

**Staff Assembly Council Meeting Minutes
September 9, 2010**

SA Representatives:

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	present
Finance Chair-Elect	Dee Dee Nunez	absent
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	present
CUCSA (Jr.)	Patricia Collette	present

Standing Committee Representatives:

Community Relations	Andrea Wiley	present
Education and Enrichment	Monica Prentice	present
Marketing	Stephanie Fix	present
Scholarship	Monica Prentice	present
Special Projects	Jeri Frederick	present
	Sandra Longnecker	present
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 12:00 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 Wiley, seconded by Hinojosa, approved by council.

Actions: *No action required.*

Statement of Subject – Employee and Retiree Benefits

Main Points: Guest speaker Susan Pihl, Director of Benefits at UC Irvine, provided an overview of benefits extended to employees by Human Resources and addressed modifications to and enhancements of special services offered.

- Benefits Services representatives and their consultation areas were reviewed. As a reminder, in 2005 non-occupational disability management transitioned from Benefits Services and merged with Worker's Compensation.
 - Glenn Rodriguez – Health Care Facilitator: provides assistance and counseling to active employees and their dependents, as well as retirees, in all matters concerning medical, dental and vision benefits.
 - Kwame White – Benefits Analyst: manages the Unemployment Insurance (UI) Program, assists with open enrollment, coordinates benefits education training, and provides support toward web management.
 - Jeri Frederick – Director of the Center for Emeriti and Retirees: facilitates programs and services to maintain cohesion among retirees and the UC Irvine community.
 - Kellie Jones, Lynda Poirier, Melody McCulloch – Insurance and Retirement Consultants: liaisons with Department Benefits Representatives in assigned coordinating points.
- Extensions from Benefits Services were discussed.

- Fidelity Retirement Services: provides training and information sessions on retirement planning and management. Jeff Crowley (jeffrey.crowley@fmr.com) of Fidelity provides free information services to departments and has available materials on the UC Retirement Savings Program and Fidelity financial resources.
- Cascade Centers: administers UC Irvine's Employee Assistance Program. Services available to employees include 30-day unlimited financial coaching, mental health assessments and referrals, and a variety of concierge services (three counts of service per need, which may include vacation planning, babysitting services, elderly care management services, etc.). Assistance is available twenty-four hours a day / seven days a week and may be arranged by calling the following toll-free number (800) 433-2320.
- Members of SchoolsFirst Federal Credit Union may receive financial investment advising and utilize the BALANCE financial fitness program, which offers finance improvement services.
- CONEXIS: administers employee Flexible Spending Account which include Dependent Care FSA (DepCare) and Health FSA. The organization recently acknowledged the UC community to be more large-scale and intricate than initially recognized. CONEXIS pledged to Office of the President its goal to improve customer service and enhance customer tools and resources.
- UC Irvine's Office of Planning and Budget: Julie Lance, Principal Analyst, provides extended support to UC Irvine's senior management group, including life insurance and benefit options.
- Department Benefits Representative Training Series: training sessions to local department benefits liaisons designed to expand knowledge first received in representative orientation.
- Updates regarding the proposed modifications to post-retirement benefits will be publicly disseminated to employees as they are received. Modifications will effect employees as follows:
 - Effective July 2011, three and a half percent (3½ %) will be paid by the employee and seven percent (7%) will be paid by the employer.
 - Effective July 2012, five percent (5%) will be paid by the employee and ten percent (10%) will be paid by the employer.
 - Pension tiers are under review and will be discussed at the Board of Regents' November 2010 meeting, upon which formal recommendations will be concluded. The new pension tier will be applicable to employees hired after July 2013.
- Open enrollment for benefits and insurance coverage will begin Monday, October 25, 2010 and end on Tuesday, November 23, 2010. Dependents will be covered until age twenty-six, which includes the birthday month of his or her twenty-sixth year. Enrollment in ARAG legal services will be available in 2010.
- Over-the-counter prescriptions will no longer be eligible as a flexible spending account item.
- Pihl encouraged utilization of the Human Resources website (<http://www.hr.uci.edu>), the UC At Your Service website (<http://atyourservice.ucop.edu/index.html>) and its Total Compensation Calculator (http://atyourservice.ucop.edu/applications/total_comp/index.php), as resources of recruitment and post-employment planning.

Actions: No action required.

Statement of Subject – Vice Chair's Report

Main Points: Fahr stated there were no updates to report. The next meeting of the Chancellor will be held Thursday, October 28, 2010. The next meeting of the Executive Vice Chancellor and Provost will be held Thursday, September 16, 2010.

