

## Staff Assembly Council Meeting Notes September 13, 2001

### SA Representatives:

Chair	Mike Delo	Present
Vice Chair	Lorrie Minkel	Present
Immediate Past Chair	Barbara Ellerbrock	Absent
Finance	Dianne Bean	Present
Council Communications	Cindy Wilson	Absent
Parliamentarian	Bernadette Strobel-Lopez	Present
CUCSA (Sr.)	Liz Toomey	Present
CUCSA (Jr.)	Lynda Brewer	Present
UCIMC At Large	Linda Ezell	Present
Campus At Large	Leslie Pearlman	Absent

### Standing Committee Representatives:

Communications & Publications	Penny White	Present
Scholarship	Ramona Agrela	Present
Staff Appreciation	Maria Gillespie	Present
Training & Development	Laura Ferejohn	Present
Workplace Issues	Candice Garretson	Present

### Other Staff Members:

Raschel Greenberg, A&PW  
Rod Kempton, Human Resources

### Statement of Subject - Call to Order

Main Points - Mike called the meeting to order.

### Statement of Subject - Approval of Minutes

Main Points – Minutes from the previous meeting were not reviewed or approved.

### Statement of Subject – Responding to the Recent National Tragedy

Main Points - Mike told the members that the Chancellor and administration were discussing ways that we could acknowledge the recent events in New York and help staff and others deal with the issues surrounding it. Mike asked the members for suggestions of what we can do. One suggestion was for Staff Assembly to offer to donate and plant a tree in remembrance.

- **Action: Contact Gail Brooks or Tom Parham (joint leaders) regarding suggestion to donate and plant tree.**
- **Responsibility: Mike Delo– to pass suggestion along; Lynda Brewer - to find out type of tree that may be donated.**

### Statement of Subject - Staff Picnic

Main Points – It was recommended that the date of next year’s picnic be determined ASAP in coordination with the Chancellor’s schedule. Dates being looked at are in the last week of August. Two other suggestions were that digital photos be taken of the picnic so that they can be posted quickly, also, it was recommended that events leading up to the picnic (e.g., the volleyball competition) be published on the web as well. Maria Gillespie was asked to provide a final report on the picnic, including making additional recommendations for next year’s event.

- **Actions: Set Picnic Date; Provide Final Report on Picnic**
- **Responsibility: Maria Gillespie**

### Statement of Subject – Quarter Century Club Update

Main Points – Barbara Ellerbrock was not present to provide an update of the status of the Quarter Century Club. Mike indicated he would follow up with Barbara and provide information to the council members.

- **Action: Contact Barbara Ellerbrock re QCC**
- **Responsibility: Mike Delo**

#### **Statement of Subject – Committee Communications**

Main Points – It was recommended that standing committees provide written monthly (email is okay) reports to council members prior to monthly meetings. This would provide all members with information about committee activities and would allow discussions at the council meetings to focus on key issues.

- **Action: Provide written reports on standing committee activities prior to Staff Assembly council meetings.**
- **Responsibility: All Committee Chairs**

#### **Statement of Subject – Communications Committee Update**

Main Points – Penny White passed out a tentative schedule of monthly brown bag events to help bring about community and commitment among staff. She noted one event that will need funding is one tentatively planned to bring a keynote or motivational-type speaker to the campus. This speaker would also be scheduled to speak as well at UCIMC if possible. It was suggested that others, such as Gail Brooks in Human Resources, be approached to share funding for this event. The first event will be held in October with Richard Demerjian, Janet Mason and possibly Rebekah Gladson regarding campus physical development issues. The second event to be scheduled is one inviting the Chancellor and EVC to comment on the anticipated-to-be-released report of the Chancellor's Task Force on Staff Growth, Recruitment and Retention.

