

**Staff Assembly Council Meeting Minutes
July 14, 2011**

SA Representatives:

Chair	Ingrid Fahr	present
Vice Chair	Dee Dee Nunez	present
Immediate Past Chair	Stephanie-Jean Hinojosa	present
Finance Chair	vacant	
Finance Chair-Elect	Mindy Han	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Patricia Collette	present
CUCSA (Jr.)	vacant	

Standing Committee Representatives:

Community Relations	Diane Dunn	present
	Andrea Wiley	absent
Education and Enrichment	Erik Ramirez	present
	Tanya Zabalegui	present
Marketing	Stephanie Fix	present
Scholarship	Monica Prentice	absent
Special Projects	Jeri Frederick	present
	Sandra Longnecker	present
Staff Appreciation	Mike Puritz	present
Web Communications	Henry Balanza	present

Other Attendees: Jason Valdry, Claire Trevor School of the Arts; Desiree Von Haag, Chancellor's Office

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Fahr at 12:10 p.m.

Statement of Subject – Welcome and Introductions

Main Points: Council Members and guests introduced themselves to the forum.

- Hinojosa moved to have Desiree Von Haag appointed to the position of Finance Chair and Jason Valdry to the position of CUCSA, Jr. Delegate. Fix seconded and the Council approved.

Statement of Subject – Approval of Minutes

Main Points: Minutes from the meeting held on Thursday, June 9th were reviewed. Puritz moved to approve minutes, Nunez seconded, and the Council approved.

Action: No action required.

Statement of Subject – Report on Executive Meetings

- Main Points: Fahr provided an overview of the last meeting with Chancellor Drake.

Action: No action required.

Statement of Subject – Vice Chair's Report

Main Points: Nunez discussed the following:

- Nunez met with Tanya Zabalegui, who expressed interest in serving as Co-Chair of the Education & Enrichment Committee. Co-Chair responsibilities and expectations were discussed, and Zabalegui has since been appointed as Committee Co-Chair.

- Nunez recently requested from continuing Council members conference room availability for 2011-2012 Council meetings. She will follow-up with new Council members on scheduling remaining Council meeting dates and will update the Council on remaining meeting dates to be scheduled.

Action: *Nunez will e-mail to the Council updated 2011-2012 meeting dates and locations.*

Statements of Subject – Special Topics Report

Main Points: No updates to report.

Action: *No action required.*

Statement of Subject – Council Communications Report

Main Points: Vo reported that she and Balanza are working to finalize a new request form, which will be the single document required to request a ZotMail or posting to the Staff Assembly website and/or calendar.

Action: *Vo and Balanza will collaborate to complete the new request form for review and approval.*

Statement of Subject – Community Relations Report

Main Points: Dunn discussed the following:

- An updated project report was disseminated and reviewed.
- The Committee website has been updated and now includes event photographs.
- Over the next six months, the Committee will focus its effort on local community outreach.
- The New University, UC Irvine's campus newspaper, recently interviewed Committee Chair Andrea Wiley, article to be published soon (? Please have Diane confirm release date).

Action: *No action required.*

Statement of Subject – CUCSA Report

Main Points: Collette discussed the following:

- UCI hosting Fall CUCSA meetings to be held September 7th – 9th. Hosting committee working on finalizing agenda and logistical details.
- Patricia working with Henry to create a web site that will highlight meeting details.
- Council members are asked to reserve the dates on their calendar; members' help will be needed the day of each event.

Action: *Collette will e-mail the Council to obtain volunteer availability for the September CUCSA event at UC Irvine.*

Statement of Subject – Finance Report

Main Points: Nunez met with former Finance Chair Christine Dacanay to review financial and pass on materials for 2011-2012 Finance Chair. Hinojosa reported that Dacanay had emailed an updated finance report that morning, however, copies were not available for dissemination as the Chair had not had an opportunity to review the report prior to the meeting.

Actions:

Nunez, Von Haag, and Han will meet with Fahr & Hinojosa to review the Council budget, pending transactions, and initiate 2011-2012 forecasting.

