

**Staff Assembly Council Meeting Minutes
April 10, 2014**

SA Representatives:

Chair	Jason Valdry	present
Vice Chair	Dahlia Aguirre	present
Immediate Past Chair	DeeDee Nunez	present
Finance Chair	Vacant	
Finance Chair-Elect	Lauri Newell	absent
Council Communications and Special Programs Officer	Amy Fujitani	present
CUCSA (Sr.)	Stephanie Fix	present
CUCSA (Jr.)	Gerson Gomez	present

Standing Committee Representatives:

Community Relations	Megan Vu	present
	Laurie Andress-Delaney	present
CUCSA Alumni Representative	Raschel Greenberg	absent
Education and Enrichment	Kirstin Brehm	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	present
	Jennie Clacken	present
	Joani Harrington	absent
Web Communications	Jeremy Thacker	present
	Adriana Collins	present

Ex-Officio Representatives:

Human Resources	John Daly	absent
A&PW	Amy Ruth	absent

Other Attendees:

Civic & Community Engagement	Zahra Ahmed	present
Past Chair	Ingrid Fahr	present
University Advancement	Ashley Teran	present

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Valdry at 12:05pm.

Statement of Subject - Welcome and Introductions

None.

Statement of Subject - Approval of Minutes

Table vote to approve minutes from October 2013, January 2014 and February 2014 until next meeting.

Statements of Subject: Report on Executive Meetings

Main Points- Valdry reported on the following:

- Executive Meetings
 - Valdry announced that his first meeting with Ramona Agrela is scheduled for later that day. He is also on the provost's calendar to meet monthly through December 2014.

- CACS
 - Valdry alerted the committee that the UCI Staff Relief fund will send an announcement to campus about the application process once details are finalized.
 - Valdry encouraged the committee to attend the civility town hall meeting on April 30.
 - Fahr added that committee members should encourage their colleagues to complete the civility survey as well.
 - Nunez suggested that, next year, CACS should consider distributing the survey in multiple languages as well as in paper format to gain additional insight from staff members who may not have access to the online survey.
 - Valdry responded that he would pass this information on to CACS. He added that the aim of the town hall meeting is to first determine if an issue exists and, if so, what the campus can do to address these concerns.

Statements of Subject: Vice Chair’s Report

Main Points- Aguirre reported on the following:

- Spring BBQ
 - Aguirre announced that details for the Spring BBQ are pending her and Valdry’s meeting with Ramona Agrela later that day. She confirmed, however, that this event will not be combined with the Chancellor’s farewell event.
- 8th Annual UCI Faculty and Staff Wellness and Safety Fair
 - Aguirre informed the committee that they are trying to organize a walk from various points on campus to the Fair in Aldrich Park. She added that more details will be coming from Dyan Hall shortly, but that they will be looking for volunteers to lead this walk.

Statements of Subject: Special Topics

Main Points- Aguirre reported on the following:

- Committee to Advise President Napolitano on the Selection of the Chancellor
 - Aguirre reminded the committee that the meeting is scheduled for tomorrow, April 11, adding that the committee has created a presentation to represent the qualities and characteristics staff would like to see in the new chancellor.
 - Aguirre added that Fix will also be in attendance at the meeting.

Statements of Subject – Scholarship Report

Main Points – Valdry reported on the following:

- Valdry received an update from the scholarship committee that they are finalizing the process for staff to contribute to the scholarship fund online. Once activated, Thacker will add the link to the Staff Assembly website.

Action: *Thu will provide a full report at an upcoming meeting.*

Statement of Subject – Marketing Communications

Main Points – Marketing was not present.

- Nothing new to report.

Action:

Statement of Subject – Education & Enrichment

Main Points – Brehm reported on the following:

- Nothing new to report.

Action:

Statement of Subject – Web Communications Report

Main Points –Thacker and Collins reported on the following:

- Thacker informed the committee that there is a problem with Flickr allowing photos to be added to websites; as such, all he can provide is a link to the Staff Assembly Flickr account. He added that he can add a link for staff to upload photos from past Staff Assembly events to the website.

