

**Staff Assembly Council Meeting Minutes
June 9, 2011**

SA Representatives:

Chair	Stephanie-Jean Hinojosa	present
Vice Chair	Ingrid Fahr	absent
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	present
Finance Chair-Elect	Dee Dee Nunez	present
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	present
CUCSA (Jr.)	Patricia Collette	present

Standing Committee Representatives:

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

Other Attendees: Mindy Han, Staff Assembly Finance Chair-Elect; Diane Dunn, Community Relations Committee Interim Chair; Penny White, Distribution & Document Management; Alan Doig, School of the Arts; Venita De Souza, Information & Computer Sciences

Statement of Subject - Call to Order

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

Statement of Subject – Welcome and Introductions

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

Statement of Subject - Approval of Minutes

Main Points: Minutes from the meetings held on Thursday, April 14th and Thursday, May 12th were reviewed.

- April 14th minutes:
 - One correction to the Staff Appreciation Committee report was noted. Puritz requested minutes to read as follows, “Recent Angels vs Cleveland Indians game sold out and raised \$985 toward the Career Enhancement Scholarship Program”.
 - Noting the correction, Hinojosa motioned to have minutes approved. Balanza seconded, and the Council approved.
- May 12th minutes:
 - Fix motioned to have minutes approved. Balanza seconded, and the Council approved.

Action: No action required.

Statement of Subject – Report on Executive Meetings

Main Points: Hinojosa and Puritz discussed the following:

- Puritz gave brief report on the meeting of the Chancellor. Chancellor Drake was receptive to the need for matching funds, toward the Career Enhancement Scholarship Program.

- CUCSA and Community Relations Committee reports were presented to Associate Executive Vice Chancellor (AEVC) Michael Arias. The potential for executive leadership's participation in Community Relations events was discussed. The AEVC disclosed that the Irvine campus is working to manage staff raises in conjunction with forthcoming budget cuts.

Actions:

Fahr to will follow-up on upcoming agendas for Executive meetings and send reminders to involved Council members.

Statements of Subject – Special Topics Report

Main Points:

- Hinojosa extended thanks to the current Council roster, for contributions to Staff Assembly and its affiliated Committees.
- The following Council positions remain vacant for fiscal year 2011-2012:
 - *CUCSA Jr. Delegate*
 - *Finance Chair*
 - *Marketing – Fix will continue her participation through August 2011.*
 - *Scholarship – Prentice will continue on as Scholarship Chair through August 2011*
- Hinojosa again indicated Council members' participation in other campus assemblies as requested to represent staff interests, such as the Budget Work Group, ad-hoc search Committees, and the Steering Committee for Accreditation, to name a few.
- The 2011-2012 Staff Assembly budget was approved in full. Additional funds were allocated to support the Irvine campus in hosting the September 2011 CUCSA meeting.
- Hinojosa is working to finalize the Council's yearend report; will gather information from meeting minutes and Council members to submit by June 30th

Action: *Council should submit content for its yearend report by June 30th to Hinojosa.*

Statement of Subject – Vice Chair's Report

Main Points: No updates to report.

Actions: *Fahr will provide the Vice Chair's report, at the next Council meeting.*

Statements of Subject – Finance Report

Main Points – The Council financial report was disseminated.

- Projections included expenses through May 2011.
- Carry forward will be reviewed for future budget planning (typically used to cover Staff Picnic expenses).

Action: *No action required.*

Statements of Subject – Council Communications Report

Main Points – Vo advised the Council on future collaboration with Balanza to streamline internal communication requests and dissemination, as well as marketing enhancements.

Action: *Vo will meet with Balanza, to review current communication and marketing practices and work to optimize future processes.*

Statements of Subject – Community Relations Report

Main Points – Dunn discussed the following:

- The Committee roster was updated with currently active participants.
- The Committee schedule of events was disseminated.
 - Orange County Food Bank, 6/18
 - Orange County Rescue Mission, 9/17
 - American Cancer Society – Making Strides Against Breast Cancer, 10/9
 - Olive Crest Stocking Stuffer Drive, 12/15
- Planning for the annual Helping Hands event held in December needs to begin soon because the applications for assistance begin in October. Hinojosa and Frederick will assist the Committee in coordination of event management.
- Funds are now available to create volunteer pins for all participants, at his/her first volunteer event. Updates on design will be provided when available.
- Hinojosa offered volunteer services by Council members, if ever needed for Committee events (as is true for any Staff Assembly sponsored event).