Nunez will follow up to direct Council ledgers to Von Haag.

Fahr, Nunez, and Hinojosa will review the finance report submitted by Dacanay and will disseminate copies at next Council meeting.

Statement of Subject – Education and Enrichment Report

Main Points: Ramirez and Zabalegui reported the following:

- 2011-2012 event planning is underway; lead event facilitation will alternate between Committee Co-Chairs. Past programs will be reviewed, to determine which will be continuing in the current fiscal year and for the development of new for staff development and/or training.
- Co-Chairs will meet with other campus event coordinators, to prevent duplicated effort and to identify opportunities to co-sponsor events.
- Hinojosa advised Co-Chairs to ensure they maintain a distinction between Brown Bag lunch events and the Dialogue Series, when coordinating and publicizing events.

Action: *Ramirez and Zabalegui will work to upload Committee materials onto the Council Wiki™ website.*

Statement of Subject – Marketing Report

Main Points: Fix presented a marketing update.

- Fix announced she will continue as Marketing Chair, through 2011-2012.
- ZotMails were disseminated for the following:
 - Call for 2011 Auditions: 2nd Annual UCI's Got Talent, 6/28 at UCI; 6/29 at UCIMC
 - Sunset Kayak Reminder, 7/15; 7/20; 8/17
 - Staff Picnic: UCI's Zot Stock – Summer of Love, 9/1
- The Fall Events flyer will be drafted for dissemination at the 2011 Staff Picnic.

Action: *No action required.*

Statement of Subject – Scholarship Report

Main Points: No update to report. Prentice's term ends in August 2011. A Chair for this committee remains to be identified. Although she is not available to Chair this committee, Jeri Frederick offered retiree volunteers and her ideas to share with the new Scholarship Chair.

Action: *No action required.*

Statement of Subject – Special Projects Report

Main Points: Longnecker reported the following:

- Meals With Mike
 - The 2011-2012 host/hostess calendar will be prepared in August.
 - Enrollment will be facilitated via UC Irvine's Electronic Educational Environment (EEE).
- Planning underway for the 2011-2012 Fall and Spring Forums.

Action: *Longnecker and Balanza will meet to finalize alternate event enrollment via EEE.*

Statement of Subject – Staff Appreciation Report

Main Points: Purtiz discussed the following:

- 2011 Staff Picnic: UCI's Zot Stock – Summer of Love, 9/1
- UCI's Got Talent: six finalists; voting to be announced.
- Knott's Berry Farm Day: cancelled due to ticketing logistics.
- UCLA Football vs Berkeley: 10/29. \$5 bus fare
- Big West Basketball Tournament: Council will disseminate Save-the-Date cards on behalf of the Athletics department.
- Appreciation Events was a success at the Medical Center. Puritz will look into providing a table for them at the Staff Picnic. Profits will go towards staff scholarships.

Actions:

Puritz, Fahr, Nunez, and Hinojosa will meet to discuss staff picnic budget and giveaways.

Balanza will follow up to disseminate UCI's Got Talent video performances for online voting.

Zabalegui will e-mail to Puritz the for-profit vendor information URL.

Statements of Subject – Web Communications Report

Main Points: The following was reported:

- The new Staff Assembly website will be active the week of July 18th.
- Staff Appreciation events have been posted.
- Council meetings dates have been posted.
- Balanza is working to migrate all event enrollment via EEE.

Action: *Balanza will present a Wiki™ website demonstration at the next Council meeting.*

Statements of Subject – As Offered

Main Points: Fahr and Hinojosa encouraged the Council to review Council bylaws and to re-familiarize themselves with Council participant roles. In lieu of maintaining three-ring binders, to record Council and Committee activities, the Council was reminded to shift utilization toward the Council's Wiki™ website.

The meeting was adjourned at 1:40 p.m.

The next Staff Assembly Council meeting will be held on Thursday, August 11th from 12:00 p.m. to 2:00 p.m. in Engineering Hall, Colloquia Room (Room # 2430).