these guidelines will be submitted to the Council and to the EVCP for approval before implementation. Ledgerwood suggested that we list the maximum amount a recipient can receive and the number of scholarships available on the application and website.
- Prentice is working with Fahr to develop an online application process.
- The EVCP is no longer able to match scholarship funding. McWilliams suggested that funding for 2009-2010 be based on carry forward from 2008-2009.

Statements of Subject – Education and Enrichment

Main Points – Prentice reported the following:

- An event with Liz Toomey, her family, and Ray Watson is being planned for September. The event will be videotaped and posted on the website.
- A program on the topic of sustainability is also being planned.

Statements of Subject – Staff Ambassadors - No report

Statements of Subject – Special Projects

Main Points – Frederick reported the following:

- Meals with Mike – Program will resume in September. Frederick will update TED.
- Staff Helping Hands - There are 3 options currently being discussed which will address the confidentiality issues.
- A fundraising event for the Staff Assembly Scholarships is currently being planed with the retirees group.
- Chancellor Forums are in development.

Statement of Subject – Quarter Century Club – No report

- Approximately 30 people attended the luncheon last month
- Wallace is retiring and Bernadette Strobel-Lopez is interested in representing this committee.

Statement of Subject – As Offered

Main Points –

- The Excellence in Leadership program will resume next year. Awards will be presented at the Staff Service Awards. Main will discuss further with Hinojosa.

The next Staff Assembly Council meeting will be held on Thursday, August 13th from 12:00 p.m. to 2:00 p.m. in Aldrich 107.