

Staff Assembly Council Meeting Minutes July 9, 2014

SA Representatives:

Chair	Dahlia Aguirre	present
Vice Chair	Stephanie Fix	present
Immediate Past Chair	Jason Valdry	present
Finance Chair	Lauri Newell	absent
Finance Chair-Elect	Kasey Ning	present
Council Communications and Special Programs Officer	Amy Fujitani	absent
CUCSA (Sr.)	Gerson Gomez	present
CUCSA (Jr.)	Ingrid Fahr	absent

Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	present
	Mindy Han	absent
CUCSA Alumni Representative	Raschel Greenberg	absent
Education and Enrichment	Kirstin Brehm	present
	Mia Lewis	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	absent
	Joani Harrington	present
Web Communications	Jeremy Thacker	present
	Adriana Collins	absent

Ex-Officio Representatives:

Human Resources	John Daly	absent
A&PW	Amy Ruth	absent

Other Attendees:

Guest and Event Services	Jennie Clacken	present
University Advancement	Kate Klimow	present

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Aguirre at 12:04pm

Statement of Subject - Welcome and Introductions

Main Points – The council introduced themselves and welcomed guests.

Statement of Subject - Approval of Minutes

The approval of minutes will be postponed until the August 2014 meeting.

Statements of Subject: Special Topics

Main Points- Aguirre reported on the following:

- The full Staff Assembly Council vote results are as follows:
- Staff Assembly Participation

- o There are 46 members of the Staff Assembly Council and subcommittees. Aguirre would like to work on increasing staff participation in the organization.
- o Structure of Staff Assembly Council meetings
 - Gomez explained the meeting updates are helpful for the staff members who are unable to attend the council meeting, as are the one hour meeting times.
- o Aguirre and Valdry discussed the importance of the onboarding process. They explained that working with mentors and co-chairs is important for staff members to feel comfortable taking on leadership roles within the council.
 - Brehm explained having a dedicated committee is important to help with planning and executing events.
 - Thacker suggested having a new council member orientation and providing resources for new members would be very useful.
 - Aguirre explained she will put all of the past Staff Assembly files onto Google Docs so the entire council can access the files and make it easier for new members to learn about the council and obtain important files.
- o Aguirre wants to focus on Staff Assembly marketing. The council will launch a Staff Assembly Facebook page and have a selfie station at the annual Staff Picnic to post pictures from the picnic onto the page.
- o Aguirre wants to double the number of members in the Staff Assembly subcommittees.
 - Aguirre plans to place flyers at every new employee orientation advertising Staff Assembly. She will also email every new hire directly every other month to let them know about Staff Assembly.
 - Aguirre would like to deliver items to the clinics at the UCI Medical Center to show Staff Assembly's appreciation of their efforts and let the employees at the medical center know what Staff Assembly is.
 - Aguirre would like to host a Staff Assembly Day event at the UCI Medical Center to further educate staff members about Staff Assembly.
- o Klimow recommended incorporating the history of Staff Assembly in the UC Irvine 50th Anniversary events.
 - Brehm suggested organizing an event that coincided with the UC Irvine 50th Anniversary celebration that included staff breaking a Guinness world record in some capacity, similar to what the UC Irvine students do every year.
- o Aguirre requested council members to give her a copy of the sign-in sheets after Staff Assembly events.

Statements of Subject: CUCSA Report

Main Points- Fix and Gomez reported the following:

- Gomez discussed the CUCSA meeting that would be hosted by UC Irvine from September 3-5, 2014.
 - o Gomez requested suggestions for guest speakers during the meetings.

Action:

The meeting was adjourned at 1:35 PM

The next meeting is Wednesday, August 13, 2014 at University Extension, California Conference Room.