

**Staff Assembly Council Meeting Minutes**  
**April 14, 2011**

**SA Representatives:**

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	present
Finance Chair-Elect	Dee Dee Nunez	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	present
CUCSA (Jr.)	Patricia Collette	present

**Standing Committee Representatives:**

Community Relations	Andrea Wiley	present
Education and Enrichment	Monica Prentice	present
	Erik Ramirez	absent
Marketing	Stephanie Fix	absent
Scholarship	Monica Prentice	present
Special Projects	Jeri Frederick	present
	Sandra Longnecker	present
Staff Appreciation	Mike Puritz	absent
Web Communications	Henry Balanza	absent

**Other Attendees:** Deborah Perkins, Athletics

**Statement of Subject - Call to Order**

Main Points: The meeting was called to order by Fahr at 12:06 p.m.

**Statement of Subject – Welcome and Introductions**

Main Points: Council Members were introduced to guest attendee Jill Kato of Academic Senate.

**Statement of Subject - Approval of Minutes**

Main Points: Motion to approve minutes from the meeting held on Thursday, March 10<sup>th</sup> was moved by Vo, seconded by Frederick, approved by the council.

**Action:** *No action required.*

**Statement of Subject – Report on Executive Meetings**

Main Points: Fahr announced the cancellation of the next meeting scheduled with the Executive Vice Chancellor and Provost (EVCP) and announced the next meeting with Chancellor Michael V. Drake. The following was reported:

- A meeting with EVCP Michael Gottfredson was held on March 17<sup>th</sup>.
  - Serrantino presented updates regarding CUCSA current events.
  - Dacanay presented a year-to-date finance report. The Council's budget for fiscal year 2011-2012 is under review.
  - Overview of campus staff advocacy efforts was discussed.
  - Continued appreciation was expressed for Staff Assembly's effort and perseverance in advocating for staff interests.

**Actions:** *Fahr will reconfirm attendees scheduled to attend upcoming executive meetings.*

### **Statements of Subject – Special Topics Report**

Main Points – Hinojosa reported the following:

- Western Association of Schools and Colleges (WASC) recently hosted an open session for staff on Wednesday, April 13<sup>th</sup>, to provide an opportunity to share with the commission the challenges currently facing the UC Irvine campus, as well as to highlight our strengths.
- Reestablishment of ex-officio positions previously active on the Council is underway.
  - The new HR ex-officio member will now be Dahlia Aguirre
  - Other roles represented to be identified for UCIMC and the Academic and Professional Women (A&PW) of UC Irvine committee.

**Action:** *Hinojosa and Fahr will pursue additional ex officio replacements.*

### **Statement of Subject – Vice Chair’s Report**

Main Points: Hinojosa discussed the following:

- The window for 2011-2012 Council nominations closed. Voting will open April 15<sup>th</sup> and close April 22<sup>nd</sup> at 5:00pm, for the positions of Vice Chair and Finance Chair-elect. The Council will work to appoint staff members to the following positions:
  - CUCSA Jr. Delegate
  - Scholarship Chair
  - Marketing Communications Chair

**Actions:** *Council will forward to Hinojosa the names of staff interested in open Staff Assembly positions.*

### **Statements of Subject – Finance Report**

Main Points – The Council financial report was disseminated.

- Dacany reviewed expenditures and financial adjustments which posted during the months of January 2011 through March 2011.

**Action:** *No action required.*

### **Statements of Subject – Council Communications Report**

Main Points – A. Vo advised Committee Chairs to review the Council’s Google™ calendar and requested additions be forwarded to her attention.

**Action:** *Vo will follow-up with Balanza, to discuss member access to the Council’s Google™ calendar.*

### **Statements of Subject – Community Relations Report**

Main Points – Wiley presented the following updates:

- The Committee elected its public name, *Anteaters in the Community*.
- The 3/20 event with Harvest Food Bank was cancelled due to rain. A make-up date will be scheduled at a later interval.
- The following are upcoming volunteer opportunities:
  - 4/16, Orange County Rescue Mission (landscaping and maintenance)
  - 4/30, American Cancer Society Relay for Life at Aldrich Park, UC Irvine (set-up)
  - 5/1, American Cancer Society Orange County Marathon (mile 15 water station assistance)
  - 6/18, Orange County Food Bank (food box assembly line work)
  - August TBA, Back-to-school Backpack Stuffer Event
  - 9/17, Orange County Rescue Mission (projects to be determined)

- December TBA, Helping Hands (NOTE: Helping Hands applications are submitted in October. Matches are made in November, and gifts are delivered in December.) and Olive Crest Stocking Stuffer Event
- Possible future collaborations with the American Heart Association and the American Stroke Association were discussed.

