

**Staff Assembly Council Meeting Minutes
July 11, 2013**

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	present
Council Communications and Special Programs Officer	Laurie Andress-Delaney	present
CUCSA (Sr.)	Stephanie Fix	present
CUCSA (Jr.)	Gerson Gomez	present

Standing Committee Representatives:

Community Relations	Diane Dunn	present
	Megan Vu	present
Education and Enrichment	Vacant	
Marketing	Greg Ruth	present
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	present
	Jennie Clacken	present
	Joani Harrington	absent
Web Communications	Vacant	

Ex-Officio Representatives:

Human Resources	Paige Macias	absent
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Other Attendees:

Human Resources	Ingrid Fahr	present
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Statement of Subject – Call to Order

Main Points: The meeting was called to order by Valdry at 12:01pm.

Statement of Subject - Welcome and Introductions

Main Points: The council introduced themselves and welcomed new representatives.

Statement of Subject - Approval of Minutes

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

Action: Tabled.

Statement of Subject: Report on Executive Meetings

Main Points- Valdry reported on the following:

- There have not been any executive meetings since our last Staff Assembly meeting in June.

Statement of Subject: Vice Chair’s Report

Main Points- Aguirre reported on the following:

- Aguirre will send out a call to the Staff Assembly council for rooms to host future Staff Assembly meetings.

Statement of Subject: Special Topics

Main Points- Valdry reported on the following:

- Valdry is working to fill the vacant spaces in the Staff Assembly Council. He will email and interview the leads he has been given.
- Valdry hopes to shorten the length of Staff Assembly Council meetings to one hour long. He asks that members who are unable to attend council meetings to email the entire council their notes prior to the meeting and that everyone reads the notes on their own time.
- Nunez reports that CACSS will take the lead on planning and hosting the annual Quarter Century Group luncheon, which will be sponsored by the Chancellor. She asked that Valdry let Ramona Agrela know this during his next meeting with her.

Statements of Subject – Scholarship Report

Main Points – Valdry reported on the following:

- The beer tasting event at the Pub will take place in late August or early September.
- There will be another Staff Bake Sale in late September due to the popularity of the previous sale.
- There will be another wine tasting event in October. The sale of Entertainment Books will also begin in October.
- Pham is planning to begin the See’s Candy fundraiser in November.
- Three out of the four 2012-2013 scholarship awardees have submitted their paperwork for reimbursement.
- Pham plans to begin accepting applications for the 2013-2014 Scholarship Recipients in September.

Action:

Statement of Subject: Education and Enrichment Report

Main Points- Aguirre reported on the following:

- Aguirre is working to find a replacement as committee chair.

Action:

Statement of Subject – Marketing Report

Main Points –Ruth reported on the following:

- Ruth and Fix met with a representative from OIT to discuss a potential social network amongst UCI Staff. Currently there is not a timeline for when the social network will be launched or what it will consist of. This social network could potentially allow for new channels to advertise Staff Assembly events and announcements.
- Ruth updated the template for the Staff Assembly emails.
- Fix explained she has a lead to obtain promotional materials for Staff Assembly. Fix will work with Aguirre and Puritz to have some materials ready before the Staff Picnic.

Action:

Statements of Subject – Web Communications Report

Main Points – Valdry reported on the following:

- Valdry is working on getting this position filled, and in the mean time send any urgent website updates directly to him.

Action:

Statements of Subject – CUCSA Report

Main Points –Fix reported on the following:

- The Engagement Survey Town Hall will be on 7/25/13 from 12-1pm in Bren Hall 6011. Lunch/light refreshments will be provided. There will be a 30-minute presentation about the Engagement Survey results and a 30-minute breakout session. This event will be co-sponsored by CACSS.
- The next CUCSA meeting will be from September 11-13 at UC Santa Cruz.

Action:

Statement of Subject: Staff Appreciation Report

Main Points- Puritz and Clacken reported the following:

- Tote bags will likely be the Staff Assembly giveaway this year. The committee will officially vote on the giveaway at their next meeting.
- UCI Dining will be the caterer for the Staff Picnic.
- There were 30 attendees at the Sushi event in June.
- There will be an Angel's game on 8/18.

Action:

Statement of Subject: Council Communication and Special Programs Report

Main Points- Andress-Delaney reported on the following:

- Andress-Delaney will begin soliciting dates from Lunch with Leadership guests in the next month. The goal is to have the first Lunch with Leadership event in September with PEVC Gillman.

Action:

Statement of Subject: Community Relations Report

Main Points- Dunn and Vu reported on the following:

- The committee meetings for the next year have been scheduled. They will be held every other month on Friday.
- Vu is ordering more committee t-shirts for new volunteers.
- The next event will be the Living Peace series on 11/5.

Action:

Statement of Subject: Finance Report

Main Points- Valdry reported on the following:

- Nunez reported budget increase was approved.
- Valdry is working on getting this position filled.
- There is nothing new to report.

Action:

The meeting was adjourned at 1:01 PM