Actions: *Dunn will meet with Balanza to update the Staff Assembly web site and Wiki™ site with current Committee content.*

Statements of Subject – CUCSA Report

Main Points –Serrantino and Collette discussed the following:

- The final CUCSA meeting of the current fiscal year was held June 1st – 3rd at UC San Diego.
 - Work groups to completed and present project reports.
 - A leadership update on meetings with President Mark G. Yudof was presented. President Yudof has always been and continues to be very open and honest about fiscal challenges, especially when concerns, complaints and suggestions are presented by staff.
 - The May 2011 regents meeting confirmed that all policy-covered staff will receive a salary increase of 3% per year, over a five year period. Concurrently, post-employment benefit contributions will increase by 1.5%, which ultimately provides a realized increase of about 1.5%. The Regents realize compensation gaps exist and request all campuses budget for pay increases over the next few years.
 - Merit increases will be associated with individual merit, rather than a blanket award to all applicable staff. Percentages will be unique to each individual. .
 - Joseph Epperson, Director of HR Labor Relations, and Dwaine Duckett, UC Vice President for Systemwide Human Resources, spoke on performance reviews and budget transparency, in light of intended policy covered employee pay increases.
 - A motion to provide an emergency dependent care coverage plan was discussed. The plan will be modeled after the active ARAG legal plan provided to UC employees.
 - CUCSA Jr. Delegate updates were presented.
- Staff Advisors to the Regents discussed modifying the process of selecting the next staff advisors, as previous selections were highly driven and managed by the Office of the President.
- Regents discussing funding benefits similar to CSU and community colleges;
- CUCSA hosting 9/7-9/9: hotels under review; information will be posted and disseminated as updates are available; Chancellor not available; EVCP may be available; suggested having Council members assist with driving or possibly arranging on-campus charter services

Action: *No action required.*

Statements of Subject – Education and Enrichment Report

Main Points – Prentice discussed the following:

- Attendance was high at the recent presentations of Thomas Parham's *How to Keep People From Pushing Your Buttons* and Lowell Habel's *Nonverbal Communication: The Video Cam Is On*.

- Tanya Zabalegui of University Extension was proposed as the incoming 2011-2012 Co-chair.

Action: *No action required.*

Statement of Subject – Marketing Report

Main Points – Fix presented a marketing update.

- ZotMails were disseminated for the following:
 - Lunchtime Workshop - *How to Keep People From Pushing Your Buttons*, 5/19
 - Lunchtime Workshop - *Nonverbal Communication: The Video Cam Is On*, 6/8
 - Meals With Mike, 6/9
 - Orange County Food Bank, 6/18
 - Sunset Kayaking, 6/23; 7/15,20; 8/17
- ZotMails will be disseminated for the following:
 - Winners of the Excellence In Leadership awards
 - 2011-2012 Council Election Results
 - 2011 Staff Picnic Theme voting
 - UCI's Got Talent Auditions, 6/28-29
 - UCI's Got Talent Voting
 - Reminder: Sunset Kayaking , 7/15,20; 8/17
 - Reminder: Angels Baseball, 8/3

Action: *No action required.*

Statements of Subject – Scholarship Report

Main Points – Prentice reiterated that she will continue on as Scholarship Chair through August 2011, or until the vacancy is filled.

Action: *No action required.*

Statement of Subject – Staff Appreciation Report

Main Points – Purtiz discussed the following:

- Committee storage was relocated to Information & Computer Sciences.
- Potential themes for the 2011 Staff Picnic were announced
 - ZotStock (Summer of Love)
 - Super Heroes
 - Wild Wild West
- UCI's Got Talent auditions will be held on June 28th and 29th.
- UCI Day at Knotts Berry Farm – date still pending.
- New vendor for the *Appreciation Events, Southern California Exclusive Discount Catalogue* offered to provide its catalogue for UCI Staff Assembly events/fundraising. The Committee will have to consider its for-profit vendor status, prior to committing its patronage.
- An alumnus of UCI is currently employed by local State Farm Insurance office, which offers volunteer camera booth services. Discussion regarding possible utilization of services was discussed.

Action: *Purtiz will follow up to research for-profit vendor policies.*

Statements of Subject – Staff Service Awards

Main Points – The 2011 Staff Service Awards, held on June 2nd, was well received. Suggestions for future registration processes was discussed.

Actions: No action required.

Statements of Subject – Special Projects Report

Main Points – The Special Projects Report was deferred to the next Council meeting.

- Meals With Mike
 - The June Meals with Mike event was cancelled, due to low enrollment; registered participants will be retained for next luncheon, which likely to be scheduled in September
 - The 2011-2012 host/hostess calendar will be prepared in August.
- Planning will begin for the recently approved 2011-2012 Fall and Spring Forums.

Actions: Longnecker will obtain Executive Vice Chancellor and Provost Michael Gottfredson's availability, for future Meals With Mike events.

Statements of Subject – Web Communications Report

Main Points – The following was reported:

- Balanza is working with each Committee Chair, individually, to update the Staff Assembly Wiki™ site.
- The Web Committee is finalizing the new Staff Assembly website template; a functional preview of new website may be provided Council members if requested.
- The Community Relations Committee tested UCI's Electronic Educational Environment (EEE) as an enrollment and survey tool; each mechanism functioned well and received positive feedback.

Actions: No action required.

The meeting was adjourned at 1:30 p.m.

The next Staff Assembly Council meeting will be held on Thursday, July 14th from 12:00 p.m. to 2:00 p.m. in 107 Aldrich Hall.