

**Staff Assembly Council Meeting Minutes
April 12, 2012**

SA Representatives:

Chair	Ingrid Fahr	present
Vice Chair	DeeDee Nunez	absent
Immediate Past Chair	Stephanie-Jean Hinojosa	present
Finance Chair	Vacant	
Finance Chair-Elect	Mindy Han	absent
Council Communications	Vacant	
CUCSA (Sr.)	Patricia Collette	absent
CUCSA (Jr.)	Jason Valdry	present

Standing Committee Representatives:

Community Relations	Diane Dunn	absent
	Andrea Wiley	present
Education and Enrichment	Dahlia Aguirre	present
Marketing	Stephanie Fix	present
Scholarship	vacant	
Special Projects	Jeri Frederick	present
	Sandra Longnecker	absent
Staff Appreciation	Mike Puritz	absent
Web Communications	Henry Balanza	present

Ex-Officio Representatives:

Human Resources	Paige Macias	absent
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Other Attendees: Thu Pham, Coni Zingarelli

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Ingrid Fahr at 12:10pm.

Statement of Subject – Welcome and Introductions

Main Points: Council introduced themselves to guest Coni Zingarelli

Statement of Subject – Approval of Minutes

Main Points: Postponed to next meeting

Action: Last minutes need to be distributed to the Council for review prior to voting

Statement of Subject – Report on Executive Meetings

Main Points: Stephanie-Jean reported the following topic discussed with the EVC during the April meeting

- Future Budget – Budget not expected to be revealed/approved until November.
- Staff Assembly Committee updates

Action:

Statement of Subject – Vice Chair’s Report

Main Points: Vice Chair was not present and no report was provided

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Action:

Statements of Subject – Special Topics Report

Main Points: Fahr discussed the following:

- Staff Advocacy efforts for this year will include manning a table at the Voter Registration Day on Campus. This is a combined effort with Orange County Registrar of Voters and UCI Community and Government Relations. Volunteers will be needed from the Council.

- Social Media efforts are being considered. Chancellor Drake has agreed to tweet on Staff Assembly events/ programs he's scheduled to attend.
- Council members are asked to actively use the Wiki site to record their committee's efforts. Site is also to be used to access Council related business i.e. Staff Assembly Watermark, templates, Council Meeting agenda's, etc. Henry is to administer general information; Committee Chairs are responsible for their own committee's information- beginning July 1st all Council members will be required to upload information as part of their Council role.
- UCIMC Ex-Officio role has been missing from the Bylaws, but captured in this year's updates. Fahr is working with the Medical Center for a recommendation to fill the position. Recommendations will be reviewed with Council members prior to appointment.
- It was noted it is everyone's responsibility to ensure the website is updated. Henry is responsible for making changes/ edits, but each Committee Chair is responsible for providing information to Henry. Possible training for Committee Chair's was discussed- enabling individuals to make minor changes to dates/ contact information. Council Members should reach out to Henry for assistance.

Action:

Statement of Subject – Council Communications Report

Main Points: Fahr reported on the following:

- Expect Council Communications position to be filled after elections for FY 2012-2013. With the current recommendations to changes to Staff Assembly Bylaws, this role will oversee Meals with Mike & Executive Forums.

Action:

Statement of Subject – Community Relations Report

Main Points: Wiley reported on the following:

- Council agreed the logo would look better on the back of the t-shirts; committee will move forward to have shirts printed and ready for May event.
- Upcoming events were reviewed

Action:

Statement of Subject – CUCSA Report

Main Points: Valdry reported on the following:

- Both Collette and Valdry attended the March CUCSA meeting
- Campus Climate Survey is scheduled to go out weeks 2,3,4 in winter quarter 2013; it is extremely long and there are concerns about participation numbers; survey comes from UCOP with local committees organizing the details
- The Engagement Survey is also set to go out by UCOP; not everyone will be surveyed (sampling only)
- UCOP is working on an Exit Survey to roll out soon.
- Career Counseling may roll out UC wide; currently a 4 hour workshop is scheduled at UCLA; workshop will be tailored to a prior survey administered to employees.
- Valdry reported on his Demographics Work Group and how they plan to make suggestions to the new HR system

Action:

Statement of Subject – Finance Report

Main Points: Fahr reported on the following:

- Budget allocation for 2011-12 not yet received; Han is working on finalizing the transfer.
- Budget proposals are requested to be submitted to Fahr by April 23rd.
- Budget Request to be made to EVC's office first week of May.

Action: *Email reminder to be sent by Fahr*

Statement of Subject – Education and Enrichment Report

Main Points: Aguirre reported on the following:

- *CAL IT2 Tour* was a success. Committee plans to offer additional tours of campus highlights in the future
- *A Conversation with Ramona Agrela* event to be reschedule due to scheduling conflict with Wellness Fair
- *Couponing 101* to take place July 11th

Action: *Agrela event to be rescheduled*

Statement of Subject – Marketing Report

Main Points: Fix reported on the following:

- Events flyer is being prepared to be handed out at the Wellness Fair; Council members were asked to check their listing and edit as necessary

Action:

Statement of Subject – Scholarship Report

Main Points: Fahr reported on the following:

- Up-to-date tax form was received and will be provided to the scholarship recipients.
- Fahr will look into our current storage situation to ensure that we have enough space to continue storing records such as scholarship applications/ recipients' information. Only these records, because of their size, are to be kept as hard copies. All other committee related business should be retained using Wiki site. If uncertain check with Staff Assembly Leadership.

Action: *Fahr to check on storage unit*

Statement of Subject – Special Projects Report

Main Points: Frederick reported on the following:

- EVC Forum went well
- Next Meals with Mike will take place in June; April cancelled and no meal scheduled in May

Action:

Statement of Subject – Staff Appreciation Report

Main Points: Wiley reported for Puritz on the following:

- Pancake breakfast was a success with 557 staff attending; Chancellor gave a brief talk and helped hand out door prizes
- Staff picnic is scheduled for August 30th. Announcement with online theme suggestion EEE survey went out yesterday and will be followed by a EEE survey to select the theme after the April 24th committee meeting.
- Staff night at the Angels will take place Sunday, July 22nd; online ticket link will be made available; staff receive 50% off tickets
- Back Bay Kayak paddles schedule for May 3, 17, June 7 & 27th; Campus and UCIMC staff will receive a discounted rate of \$22
- Battle of the Bands schedule for June 19th in Aldrich park; details to come

Action:

Statements of Subject – Web Communications Report

Main Points: Balanza gave a brief report

Action:

Statement of Subject – HR Ex-Officio Report

Main Points: no report

Action:

The meeting was adjourned at 1:57 p.m.

The next Staff Assembly Council meeting will be held on Thursday, May 10th from 12:00 p.m. to 2:00 p.m. in University Research Park, 111 Theory, Suite 200, HR Training Room