

**Staff Assembly Council Meeting Minutes
February 10, 2011**

SA Representatives:

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

Standing Committee Representatives:

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

Other Attendees: Deborah Perkins, Athletics

Statement of Subject - Call to Order

Main Points: The meeting was called to order by Fahr at 12:05 p.m.

Statement of Subject - Approval of Minutes

Main Points: Minutes from the meeting held on Thursday, November 17th and Thursday, December 9th were approved via e-communication. Motion to approve minutes from the meeting held on Thursday, January 13th was deferred to e-communication, as attendees did not comprise a full quorum.

Action: *Vo will disseminate January minutes to the Council for e-approval.*

Statement of Subject – Report on Executive Meetings

Main Points: Fahr confirmed Council members scheduled to attend upcoming meetings with the Chancellor and the Executive Vice Chancellor and Provost (EVCP). The following was reported:

- The last EVCP meeting was held on January 20th and the Chancellor's meeting was held on February 3rd: Leadership acknowledged staff concerns regarding the transparency of budget planning proposals and invited all staff to submit ideas for review via e-mail and/or other public avenues. Staff is also encouraged to actively participate in upcoming Town Halls and Forums that will provide additional opportunities for staff to voice their ideas.
- Topics discussed at the upcoming meeting with the Chancellor will be reported at the next Council meeting.

Action: *No action required.*

Statements of Subject – Special Topics

Main Points – Fahr discussed the following:

- A request for Staff Assembly to engage more actively in the staff advocacy efforts on campus has been made. Staff Assembly and The UCI Advocacy Office will work with other campus

organizations and department administrators to encourage active participation. Proposed activities include lunch hour write-in sessions, providing staff the opportunity to write letters to legislature.

- Fahr will attend this year's UC Day in Sacramento, to be held March 1st.
- A CACSS Town Hall Meeting will be held on February 16th.
 - Attendees will break out into workgroups, to discuss current staff concerns and develop means by which staff can express ideas of substance.
 - A recent meeting of the CACSS subcommittee for Employee Development discussed efficient means by which skill-set development can be enhanced. Ideas included free shared resources via social media outlets. Additional details to follow.

Action: *No action required.*

Statement of Subject – Vice Chair's Report

Main Points: Fahr discussed the following:

- Excellence in Leadership Award – Fahr requested additional volunteers to join committee for the purpose of selecting recipients.
- Spring Leadership Conference – The conference is scheduled for March 23rd and will require volunteers from Staff Assembly to help staff table.
- Staff Assembly Council Elections - Fahr will reach out to the council to prepare for upcoming open-positions.

Actions: *Council members able to volunteer for the Spring Leadership Conference should contact Fahr.*

Statements of Subject – Council Communications Report

Main Points – Vo advised the Council to review Staff Assembly Wiki™ login and instructions recently disseminated by Balanza and reminded the Council to become familiar with its new Google™ calendar. Vo further reminded the Council to reach out to her, for assistance in facilitating internal Council communications.

Action: *No action required.*

Statements of Subject – Community Relations Report

Main Points – Wiley presented the following updates:

- Harvest Food Bank, March 20th – ZotMail announcement next week; 20 spots available.
- Orange County Rescue Mission, April 16th – Activity includes landscaping and maintenance around institutional facilities. Additional details to be announced.
- Subcommittees currently working to facilitate opportunities in the following areas: UCI arboretum assistance, beach clean ups, and the Orange County Food Bank.

Action: *Wiley to forward to Balanza ideas for web site enhancements.*

Statements of Subject – CUCSA Report

Main Points – Serrantino reported the following:

- The Talent Management and Succession Planning Workgroup has researched an assigned project, gathered data, and submitted a report to the Regents. Most recently this group has evolved and is active in various centralized activities to provide input on recruitments, budget planning, and other administrative activities. Updates on workgroups progress will be provided as they arise.

- Serrantino and Collette may submit at next CUCSA meeting a nominee for the CUCSA Senior Executive Award. Council members are encouraged to provide feedback on prospective nominees.

Actions:

Serrantino will e-mail the Council criteria for the CUCSA Senior Executive Award nominations.

Council members should submit their recommendations to Serrantino by February 18th.

Statements of Subject – Education and Enrichment Report

Main Points – Ramirez reported the following:

- Planned events include presentations by Thomas Parham on How to Manage Stress and Maintain Balance and Lowell Habel on Effective Communication Skills. Dates will be announced to the campus as they are confirmed.
- The Committee will solicit ideas for future events. Campus staff will be invited to suggest topics for discussions and activities. To enhance events, the Committee will create evaluations for completion by prior participants.

Action: No action required.

Statements of Subject – Finance Report

Main Points – Review of the financial report was deferred to the next meeting. Nunez provided verbal updates to the Council.

Action: No action required.

Statement of Subject – Marketing Report

Main Points – Fahr presented a marketing update.

- ZotMails were sent out for the following:
 - Meals with Mike, February 3rd
 - Arts Nights, February 4th
- ZotMails will be sent out for the following:
 - Men’s Basketball, February 15th
 - Excellence in Leadership Award Nominations, February 16th

Action: No action required.

Statements of Subject – Scholarship Report

Main Points – No updates to report. The Council initiated preliminary discussions regarding future fundraising activities for the Staff Assembly Career Enhancement Scholarship Program.

Action: No action required.

Statement of Subject – Staff Appreciation Report

Main Points – Fahr announced the following upcoming events:

- Men’s Basketball, February 15th
- Pancake Breakfast, March 17th

Action: No action required.

Statements of Subject – Staff Service Awards

Main Points – Fahr reconfirmed Human Resources is to resume coordination of the Annual UCI Staff Service Awards. Staff Assembly will continue to play a role in assisting with activities leading to the event as well as on the day of the event. Staff Assembly will continue to handle the Excellence in Leadership Award portion of the event. Sub-committee previously formed by Balanza and Collette will remain in place in order to assist with related activities leading to the event, while additional volunteers will be solicited to assist on the day of the event.

Action: No action required.

Statements of Subject – Special Projects Report

Main Points – Fahr reported the following:

- The Staff Assembly website to be updated with upcoming Meals with Mike details; Longnecker will initiate additional ZotMail reminders to participants.
- The State of the Budget Forum will be held on March 2^{1st} in Doheny Beach A. Council members will be solicited to volunteer at the event.

Action: No action required.

Statements of Subject – Web Communications Report

Main Points – Balanza reported the following:

- The Staff Assembly website has been updated to announce the following events:
 - Pancake Breakfast – Save the Date
 - 2011 Excellence in Leadership Awards
 - Staff Diversity Town Hall Dialogue
 - Meals with Mike
 - 2011 Healthy to 100 & Beyond Challenge & Lecture Series
- Chairs encouraged to submit updates for the website and to actively update committee sections of the Staff Assembly Wiki™ site.
- The new website template will be unveiled in April 2011.
- Balanza is organizing a Web Support Subcommittee, to ensure the website is maintained and updated in a timely and efficient manner.
- Balanza will be away February 20th through March 4th. Requests for updates should be submitted prior to his absence.

Actions:

Council to review *Communications Policy* in preparation of future approval.

Balanza will send the Council an email containing the URL to the new website template.

The meeting was adjourned at 1:55 p.m.

The next Staff Assembly Council meeting will be held on Thursday, March 10th from 12:00 p.m. to 2:00 p.m. in Aldrich 117.