Staff Assembly Council Meeting Notes
September 10, 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 present
CUCSA (Jr.): Andrea Denish absent

Standing Committee Representatives:
Web Communications: Ingrid Fahr absent
Scholarship: Monica Prentice present
Staff Appreciation: Mike Puritz present
Training and Development: Monica Prentice present
Special Projects: Jeri Frederick absent
Marketing: Mary Lou Ledgerwood present
Staff Advocacy: Kathy Eiler absent

Other attendees:
Christina Ryan Rodriguez, Lara Farhadi, Sheryl Suarez, Kristina Engel, Deborah Perkins

Statement of Subject - Call to Order
Main Points – Meeting was called to order at 1:04pm.

Statement of Subject - Approval of Minutes
Main Points – Minutes from 8/14 were approved by Puritz, seconded by McWilliams.

Statement of Subject – Staff Service Awards
Main Points – Christina Ryan Rodriguez from HR attended the meeting and handed out a list of awards. There were issues this year with employees receiving the 30-plus award wanting to select a gift from the 25-plus category. Also, 50% of the people receiving awards this year did not redeem them. Several ideas were presented to address this including: allowing employees to choose an item of equal value from the bookstore instead of choosing from the rewards catalog, offering logo items including apparel from the bookstore and tying into the Hallmark Rewards program.

Next steps: Main will put on the agenda to discuss at the next EVCP and Chancellor meetings. We also discussed asking people who were unhappy to participate in a committee to assist us with this issue.
**Statement of Subject – Excellence in Leadership Award**
Main Points – Awards are usually announced at the picnic, but were put on hold. Main suggested presenting at the Pancake Breakfast instead. Main will work with the review committee (McWilliams, Puritz, Hinojosa and Denish) to facilitate. Also, the all inclusive staff award program has been cut for this year.

**Statement of Subject – Elections Rules**
Main Points – Puritz will re-word the Bylaws to state that the Vice Chair and Sr. CUCSA members must actively participate in council meetings for 1 year before being elected into office. A zotmail inviting staff to attend the next council meeting to change the bylaws will be sent out. It was also suggested that we send a monthly zotmail for each council meeting and have a general meeting from 12-1pm (to encourage participation during lunch) and the council meeting from 1-2pm.

**Statement of Subject – EVCP/Chancellor Meeting Agenda**
Main Points – Items to discuss at the EVCP meeting on Sept. 18th include the budget, CUCSA and the staff service awards. Chancellor meeting is on Sept. 24.

**Statement of Subject – Chancellor Forum**
Main Points – The Council is invited to attend the Chancellor Forum on Sept. 26 from 1-2pm in Moss Cove. Topic: New University Hospital. It was also suggested that the Chancellor and EVCP give a campus updates two times per year.

**Statement of Subject – Staff Appreciation Picnic Recap**
Main Points – Puritz reported that there was a huge turnout and everyone enjoyed the food from Newport Rib Company. The only issues were the long food lines.

**Statements of Subject – CUCSA**
Main Points – The meeting at UCI went well last week. There were presentations from the staff diversity council, the staff advisor to regents and the student regents. It was a very productive meeting.

**Statements of Subject – Finance**
Main Points – Picnic expenses have not hit the ledger yet. Budget is still pending approval.

**Statements of Subject – Staff Appreciation**
- Halloween contest at the U-Club on Friday, 10/31
  - $5 lunch for anyone in costume
  - Farhadi will chair this event
- UCLA football game vs. Oregon State on Saturday, 11/8
  - Max of 400 people
  - First 200 – get transportation, tailgate party and game tickets for $20
**Statement of Subject – Marketing**
Main Points – The following events will be promoted via zotmail, UCI Brief and/or Snap:

- Picnic follow-up email
- Halloween contest
- Chancellor event
- Football game
- Education workshops
- Help wanted announcements

**Statement of Subject – Web Communications**
Main Points – Main or Ledgerwood will work with Henry since Ingrid is out indefinitely.

**Statements of Subject – Scholarship**
Main Points –
- Walk-a-thon
  - Meetings on Fridays at Phoenix Grill from 1-1:30pm
  - Marketing will start early next month
  - Talking to non-profits for co-sponsorship. A suggestion was made to speak to the American Stroke Association or the United Way.

- Entertainment Books
  - We will be selling the books again this year. A suggestion was made to provide books to Parking and Transportation and the UCI Bookstore for additional sales locations.

- Garage Sale
  - We have decided to cancel for this year since it will be too much work for not enough profit.

- Scholarship Criteria
  - Discussed including UNEX courses in the scholarship program.
  - Main will discuss with the EVCP at the next meeting.

**Statements of Subject – Education and Enrichment**
Main Points –
Planning the following workshops:
- Oct 15th – Kirwan Rockefeller
- Nov – You have the Wine List Now What? (will be at 5pm, 30 people max)
- Feb. 18th – Interviewing Techniques
- April – Financial Planning
- Other topics suggested include Sustainability and the UCI Long Range Development Plan.
Statements of Subject – Staff Ambassadors
Main Points – Staff Ambassadors are leading UCI voter registration campaign.

Statements of Subject – Special Projects
Main Points – Need to confirm host for Meals with Mike on 9/23.

Statement of Subject – Quarter Century Club
No Report

Statement of Subject – Promotional Items
Main Points – Inventory of items
- 1,000 pens
- 500 paperclips
- 500 note holders
- Mike and Sherry have keys to the storage closet. Please contact them if you need any items.

The next Staff Assembly Council meeting will be held October 9 1:00-3:00 p.m.