

Staff Assembly Council Meeting Minutes
August 11, 2011

SA Representatives:

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

Standing Committee Representatives:

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

Other Attendees: Tu Minh Pham, Office of the Chancellor

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Fahr at 12:09 p.m.

Statement of Subject – Welcome and Introductions

Main Points: Council Members and guests introduced themselves to the forum.

- Tu Minh Pham, Office of the Chancellor

Statement of Subject – Approval of Minutes

Main Points: Minutes from the meeting held on Thursday, July 14th were reviewed. Fix moved to approve minutes, Hinojosa seconded, and the Council approved.

Action: *No action required.*

Statement of Subject – Report on Executive Meetings

- Main Points: Fahr provided an overview of the last Chancellor's meeting on August 3rd, topics discussed:
 - Staff Assembly Council's commitment to support staff during these difficult budget times with understanding and compassion for our fellow colleagues.
 - Merit Increases- University's call for feedback and input to proposed policies revision.

Action: *No action required.*

Statement of Subject – Vice Chair's Report

Main Points: Nunez reported the following:

- Fall CUCSA Hosting Committee continues to finalize pending actions.

- Fahr gave Staff Assembly presentation to Housing Administrators, providing an overview of the Council's role, as well as all programs and events.
- The Education and Enrichment Committee calendar of events and FY2011-2012 budget was reviewed.
- Affirmed updates provided at the last Chancellor's meeting on August 3rd.
- Fahr, Nunez and Hinojosa met with Von Haag and Han to discuss budget updates and review forthcoming expenditure and reimbursement procedures.
- Calendar of Council meetings was disseminated; April, May and June require hosts.

Action: *Council members available to host remaining Council meetings will contact Nunez.*

Statements of Subject – Special Topics Report

Main Points: Fahr highlighted two major projects in the works that will enable council business to function more efficiently and cohesively:

- An in-depth review and update of Staff Assembly Council By-Laws is underway – council leadership will contact Council members individually, to solicit their input on any changes to by-laws, as it applies to their committee, before final voting of approval takes place next year.
- An overview and update of the financial requests and reimbursements process is underway.

Action: *Future action on ongoing-basis by Staff Assembly Council Leadership.*

Statement of Subject – Council Communications Report

Main Points: Vo reported that completion of the new Communications Request Form was deferred, due to unforeseen unavailability of Vo and Balanza. Vo continues to finalize a draft document which will be presented to Fahr, Nunez, and Hinojosa prior to the next Council meeting.

Actions:

- Vo will finalize and forward new Communications Request Form to Fahr, Nunez, Hinojosa*
- Vo will contact Henry to disseminate EEE survey for calendaring query.*

Statement of Subject – Community Relations Report

Main Points: Dunn discussed the following:

- The Committee projects and proposed projects lists were disseminated and reviewed.
- Helping Hands 2011
 - Proposal disseminated and timeline reviewed.
 - Zabalegui will prepare a Spanish application.
 - Applications will be submitted via e-mail, fax, and possibly online.

Action: *No action required.*

Statement of Subject – CUCSA Report

Main Points: Collette discussed the following:

- The Fall CUCSA Hosting Committee has made great progress in finalizing event logistics; details to be announced once all pending actions completed. The following updates were shared.
 - 9/7 – CUCSA Chair to acclimate guests during lunch; Executive Vice Chancellor and Provost (EVC&P) will host an evening reception, to which the Council has been invited.
 - 9/8 EVC&P will speak on the status of staff; dinner reception will be held for guests and the Council.
 - Open sessions to be held all day on 9/8 and the morning of 9/9.
 - Council volunteers required 9/7 through 9/9, to facilitate greetings, transportation, and other administrative actions as needed.

- Need volunteer hotel on Wed, volunteer Thurs in Engineering Hall, and other various events
- All day Thursday and Friday morning are open

Action: *Collette will e-mail to the Council a matrix which lists open volunteer dates and positions.*

Statement of Subject – Finance Report

Main Points: The Council financial report was disseminated.

- The Council reviewed current fiscal year allocations as approved.
- Fahr, Nunez and Hinojosa met with Von Haag and Han; procedures for requesting reimbursements and/or purchase requisitions are being developed and will be disseminated once completed.

Action: *No action required.*

Statement of Subject – Education and Enrichment Report

Main Points: Zabalegui reported the following:

- 2011-2012 Calendar of Events was disseminated; nearly all speakers and rooms are confirmed.
 - Rooms in CalIT2 and Social Behavioral Sciences – no charge and will not be bumped to accommodate other needs.
 - Lead event facilitation will alternate between Committee Co-Chairs
 - Council members were invited to participate in event facilitation;
 - The idea of sending out a Zotmail soliciting committee members was discussed.
- Ramirez and Zabalegui met with Prentice to obtain historical context.
- Protocol for documenting will be developed and uploaded onto the Council Wiki™ site.

Action: *Zabalegui will work with Fix to draft a zot mail soliciting committee members and forward to Fahr for review.*

Statement of Subject – Marketing Report

Main Points: Fix presented a marketing update.

- UCI Extension will be celebrating 50 years and will have giveaways
- ZotMails were disseminated for the following:
 - UCLA Football
 - 2011 UCI Staff Appreciation Picnic
 - Community Relations events
 - Education and Enrichment events
- The Fall Events flyer was shared with the Council and will be disseminated at the 2011 Staff Picnic.

Actions:

Fix will email flyer draft to Council members for final review and feedback.

Fix will work with Council members, as requested, to compose a general Zotmail soliciting volunteers to join any staff assembly committee. Final draft to be sent to Fahr for review.

Statement of Subject – Scholarship Report

Main Points: Deferred.

Action: *No action required.*

Statement of Subject – Special Projects Report

Main Points: Fahr provided the following on behalf of Longnecker:

- Fall Chancellor's Forum will take place on Thursday, October 13, 2011 from noon to 1pm at the UClub. Therefore, the October Staff Assembly Council Meeting has been rescheduled to Thursday, October 20th. Volunteers needed to help with set-up and guest check-in.
- Meals with Mike (MWM) hosts needed for 4 remaining dates: October, November, April & June.
- Spring EVC-P Forum date being finalized for March 2012, final date TBA.

Action: *Longnecker will send a follow-up email to the Council soliciting MWM hosts and forum volunteers.*

Statement of Subject – Staff Appreciation Report

Main Points: Purtiz discussed the following:

- 2011 Staff Appreciation Picnic: UCI's Zot Stock – Summer of Love, 9/1
 - Volunteer sign-ups for Staff Assembly table disseminated
- Early planning for Pancake Breakfast in March 2012 is underway.

Actions: *No action required.*

Statements of Subject – Web Communications Report

Main Points: The following was reported:

- Balanza reviewed steps to access Council Wiki™ site.
- New Staff Assembly website is active.

Action: *No action required.*

Statements of Subject – As Offered

Main Points: No additional updates to report.

The meeting was adjourned at 12:35 p.m.

The next Staff Assembly Council meeting will be held on Thursday, September 18th from 12:00 p.m. to 2:00 p.m. in ARC Conference Room; Puritz will be hosting.