Action:

Statements of Subject: CUCSA Report

Main Points- Fix and Gomez reported the following:

- Fix reported that CUCSA and UCOP are aware of the issues surrounding staff engagement on campus but is now working to strategize how best to address them. As such, they are arranging a conference call with Robert J. Lavigna, the author of *Engaging Government Employees*. She also recommended that committee members read his book.
- Gomez asked how much money is available for the CUCSA meeting and/or how much was requested for the meeting. Fix responded that \$11K has been requested. Valdry stated that no funds have been allocated yet but suggested that Gomez contact Lawrence Berkeley Lab and use their meeting budget as a point-of-reference for the time being.

Action:

Statements of Subject – Staff Appreciation Report

Main Points – Puritz reported on the following:

- Puritz reported that his committee received 67 possible themes for this year’s staff picnic.
- Valdry recalled that someone suggested a large tent or shaded eating area for attendees. Mike responded that Sandy Lee brought this question up, but that department feedback suggested that they preferred to provide their own areas for their staff members. Regardless, Puritz will look into providing a shaded area for attendees.
- Puritz informed the committee that the committee needs to determine which caterer to use: Newport Rib Company or UCI Dining Services. He added that he learned that profits from catered events scheduled through UCI Dining Services does not stay on campus; only 10% goes to UCI.
- Puritz stated that he is also waiting for KUCI to confirm use of their sound system for the event.

Action:

Statement of Subject – Council Communications Report

Main Points – Fujitani and Valdry reported on the following:

- Valdry discussed with Ramona Agrela as to whether or not the EVCs office should receive the University Club luncheon bill for the Lunch with Leadership series or whether funds should be allocated directly to Staff Assembly instead.

Action:

Statement of Subject - Community Relations Report

Main points - Andress-Delaney reported on the following:

- Andress-Delaney stated that two activities have been confirmed to date. She added that she would like to schedule a beach cleanup via the Surfrider Foundation, but is having a difficult time contacting their offices. Collins responded that she knows their office manager and can provide Andress-Delaney with her contact information.

Action:

Statement of Subject: Finance

Main Points – Finance was not present.

- Nothing new to report.

Action:

Statement of Subject - Ex-Officio Reports

Main points - Ruth and Martinez reported on the following:

- Nothing new to report.

Action:

Statements of Subject – Faculty & Staff campaign

Main points – Teran, Associate Director of Development and Special Gifts, reported on the following:

- Teran thanked the committee for providing her with the opportunity to share the latest giving initiative, “Faculty and Staff giving”, an initiative which seeks to address the growing financial challenges and needs of the campus community. As such, Teran wanted to elicit feedback from the committee regarding how to package their message in such a way to be respectful to staff.
- Valdry added that he and Teran discussed the possibility of sending a Zotmail from Staff Assembly to the campus community in an effort to ensure staff are aware of this new opportunity to support campus.
 - Nunez suggested that the initiative focus less on the dollar amount and more on the notion of staff contributing back to campus.
 - Fix commented that some staff members opt to give anonymously, adding that some staff members are not comfortable with recognition for their support.
 - Fahr asked if individuals can choose where/who donations will support. Teran responded that it was determined that the funds are most needed to support undergraduate scholarships and graduate fellowships, but that donors would have the opportunity to earmark their donation for a specific school, department or academic program.
 - Nunez asked if the donations are tax deductible and if one-time gifts are accepted. Teran confirmed that donations are tax deductible and that one-time gifts are accepted.
 - Fujitani asked if other campuses have similar initiatives in place. Teran responded that All the sister UC campuses have enacted similar initiatives, some as old as 20 years. She added that UCSD’s internal rate of giving is at 35% and UCLA’s is at 40%, whereas UCI is at 14%.
 - Fahr asked if matching gifts are available. Teran commented that matching gifts are not accepted at the moment but may be established after the initiative is a year old.

- Stephanie Fix motioned to send a Zotmail to the UCI community in support of the Faculty and Staff Giving Initiative.
 - Dahlia Aguirre: Seconded
 - Vote: 15 yes, 0 no, 0 abstain

• ***Action: Staff Assembly will send a Zotmail to the UCI campus community in support of the Faculty and Staff Giving Initiative.***

The meeting was adjourned at 1:25 PM

The next meeting is scheduled on Thursday, May 8, 2014 at University Extension 110 Theory, Suite 250.