Staff Assembly Council Meeting Minutes  
February 2012

SA Representatives:  
Chair: Ingrid Fahr present  
Vice Chair: DeeDee Nunez present  
Immediate Past Chair: Stephanie-Jean Hinojosa absent  
Finance Chair: Vacant absent  
Finance Chair-Elect: Mindy Han present  
Council Communications: Vacant absent  
CUCSA (Sr.): Patricia Collette absent  
CUCSA (Jr.): Jason Valdry present

Standing Committee Representatives:  
Community Relations: Diane Dunn present  
Andrea Wiley present  
Education and Enrichment: Dahlia Aguirre absent  
Marketing: Stephanie Fix absent  
Scholarship: Vacant absent  
Special Projects: Jeri Frederick present  
Sandra Longnecker absent  
Staff Appreciation: Mike Puritz present  
Web Communications: Henry Balanza present

Ex-Officio Representatives:  
Human Resources: Paige Macias present

Other Attendees:

Statement of Subject – Call to Order  
Main Points: The meeting was called to order by Fahr at 12:08 p.m.

Statement of Subject – Welcome and Introductions

Statement of Subject – Approval of Minutes  
Main Points: Approval of Minutes: November 2011 meeting minutes approved.

**Action:** January meeting minutes were sent out today for review, will be approved at next meeting.

Statement of Subject – Report on Executive Meetings  
Main Points: Fahr reported the following:  
- Due to EVCP’s schedule, monthly meetings are now scheduled for half-hour will alternate between Dr. Gottfredson and Mike Arias.  
- Meetings with the Chancellor occur about every two months.  
- Reminder was made to visit the UC Advocacy web site as well as President Yudof’s web site for updated information on UC budget situation. As UC/UCI budget decisions are announced, Council will discuss in future meetings.

**Action:** No action required.

Statement of Subject – Overview of Changes to Bylaws  
Main Points: Fahr reported a highlight of proposed changes:  
  a) Clarified definition of Council member’s and officer’s roles and responsibilities, including voting rights;  
  b) Updated/added committee’s description; added Ex-Officio role description.
c) Clarified ‘time-off’ granted to participate in Staff Assembly related events/ programs. Council continues to receive reports from work units/ areas that are restricting/ limiting their employees’ attendance/ involvement in staff related events such as the Staff Service Awards or Brown Bags, etc. Issues have to do with “How to best encourage work release and involvement opportunities?” while recognizing impact to work-load.
d) Council Communications will take over the current responsibilities of the Special Projects Committee in the new fiscal-year, change inline with the description of duties for this position.

There will be a zotmail announcing the bylaws changes as well as one announcing elections. After the elections, there will be another recognizing the new Council Members.

**Action:** Please check out committee descriptions on the webpage to make sure nothing was missed.

---

**Statement of Subject – Vice Chair’s Report**
Main Points: Nunez provided an update on the status of the See’s Candies fundraiser for the Scholarship effort. $83 additional dollars were raised. It was noted that, per the Chancellor’s suggestion, a healthier alternative would be entertained for future efforts.

Also working on the Excellence in Leadership Award program so that the zotmail will go out before Feb. 15 with a deadline of March 16 for submissions.

**Action:** No action required.

---

**Statement of Subject – Finance**
Main Points: Chair-Elect Han reported that all was well.

**Statement of Subject – Community Relations Report**
Main Points: Committee Chair, Dunn, reported:
- First committee meeting to be held this Friday. They are updating the guideline for the Helping Hands project.
- Budget has been approved for volunteer T-shirts but need to acquire vendor bids.
- Discussion if an image that was designed by a student no longer at UCI is still useable.
- The Working Wardrobes effort coordinated by Dahlia Aguirre was now asking support for prom dresses/formals with a date of 2-24.

**Action:** No action required.

---

**Statement of Subject – CUCSA Report**
Main Points:
- The Climate Survey Workgroup looked at suggested questions for the survey. They want to roll this out in Fall of 2012 or Winter of 2013. It is currently taking about 20 minutes to fill out and that is a problem. The next meeting will discuss what local UCI wants to know.
- Staff Advisors to the Regents nomination forms are out and there needs to be a large time commitment for those willing to serve.
- There are two OP projects being piloted: 1) Exit Interviews and 2) Career Counseling Initiative with several hours of on-line and 1 hour in-person counseling.
- Senior Leadership Award: They want one nominee from each campus and that makes it fairly difficult for a campus to narrow it to just one. Last year the chancellor of Riverside was awarded the honor for effective engagement of staff. May be senior management positions only (Chancellors, Vice Chancellors, EVC, Associate VCs...).
Action: Jason will send out notices to update all.

Statement of Subject – Education and Enrichment Report
Main Points: Fahrr reported that the last program had to be cancelled and Dahlia Aguirre was trying to confirm the March 15th offering.

Action: No action required.

Statement of Subject – Scholarship Report
Main Points: The committee met and selected 7 recipients for a total of $3,400 to be awarded. Noted a generous donation from the UCI Retirees Association of an additional $1,000, as reported by Frederick, thus allowed this number of recipients to be selected.

Action: No action required.

Statement of Subject – Special Projects Report
Main Points: Frederick reported that she has learned the following.
- Meal with Mike that had been cancelled due to Dr. Gottfredson’s calendar and has been rescheduled to March 21st. Staff who were registered for prior dates that were cancelled had been informed of the new date by Sandi Longenecker. Frederick will follow up.
- The Spring Forum with Dr. Gottfredson is now set for March 14, and will be held in Humanities Gateway Room 1030. Two zotmails will go out as well as in UCI ebrief.

Action: No action required.

Statement of Subject – Staff Appreciation Report
Main Points: Puritz provided an update of the following staff appreciation events:
- Arts Nights – There were two events offered and all 50 tickets were taken.
- UCI Sporting Events – Puritz reported that the Ducks game sold 200 tickets all handled through the medical center. The Men’s Basketball game through Athletics for next week has had 250 respondents. Staff Assembly will have a table there. The Angels game will happen but they are still deciding on the dates. The medical center has been doing this for years and the campus is now invited to participate.
- Athletics now has a weblink and all responses go through that link.
- Pancake Breakfast – The annual St. Patrick’s Day themed breakfast will take place on March 16, and the Chancellor will help and speak.
- UCI’s Battle of the Bands is new event for this year. Date is TBA

Action: No action required.

Statements of Subject – Web Communications Report
Main Points: Balanza note that he sent an email to all on how to use the wiki upload. Please use the new post event form to post events for announcement zotmails to go out.
Council congratulated him on the arrival of his new son!

Action: No action required.
Statement of Subject – HR Ex-Officio Report

Main Points: Macias.

- HR has three new compensation positions for a unit that was down to one person.
- Two persons already employed in HR attained advancement positions making two more positions available.
- There will be a new supervisor coaching certification program.
- There is a new UC systemwide job search tool that is available on the UCOP and UC Irvine websites.
- HR is involved in a number of compliance programs such as Performance Evaluation Reporting, Sexual Harassment, HIPAA, Patent Acknowledgement, HEERA, Status of Women and Background Check Procedures.
- The systemwide UCPATH initiative will require the centralization of Benefits administration transactions in a shared services center (UCPath Center) which will serve all campuses.

The meeting was adjourned at 2:06 p.m.

*The next Staff Assembly Council meeting will be held on Thursday, March 8, 2012, at 2120 BioSci III.*