

**Staff Assembly Council Meeting Minutes  
January 10, 2013**

**SA Representatives:**

Chair	DeeDee Nunez	present
Vice Chair	Jason Valdry	present
Immediate Past Chair	Ingrid Fahr	present
Finance Chair	Mindy Han	present
Finance Chair-Elect	Gerson Gomez	absent
Council Communications and Special Programs Officer	Laurie Andress-Delaney	present
CUCSA (Sr.)	Jason Valdry	present
CUCSA (Jr.)	Stephanie Fix	absent

**Standing Committee Representatives:**

Community Relations	Diane Dunn	absent
	Andrea Wiley	absent
Education and Enrichment	Dahlia Aguirre	present
Marketing	Greg Ruth	present
Scholarship	Thu Pham	present
Staff Appreciation	Mike Puritz	present
	Heather Ashbach	present
Web Communications	Kim Lane	absent

**Ex-Officio Representatives:**

Human Resources	Paige Macias	absent
Medical Center	Tina Martinez	present

**Other Attendees:**

Paul Merage School of Business	Mae Jennifer Shores	present
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**Statement of Subject – Call to Order**

Main Points: The meeting was called to order by Nunez at 12:07pm.

**Statement of Subject - Welcome and Introductions**

**Main Points:** The council welcomed new member Tina Martinez and Mae Jennifer Shores.

**Statement of Subject - Approval of Minutes**

Main Points – The minutes from the November meeting will be tabled until our next meeting in February.

**Action: Tabled**

**Statements of Subject – Staff Appreciation Report**

Main Points – Puritz and Ashbach discussed the following:

- The Winter event at the Claire Trevor School of the Arts will be the play “After Troy.” The play will be shown from March 12-March 17<sup>th</sup>.
- The Committee is working on a Sport’s Night for Staff at either a men’s basketball game or a men’s volleyball game.
- March 14, 2013 will be the annual Pancake Breakfast at the University Club.

- The Student Center would like to bid on both the Pancake Breakfast and the Staff Picnic for future events.

**Action:**

### **Statements of Subject – Scholarship Report**

Main Points – Pham discussed the following:

- The total number of Entertainment Books sold was 18. Pham will work with Han to process the payment.
- The Committee sold \$413 worth of See’s Candy. The net profit was \$78.10. Pham noted that we do not have to sell the minimum of \$650 to get the discount; if a Kaiser or government employee goes to the See’s warehouse, they automatically receive up to 15% sale items up to 30% discount.
- There are a total of 23 scholarship applicants.
- Nunez suggests that the future wine tasting event could be a combined effort between the Scholarship Committee and the Education and Enrichment Committee in order to raise funds for the Scholarship fund.

**Action:**

### **Statements of Subject –Marketing Communications**

Main Points – Ruth discussed the following:

- Ruth suggests we set up a PayPal account to help with fundraising. Han confirms that UC is not allowed to use PayPal. Nunez requests Gomez to research UCI electronic payment systems for potential future use.
- Ruth will follow-up with Sherry Main on the new Staff Assembly logo. Once the new logo is finalized, Ruth will move forward with designing and purchasing Staff Assembly banners and easy-ups to use at events.
- Ruth suggests we may want to start a new Staff Assembly website from scratch.

**Action:** *Nunez tabled the new website discussion until Kim Lane returns.*

### **Statements of Subject – Finance Report**

Main Points – Han reported the following:

- For the Staff Picnic, we spent \$26,264.89 on food and \$39.57 on Staff Assembly give-away cups.
- The total charge for the Arts Night was \$554.00.
- There is a \$1850 recharge for the UCLA football game buses.
- Han will meet with Pham to finalize the Entertainment Book and See’s Candy expenses.

**Action:**

### **Statement of Subject – Education & Enrichment Report**

Main Points – Aguirre reported on the following:

- The New Year New You expo will be on January 11, 2013 from 11:00-2:00pm at the ARC. Staff Assembly will have a booth at the event.
- The Valentine’s Day card making event will be on either 2/6/13 or 2/13/13 from 12:00-1:00pm. Aguirre is still looking for a room.

- Aguirre will hold an Education and Enrichment Committee meeting at the end of January.
- Aiming to hold a self-defense class at the end of March. Working with UCIPD to have them come and assist, and a wine-tasting event possibly in April.

**Action:**

**Statement of Subject – CUSCA Report**

Main Points –Valdry reported the following:

- Discussed the Engagement Survey Results.
- The next CUSCA meeting is March 13-15 at UC Santa Barbara.

**Action:**

**Statements of Subject – Council Communications & Special Programs Report**

Main Points –Andress-Delaney reported on the following:

- The Lunch with Leadership event with Chancellor Drake will be on May 22<sup>nd</sup>. Still working on setting a date for the EVC Lunch with Leadership event.
- Andress-Delaney will work on setting the date for the Spring Forum with EVCP Bryant for sometime in March or April.

**Action:**

**Statements of Subject – Community Relations Report**

Main Points –Nunez reported on the following:

- No new events planned. A committee meeting will be held next week.
- Nunez asked the Council if UCI volunteers should be considered for the Helping Hand Program. The Council agreed they should.

**Action:**

**Statements of Subject – Web Communications Report**

Main Points – Nunez reported on the following:

- No news to report. Lane is still on medical leave and working from home.

**Action:**

**Statement of Subject: Report on Executive Meetings**

Main Points- Nunez reported the following:

- Nunez met with Mike Arias on 1/9/13 and updated him on the potential wine tasting event, the Lunch with Leadership series, and the Helping Hands program.
- Arias says after the Campus Climate Survey, the campus will move forward with the results. There will be Town hall Meetings where the results for the Campus Climate Survey will be discussed at each campus.

**Statement of Subject: Vice Chair’s Report**

Main Points- Valdry reported on the following:

- Small discussion of the Engagement Survey. The results are available to anyone who would like to review them.

**Statement of Subject: Guest Speaker, Gwen Black**

Main Points- Black presented information on the Campus Climate Survey

The meeting was adjourned at 2:03 PM

The next meeting is scheduled on Thursday, 2/14/13 at Calit2 Room 3008.