

**Staff Assembly Council Meeting Notes
August 16, 2007**

SA Representatives:

Chair	Mike Puritz	present
Vice Chair	Mark Wheeler	present
Immediate Past Chair	Sherry Main	present
Finance	Andrea Denish	absent
Council Communications	Heather Wuebker	present
CUCSA (Sr.)	Ramona Agrela	absent
CUCSA (Jr.)	Penny White	present

Standing Committee Representatives:

Communications	Ingrid Fahr	present
Scholarship	vacant	absent
Staff Appreciation	Michelle Foley	absent
Training and Development	Lara Farhadi	absent
Special Projects	Jeri Frederick	present
	Sandra Longnecker	absent
Marketing	Mary Lou Ledgerwood	present
Staff Ambassadors	Kathy Eiler	absent

Others Present:

Ziba Zehdar, Michael Chenault

Statement of Subject - Call to Order and Approval of Minutes

Main Points – Puritz called the meeting to order. White moved to approve July meeting minutes; Ledgerwood seconded. Minutes were approved.

Statement of Subject – Ombudsman Office Request

Michael Chenault, UC Irvine Ombudsman, discussed with Staff Assembly the role his office plays in problem solving – serving as an independent, impartial and confidential resource to informal problem solving at UC Irvine. He presented Staff Assembly with an opportunity to help develop a campus-wide survey of managerial practices and staff perception of managers in order to develop ongoing, effective training for UC Irvine managers. Staff Assembly agreed to serve as vehicle through which to get word out about the survey when it is ready to be sent out. Discussion will continue at next meeting to determine process for getting survey up and running.

Statement of Subject – Excellence in Leadership Award

Main Points – Wheeler, Fahr, Main, Wuebker and Frederick will head committee to review nominations for the Excellence in Leadership award. The group will review nomination packets and meet Monday, August 20 to determine three award winners. EVC will present awards at staff picnic – those winning awards will be called on stage. All those nominated will receive letter of acknowledgement.

Statement of Subject – Meeting Schedule

Main Points –Puritz handed out copies of EVC meeting schedule.

Statements of Subject – EVC-P Meeting Agenda Items

Main Points – Assembly recommended adding the following agenda items to EVC-P meeting:

- Funding for Staff Arts Night
- Staff Picnic
- UCLA v. Arizona State Football Game
 - November 10; \$15 per ticket
 - White will check on transportation
 - UCLA prefers we purchase 100 tickets in bulk and we then sell to staff
 - Will EVC fund bus?
 - Dennish will be responsible for collecting checks from interested staff
 - Ledgerwood will create sign-up sheet
- Quarter Century Club
 - Donna Clark is starting committee
 - Main will coordinate with Clark for next meeting to find more details on the Q card
 - Report to EVC that club has been created
- Budget
 - Main will do year in review for meeting

Statements of Subject – Council Elected Position Criteria

Main Points – Puritz proposed criteria be developed for key Staff Assembly leadership roles requiring Chair and Vice Chair have prior Staff Assembly experience in order to be eligible for office.

Statements of Subject – Staff Picnic Volunteer Sign-Up

Main Points – Ledgerwood sent around a sign up sheet for the staff picnic asking those who volunteered to agree to 30 minute time blocks at the Staff Assembly table.

Volunteers will be responsible for handing out magnets and pirate mugs as well as signing staff up for raffle drawing.

Statements of Subject – Budget 2007-2008

Main Points – Tabled until next meeting (Dennish absent).

Statements of Subject – CUCSA

Main Points – White will attend September 5 & 6 meeting and report back at next Staff Assembly meeting.

Statements of Subject – Finance

Main Points – Tabled until next meeting (Dennish absent).

Statements of Subject – Staff Appreciation

Main Points – Discussed as main agenda item.

Statement of Subject – Communications & Marketing (combined)

Main Points – Ledgerwood and Fahr handed out Assembly Update flyer at career event on August 7; will continue to keep it updated with key events (next council meeting and two up-coming events). Fahr and Ledgerwood are going to be meeting with each committee periodically to stay abreast of activities and keep web up to date. Meeting minutes will also be uploaded to Staff Assembly website.

Statements of Subject – Scholarship

Main Points – Tabled until next meeting (position vacant).

Statements of Subject – Education and Enrichment

Main Points – Tabled until next meeting (Farhadi absent).

Statements of Subject – Staff Ambassadors

Main Points – Tabled until next meeting (Eiler absent).

Statements of Subject – Special Projects

Main Points – Frederick and Longnecker have drafted letter for 2007-2008 Meals with Mike.

Statements of Subject – As Offered

Main Points – White discussed the CUCSA Questionnaire being developed and asked Assembly members to come up with three most pressing issues facing staff and the role played by the Assembly. Responses are request by Wednesday.

The next Staff Assembly Council meeting will be held September 13, 2007.