- **Actions/Responsibilities: Penny White to follow up on funding for outside speaker; Lynda Brewer to arrange October brown-bag; Ramona Agrela and Lorrie Minkel to arrange November brown-bag.**

#### **Statement of Subject – Scholarship Committee Update**

Main Points – Ramona Agrela reported she is in “research mode” on determining the activities for this year's Scholarship Committee. She indicated she intends to provide the council in October with a rough draft of recommended actions for the Scholarship committee. Ramona indicated as well that funds for scholarships are available from a variety of areas (e.g., the Office of Equal Opportunity and Diversity has between \$30,000-40,000 available per year on a first-come, first-served basis) and that Staff Assembly needs to determine its niche and to develop guidelines. Ramona also said she was exploring asking vendors, rather than staff, for funds to provide scholarships for staff.

- **Action: Draft action plan for the Scholarship Committee for 2001-02.**
- **Responsibility: Ramona Agrela**

#### **Statement of Subject – Staff Assembly Office**

Main Points – Staff Assembly members were reminded that Staff Assembly was assigned permanent office space within the Academic Senate offices. This office should have all historical information regarding Staff Assembly.

- **Action: Key to office to be obtained from past-chair Barbara Ellerbrock.**
- **Responsibility: Mike Delo.**

#### **Statement of Subject – Workplace Issues Committee Update**

Main Points – Candice Garretson reported that the Workplace Issues Committee (WIC) met for the first time in September. The majority of that meeting was devoted to discussion of the flexible work arrangements document. Committee members were asked to review the document and submit feedback to Candice who will then compile and forward it to Lorrie for inclusion in the document. Candice said that the issue of telecommuting would be discussed at the next meeting. Candice also reported that Jacqueline Hamilton is Staff Assembly's representative to the Faculty-Staff Childcare Issues Committee chaired by Martha Mearthey and that Janai Fuentes is the Staff Assembly representative to

the faculty-staff Worklife Issues Committee. Candice is the backup representative on each. Candice described a visit to campus childcare facilities lead by Director Kathy White. Candice said she was quite impressed with the facilities here on campus and passed along Director White's request that any information regarding potential grants for childcare resources be forwarded to her.

- **Action: Identification of possible childcare resources.**
- **Responsibility: All council members.**

#### **Statement of Subject –CUCSA Update**

Main Points – Liz Toomey provided an update of the last Council of University of California Staff Assemblies (CUCSA) meeting held in September at UCLA. She indicated CUCSA needed to spend more time identifying the issues it wishes to address this year and to set aside time to discuss them. At the CUCSA meeting it was decided that the council would choose a couple of high priority issues (such as education fee waivers or benefit equity) and work on them as a group. It was also decided that at future meetings, the council will have an opportunity to have an interactive discussion with the invited Chancellor/Lab Director or Regent to discuss these key issues.

- **Action: None**

#### **Statement of Subject - EVC Meeting**

Main Points – Discussion to focus on communications update.

- **Action: Meet with the Executive Vice Chancellor on Tuesday, September 18, 2001, at 8 a.m..**
- **Responsibility: Mike Delo, Lorrie Minkel, Candice Garretson and Penny White**

#### **Statement of Subject – Presentation of Human Resources Training/Development Framework**

Main Points – Rod Kempton from Human Resources provided a slide presentation of a training and development framework he has developed, with input from various individuals and groups on campus, for UCI staff. Rod asked all members of the council to review the hardcopies of the slide presentation and provide him with feedback (critical program development questions to be answered are indicated in an additional handout).

- **Action: Provide feedback on HR Training & Development Framework to Rod Kempton**
- **Responsibility: All council members**

**Meeting adjourned - Next meeting will be in 112 SEI on Thursday, October 11, 2001 from 2:30 - 4:30.**

#### **Summary of 2000-2001 Meetings**

- July 12 - Met in the Koll Room at the Bren Center, Welcomed new members, Meal with Mike signups, Staff Picnic, QCC update, Recruitment of Committee Members, Task Force Update
- August 9 - Met in 112 SEI, Benefits Information, Staff Picnic, QCC Update
- September 13 – Met in 112 SEI, Standing Committee updates provided, training/development framework presentation by Rod Kempton of Human Resources.