**Actions:**

*Wiley will create a volunteer event schedule, to provide to the Chancellor and EVCP.*

*Prentice will e-mail to Wiley possible vendors for Committee volunteer buttons.*

**Statements of Subject – CUCSA Report**

Main Points – Serrantino and Collette reported the following:

- The next CUCSA meeting will be hosted by UC San Diego, June 1-3.
- UC Irvine will host the September 9, 2011 CUCSA meeting. A hosting committee has formed to discuss logistics and identify key individual participants.

*Action: No action required.*

**Statements of Subject – Education and Enrichment Report**

Main Points – Prentice reconfirmed the following events:

- 5/19, Thomas Parham, *How to Manage Stress and Maintain Balance*
- 6/8, Lowell Habel, *Non-Verbal Communication: The Video Cam is On*

*Action: Prentice to e-mail Committee budget to Hinojosa and Fahr.*

**Statement of Subject – Marketing Report**

Main Points – The marketing report was deferred to the next Council meeting.

*Action: No action required.*

**Statements of Subject – Scholarship Report**

Main Points – Prentice reported the following:

- Award funds are currently pending the submission of recipients' documentation.

*Action: Longnecker to discuss with Prentice the possibility of entertainment books for the counties of Los Angeles and Riverside.*

**Statement of Subject – Staff Appreciation Report**

Main Points – Wiley discussed the following:

- Recent Angels vs Cleveland Indians game sold out and raised \$115 toward the Career Enhancement Scholarship Program.
- The reservation system currently utilized for Athletics events is not providing optimal usability for staff. Puritz is working to modify the ticket reservation process.
- Upcoming events to be announced via UCibrief:
  - 5/7, L.A. Galaxy vs New York Red Bulls
  - 5/22, Angels vs Atlanta Braves
  - 8/3, Angels vs Minnesota Twins
  - 9/1, 2011 Staff Picnic

- Event planning:
  - Knott's Berry Farm – reduced ticket prices for staff; summer, weekend date pending.
  - 2011 Staff Picnic – an online survey for themes will be disseminated to staff.

**Action:** *No action required.*

#### **Statements of Subject – Staff Service Awards**

Main Points – Fahr reminded that winners and nominees of the Excellence in Leadership award will be announced at the 2011 Staff Service Awards, to be held on June 2nd.

**Action:** *Fahr will place an announcement in UCibrief to recognize nominees for the Excellence in Leadership award and will place award recipients in Spotlight (via UC Irvine web home page).*

#### **Statements of Subject – Special Projects Report**

Main Points – Longnecker and Frederick reported the following:

- Meals with Mike:
  - The April luncheon was cancelled.
  - Several hindrances with the UC Learning Center enrollment process have been identified. Longnecker is working to streamline future enrollment in Meals with Mike, by adding her contact information to announcements marketing upcoming luncheons
- Due to a highly impacted work calendar for the 2011-2012 fiscal year, Frederick will be less active as Co-Chair of Special Projects. The Council discussed possible options to ensure adequate support (e.g. soliciting Committee volunteers) and will expand ideas at upcoming Council meetings.

**Actions:**

**Longnecker** to e-mail to the Council upcoming Meals with Mike dates and corresponding hosts.

**Longnecker** to follow-up on reestablishment of Meals with Mike at the UC Irvine Medical Center.

#### **Statements of Subject – Web Communications Report**

Main Points – Fahr reported the following:

- Utilizing the Staff Assembly web site as an alternative to UC Learning Center enrollment was discussed. Enrollment via the Staff Assembly web site would be limited to activities hosted by the Council.
- The Council's Wiki™ intranet site is currently under-utilized. Committee Chairs were strongly encouraged to upload relevant materials, especially since leadership transitions are in the near future.

**Action:** *Balanza will work to finalize the new Staff Assembly website and will provide an update at the next Council meeting.*

The meeting was adjourned at 2:00 p.m.

**The next Staff Assembly Council meeting will be held on Thursday, May 12<sup>th</sup> from 12:00 p.m. to 2:00 p.m. in 107 Aldrich Hall.**