Staff Assembly Council Meeting Minutes
January 12, 2012

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

Standing Committee Representatives:
Community Relations
Diane Dunn present
Andrea Wiley present
Education and Enrichment
Dahlia Aguirre present
Marketing
Stephanie Fix present
Scholarship
Vacant
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: Thu Pham, Ayla Galeyeva (Fidelity Investments)

Statement of Subject – Call to Order
Main Points: The meeting was called to order by Fahr at 12:06 p.m.

Statement of Subject - Approval of Minutes
Main Points – The minutes from the September and November meetings will be forwarded for email approval.

Action: Fahr will send out the minutes for the December meeting once reviewed.

Statements of Subject – Report on meeting with Chancellor/EVCP/AEVC
Main Points – Fahr reported that the following topics were discussed with the Chancellor:
- Two buildings on campus received LEAD Platinum awards
- Admissions applications increased by 4,700 this year for a total of 70,000
- We received 4,400 international applications.
- CUCSA, Education & Enrichment Committee and Staff Appreciation Event Reports were also discussed.

Fahr reported that the following topics were discussed with the EVC:
- CUCSA, Education & Enrichment Committee and Staff Appreciation Event Reports were discussed.

Action:
Statements of Subject – As Offered by Chair
Main Points – Fahr discussed the following:
  • Council is encouraged to visit the UCOP website to review the latest budget proposals.
  • Council changes:
    o Amy Vo accepted a position at UCR and will be stepping down as Communications Chair.
    o Dahlia Aguirre has been appointed as the Education and Enrichment Committee Chair.
    o Paige Macias has been appointed as the Ex-Officio representative from Human Resources.

**Action:** Fahr will provide a budget update next month.
Fahr will discuss changes to the By-Laws at the next meeting

Statements of Subject – Vice Chair’s Report
Main Points – Nunez reported on the following:
  • See’s Candies Fundraiser
    o November See’s Candies sale raised $410 for the Scholarship Committee
    o A Valentine’s Day See’s Candies sale is planned for February.
    o The EVC will match funds raised from these sales.
    o The Chancellor recommended that the Council offer a healthier food option for fundraising efforts in the future.
  • Excellence in Leadership Awards
    o Nominations will be due March 16th.
    o The EVC will present the awards during the annual service awards ceremony.
    o The EVC will also mention the nomination process to Deans, Assistant Deans, and Department Chairs to encourage nominations from all departments.
  • Elections
    o Elections will be held in April.
    o Positions available are: Vice Chair, Finance Chair-Elect, Communications Chair, CUCSA Jr. Delegate
    o Election results will be announced in May and new Council members will be invited to attend the June meeting.

**Action:**

Statement of Subject – Guest Speaker
Main Points – Ayla Galeyeva, Senior Retirement Counselor, from Fidelity Investments presented information on financial planning classes, financial retirement services and other resources available to staff. Ayla is working to market programs and services to the campus and is available to customize presentations to the needs of departments. Ayla is also looking to see how she can partner with Staff Assembly to help promote these programs and services.

**Action:** For more information about financial planning programs and financial retirement services available to staff go to http://snap.uci.edu/viewXmlFile.jsp?resourceID=193

Statements of Subject – Community Relations
Main Points – Wiley and Dunn reported on the following:

- The 2012 schedule of events will be presented at the next meeting and will include repeat events with the Orange County Rescue Mission, the Fountain Valley Food Bank, and the Second Harvest Food Bank
- The December events were a huge success;
  - 200 donations were received for the Olive Crest Stocking Stuffer event
  - 28 families received assistance via the Helping Hands program

**Action:**

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**Statement of Subject – Council Communications Report**
Main Points – Fahr provided a revised communications plan due to Amy Vo’s resignation

**Action:**
Balanza will assume responsibility to update the events calendar. Fix will send out a list asking for volunteers to take minutes at the upcoming meetings through June.

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**Statements of Subject – CUCSA Report**
Main Points – Collette and Valdry reported on the following:

- Both delegates attended the December meeting in Santa Cruz.
- Discussions at the meeting included:
  - A 4-pronged approach to funding
  - Proposition 13 commercial reform
  - The selection process for the Staff Advisors to the Regents. The number of applicants decreased last year so CUCSA is revising the application
  - There is an opportunity to work with student advocate groups because they are advocating for some of the same things as staff.
  - Delegates reviewed how the merit program was executed on their campuses.
  - The issue of reduced tuition for dependents was also raised again. CUCSA will recommend it be done on a sliding scale based on pay, similar to our health benefits.
  - The campus Engagement Survey will be conducted in February.
  - The next CUCSA meeting will be held at UC Merced in March.

**Action:** Collette will compile a list of how other Staff Assembly’s recognize staff for participation in staff service

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**Statement of Subject – Finance**
Main Points – Hahn gave an overview on the status of the Staff Assembly Budget.

**Action:**

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**Statements of Subject – Education**
Main Points – Aguirre reported the following:
- The January OpenCourseWare workshop was cancelled
• Aguirre is planning events for February and March
• Aguirre is also working with Human Resources, Health and Fitness Fridays and other groups on campus to coordinate and not duplicate efforts
• Aguirre also proposed that we use Social Media to reach out to our staff
• Balanza recommended that we start with Twitter since it is easy to set up and manage; guidelines for posting are on the wiki-site
• Wiley suggested a workshop on "How to use Coupons"

**Action:** Aguirre, Balanza and Fix will work together on using Social Media to promote events

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**Statement of Subject – Marketing Report**

Main Points: Fix reported the following:
• Reminder zotmails were sent out for Scholarship Applications and Entertainment Books

**Action:** Fix to send out zotmails for:
See’s Feb Sale (1/17), reminder on (1/31)
Duck’s Hockey (1/18), reminder on (2/14)
Arts Night (1/30)
Men’s Basketball (1/30), reminder on (2/7)

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**Statement of Subject – Scholarship**

Main Points – Fahr reported that we received a total of 68 Career Enhancement Scholarship Applications; after an initial review 58 were deemed eligible for further consideration. A Selection Committee was formed and will convene on January 26th to review eligible applications and select recipients.

**Action:** none.

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**Statement of Subject – Special Projects Report**

Main Points: Frederick reported on the Healthy to 100 and Beyond events and upcoming EVC Forum in March

**Action:** Frederick will check with Longnecker regarding dates for upcoming Meals with Mike events

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**Statement of Subject – Staff Appreciation Report**

Main Points: Puritz reported on the following:
• Staff Assembly is receiving (50) free Arts night tickets
• Duck’s Hockey game with the Med Center is on March 2, 2012
• Men’s Basketball is on February 15, 2012
• Pancake Breakfast is on March 16, 2012
• The committee is working on planning some local visits to museums, etc. They are calling this “Urban Adventures.”
• UCI’s Got Talent may be changed to a “Battle of the Bands” with staff vs. faculty

**Action:**

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**Statement of Subject – Web Communications Report**

Main Points: Balanza gave a brief report
Action: Committee members are to review their web pages for edits prior to the next meeting. Members were also asked to upload all pertinent information to the Wiki-site.

Statement of Subject – HR Ex-Officio Report
Main Points: Macias reported on the merit program

Action: Send any suggestions for how to improve the program directly to Macias. Macias to provide Human Resources Department updates at next Council meeting.

The meeting was adjourned at 2:07 p.m.

The next Staff Assembly Council meeting will be held on Thursday, February 9th from 12:00 p.m. to 2:00 p.m. in Calit2, Room 3008.