Actions: No action required.

Statements of Subject – CUCSA

Main Points – Serrantino discussed highlights from the September 2010 meeting, held at Office of the President.

- Speakers included President Mark Yudof, Executive Vice President Nathan Brostrom, Chief Financial Officer Peter Taylor, Budget Office Vice President Patrick Lenz, and several other senior management individuals.
- President Yudof acknowledged better UC representation in Sacramento, in large due to substantial campus advocacy. Millions in funding expected from California and resources of the American Recovery and Reinvestment Act.
- Post-employment benefits and tier plan options were discussed.
 - Minority report regarding Options A, B, and C was reviewed.
 - Howard Pripas, Director of Employee Relations requested to come and speak to campus Councils, to address current and post-employment benefits and to provide general update on benefits and union negotiations.
- Patrick Lenz discussed student fees and other financial statuses
- New workgroups discussed: Internal Operations (two former groups Internal Communications and Policy and Procedures), Talent Management, Demographics, and Operational Efficiencies.

Actions: Serrantino to coordinate October date for guest speaker Howard Pripas to present.

Statements of Subject – Finance

Main Points – Dacanay disseminated and reviewed the July 2010 financial report.

Actions: No action required.

Statements of Subject – Staff Appreciation

Main Points – Puritz discussed the overall success of the 2010 Staff Picnic and proposals for new appreciation events.

- New annual, traditional contest (e.g. soap box derby around the park)
- Evening appreciation events for night employees and UC Irvine Medical Center appreciation events.

Actions: No action required.

Statement of Subject – Marketing

Main Points – Fix reported the following:

- Zotmails were sent out for the following:
 - Community Relations Committee Announcement
 - Fundraising Committee Announcement
 - Entertainment Books Available
- Upcoming Zotmails:
 - Career Enhancement Scholarship Announcement
 - Meals with Mike
 - Chancellor Forum
 - UCLA Football Game
 - Helping Hands
 - Community Relations October Event

- Council advised to give at least one week notice to Fix and Balanza for announcements. Committee Chairs are encouraged to confirm when there are no current-month announcements to disseminate.
- Fall Events Flyer draft presented.

Actions: Council to review Fall Events Flyer and provide feedback to Fix.

Statement of Subject – Web Communications

Main Points – Balanza and Fahr discussed the following:

- The Council was reminded to compose and proof announcements in full, prior to submitting for posting.
- More server space now available for content storage.
- New website template has been visually modified and will go live once enhancements are complete.
- The YouTube video of Staff Picnic is not captioned. – Balanza will follow up to see if he can add captioning setting

Actions: Balanza will disseminate new website template to the Council for review; Balanza will follow-up to determine whether captioning can be added to the YouTube video of the Staff Picnic.

Statements of Subject – Scholarship

Main Points – Prentice reported the following:

- The 2010 Career Enhancement Scholarship application is now live.
- Entertainment books now available for sale. There is an increase in purchase requests from last year. Books will be available for sale at various locations on campus (e.g. Police Department, Parking, and others)
- Eight individuals have already expressed interest in the Fundraising Sub-Committee.

Actions: No action required.

Statements of Subject – Education and Enrichment

Main Points – Prentice reported Zen Yieh's withdrawal from Staff Assembly. A new Committee Co-Chair is under recruitment.

Actions: Prentice will complete and disseminate a calendar of events sponsored by the Education and Enrichment Committee.

Statements of Subject – Special Projects

Main Points – Frederick reported the following:

- Prentice to host upcoming Meals with Mike luncheon.
- Annual Staff Forum with Chancellor Drake is scheduled for Thursday, October 21, 2010. The session will be held in the UC Irvine Student Center, Doheny Beach A.

Actions: No action required.

Statements of Subject – Community Relations

Main Points – Wiley discussed the following:

- First Committee meeting is scheduled for Friday, September 10, 2010.
- Members will be delegated to facilitate monthly events, and one will be assigned to manage web announcements and content.
- Wiley suggested Staff Assembly logo shirts are created for Committee members, as well as for the current Council roster.

***Actions:** Balanza and Wiley will confirm Committee information is posted on Staff Assembly website; Wiley will investigate whether funding for Committee/Council shirts is available.*

Statement of Subject – As Offered

Main Points – Hinojosa expressed intent to attend at least one meeting, for each of the current Staff Assembly Committees to get a better understanding of the items before each of the committees.

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.