

**Staff Assembly Council Meeting Minutes
February 13, 2014**

SA Representatives:

Chair	Jason Valdry	present
Vice Chair	Dahlia Aguirre	present
Immediate Past Chair	DeeDee Nunez	present
Finance Chair	Vacant	
Finance Chair-Elect	Lauri Newell	absent
Council Communications and Special Programs Officer	Vacant	
CUCSA (Sr.)	Stephanie Fix	present
CUCSA (Jr.)	Gerson Gomez	present

Standing Committee Representatives:

Community Relations	Megan Vu	absent
	Laurie Andress-Delaney	present
CUCSA Alumni Representative	Raschel Greenberg	present
Education and Enrichment	Kirstin Brehm	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	present
Staff Appreciation	Mike Puritz	present
	Jennie Clacken	absent
	Joani Harrington	present
Web Communications	Jeremy Thacker	present
	Adriana Collins	present

Ex-Officio Representatives:

Human Resources	John Daly	absent
A&PW	Amy Ruth	absent

Other Attendees:

School of Engineering	Amy Fujitani	present
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Statement of Subject – Call to Order

Main Points: The meeting was called to order by Valdry at 12:05pm.

Statement of Subject - Welcome and Introductions

Main Points: The council introduced themselves and welcomed guests.

Statement of Subject - Approval of Minutes

None

Statement of Subject: Council appointment

Main Points – Valdry reported on the following:

- Introduced Amy Fujitani from the School of Engineering as nominee for Council Communications and Special Programs Officer
- Valdry motioned to approve, Fix seconded. All present approved motion.

Action: Motion approved

Statement of Subject: Report on Executive Meetings

Main Points- Valdry reported on the following:

- Valdry reported that told Ramona that he aims to increase Staff Assembly participation, specifically, to have at least 2% of all eligible staff join. Aguirre commented that there are approximately 42 active/current members.
- Valdry announced that Chancellor Drake's last day as Chancellor will be June 30, after which time Provost Gillman will step in as Interim Chancellor. He added that Chancellor Drake will be physically on campus through June 16.

Statement of Subject: Vice Chair's Report

Main Points- Aguirre reported on the following:

- Aguirre announced that she is looking for volunteers to serve on search committees for the Vice Chancellor position in the School of Medicine.

Statement of Subject: Special Topics

Main Points- Valdry reported on the following:

- Greenberg inquired about the quarter century club. Valdry responded that he spoke Desiree Von Haag who would coordinate, but was unsure if this will occur before Chancellor Drake leaves in June.

Statement of Subject: Finance

Main Points- Valdry reported on the following in Newell's absence:

- Valdry informed the committee that finances are available for review. Assuming that everyone spends their allocations, there is a fair amount of funding leftover. As such, Valdry suggested providing CUCSA with a one-time allocation of \$9-10K to support their upcoming conference.
- Valdry asked if members had any comments regarding their budget requests for 2014-15:
 - o Puritz stated that he would like to change the request for the staff picnic.
 - o Collins asked about the proposal for new Staff Assembly t-shirts. Jason confirmed \$2700 was available in the budget for shirts so that the community relations members can distribute them to Staff Assembly members and volunteers. Puritz requested that Fix send an email to see who may not have received a shirt yet.
 - o Andress-Delany offered to reduce her budget from \$200 to \$100. Valdry appreciated the gesture but noted that such a small amount will not make too much of a difference.
 - o Valdry encouraged the committee to spend any unallocated funds ASAP, otherwise, please let him know so he can adjust the budget accordingly.
 - o Greenberg suggested using some funds as a charitable donation toward UCI. Aguirre suggested naming a bike path after Chancellor Drake. Valdry supported the idea and suggested that they assemble a proposal to send to Greenberg for review.
 - o Aguirre inquired how long members have to provide Valdry with budget requests. Valdry confirmed he would like this information by next month's meeting.

Action:

Statement of Subject – Scholarship Report

Main Points –Pham reported on the following:

- Pham announced that she needs four volunteers to serve on the selection committee.

Action:

Statements of Subject – Marketing Communications

Main Points – Valdry reported on the following:

- Valdry informed the committee that Ruth sent a Zotmail recently regarding applications for the Staff Advisors to the Regents.

Action:

Statements of Subject – Education & Enrichment

Main Points – Brehm reported on the following:

- Brehm commented that she is still having difficulty connecting with someone from the Herbert Eye Institute. Gomez offered to speak to someone there on Brehm’s behalf.

Action:

Statements of Subject – Web Communications Report

Main Points –Thacker reported on the following:

- Nothing new to report.

Action:

Statement of Subject: CUCSA Report

Main Points- Fix and Gomez reported the following:

- Gomez informed the committee that he is currently working on draft for next CUCSA meeting and needs to send it out tomorrow so any new additions will have to wait until next month.
- Greenberg informed the committee that CUCSA wants more representatives, adding that Fix would be a perfect addition. Fix said she would “think about it”.

Action:

Statements of Subject – Staff Appreciation Report

Main Points – Puritz reported on the following:

- Nothing new to report.

Action:

Statements of Subject – Council Communications Report

Main Points – Vacant:

- Nothing new to report.

Action:

Statements of Subject - Community Relations Report

Main points - Andress-Delaney reported on the following:

- Nothing new to report.

Action:

Statements of Subject - Ex-Officio Reports

Main points - Ruth and Martinez reported on the following:

- Nothing new to report.

Action:

The meeting was adjourned at 1:08 PM

The next meeting is scheduled on Thursday, March 13, 2014 at 423 Administrative Modular Room 126, Parking Lot 16.