

**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
	Zen Yieh	present
Staff Appreciation	Mike Puritz	present
Training and Development	Monica Prentice	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	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.