

**Staff Assembly Council Meeting Minutes
March 10, 2011**

SA Representatives:

Chair	Stephanie-Jean Hinojosa	absent
Acting Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	present
Finance Chair	Christine Dacanay	absent
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	present
Education and Enrichment	Monica Prentice	present
	Erik Ramirez	present
Marketing	Stephanie Fix	present
Scholarship	Monica Prentice	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Staff Appreciation	Mike Puritz	present
Web Communications	Henry Balanza	present

Other Attendees: Deborah Perkins, Athletics

Statement of Subject - Call to Order

Main Points: The meeting was called to order by Fahr at 12:05 p.m.

Statement of Subject - Approval of Minutes

Main Points: Serrantino requested 'historically' be removed from the CUCSA Report on the Talent Management and Succession Planning Workgroup. Vo motioned to approve minutes with this correction; Wiley seconded and the Council approved.

Action: Vo will revise minutes from the meeting held on Thursday, February 10th.

Statements of Subject – Council Communications Report

Main Points – No updates to report.

Action: No action required.

Statement of Subject – Report on Executive Meetings

Main Points: Fahr confirmed Council members scheduled to attend upcoming meetings with the Chancellor and the Executive Vice Chancellor and Provost (EVCP). The following was reported:

- A meeting with Associate Executive Vice Chancellor Michael Arias was held on February 17th.
 - Recognition of the Council's efforts in advocating for staff was expressed. Acknowledging the difficulties the council faces in organizing and delivering events and programs with limited resources for the purpose of fulfilling the council's mission and goals.

- McWilliams discussed the following:
 - A committee will form to refashion Meals With Mike, to allow for change in venue and increase diversity among participants.
 - An employee opinion survey covering a variety of staff issues is being drafted for dissemination later this fiscal year.

Actions:

Committee Chairs should submit to Fahr and Hinijosa a budget proposal for their respective committees for the 2011-2012 FY. ..

Fahr and Collette will convene a hosting sub-committee to plan the Fall CUCSA meeting to take place at UC Irvine.

Statements of Subject – CUCSA Report

Main Points – Serrantino reported the following:

- The following key topics were discussed at the last CUCSA meeting, hosted March 2-4 by UC Riverside:
 - UC Retirement System Advisory Report – bylaws to allow for two advisory members are under review. Advisory members serve four years and are encouraged to have a strong interest in pension reform. Serrantino and Collette may submit proposed names of interest to President Mark Yudof.
 - PPS Procedure 60 [Layoff and Reduction in Time from Professional and Support Staff Career Positions](#) will be updated. Feedback on current content and suggestions for enhancement may be submitted to CUCSA representatives.
 - President Yudof spoke on upcoming budget reductions. Currently, there are no determined courses of action. He is opposed to furloughs and reported staff has expressed a preference for layoffs and reduction in time appointments. President Yudof wants to increase transparency in budget processes. Staff was again encouraged to provide input via CUCSA, Chancellor’s Advisory Committee on the Status of Staff (CACSS), and local budget and planning workgroups.
- UC Irvine Staff Assembly Council elections are approaching. CUCSA Jr. Delegate is one position on this year’s ballot. The Council was encouraged to remind colleagues of this rewarding opportunity.

Action: *No action required.*

Statements of Subject – Community Relations Report

Main Points – Wiley presented the following updates:

- Harvest Food Bank, March 20th – Additional evening hours are now open to volunteers. Waitlisted volunteers will be given priority, but the opportunity is still available to all staff.
- The following are additional upcoming events:
 - 4/16, Orange County Rescue Mission (landscaping and maintenance)
 - April TBA, Irvine Ranch Conservancy (weeding non-indigenous plant life)
 - 6/18, Orange County Food Bank (food box assembly line work)
 - August TBA, Back-to-school Backpack Stuffer Event
 - 9/17, Orange County Rescue Mission (projects to be determined)
 - December TBA, Helping Hands and Olive Crest Stocking Stuffer Event
- Subcommittees are currently working to facilitate opportunities in the following areas: UCI arboretum assistance, beach clean ups, and Campus/surrounding community clean ups.
- The Council suggested special invitations be made to Leadership, for an opportunity to join staff in their mission to promote the importance of public service through volunteerism.

Actions:

Wiley will forward to the Council information pertaining to the additional Second Harvest volunteer opportunity.

Puritz will forward to Wiley contact information for outdoor activity planning.

Fix will forward to the Council information for a possible charity opportunity hosted by Bacchus Secret Cellar.

Statements of Subject – Education and Enrichment Report

Main Points – Prentice reconfirmed the following events:

- 5/19, Thomas Parham on How to Manage Stress and Maintain Balance
- 6/8, Lowell Habel on Effective Communication Skills. Dates will be announced to the campus as they are confirmed.

Action: Prentice to e-mail Take Back The Night event information, hosted by UC Irvine's Campus Assault Resources and Education (CARE) unit.

Statements of Subject – Finance Report

Main Points – Review of the financial report was deferred to the next meeting. The following was discussed:

- Nunez provided verbal updates to the Council.
- McWilliams reviewed Staff Assembly budget meeting that took place between McWilliams, Fahr, Dacanay and Nunez.

Action: Nunez to assist Dacanay in completing the February 2011 financial report.

Statement of Subject – Marketing Report

Main Points – Fix presented a marketing update.

- ZotMails were sent out for the following:
 - Men's Basketball, 2/15
 - CACSS Staff Engagement Town Hall Dialogue, 2/16
 - Hoop It Up/Men's Basketball, 2/24
 - Excellence in Leadership Award Nominations, 3/16
 - Pancake Breakfast, 3/17
 - LA Galaxy vs New England Revolution, 3/20
 - Anaheim Ducks vs Calgary Flames, 3/20
 - Lunchtime Forum with Dr. Michael Gottfredson, 3/21
 - 2011 Healthy to 100 & Beyond Challenge and Lecture Series
 - Reminder: Excellence in Leadership Award Nominations, 3/16
 - Reminder: Pancake Breakfast, 3/17
- The Winter 2011 Flyer was reviewed.

Action: No action required.

Statements of Subject – Scholarship Report

Main Points – Prentice reported the following:

- Four Career Enhancement Scholarships to be awarded for fiscal year 2010-2011, each in the amount of \$200.
- Fundraising efforts are underway. Updates will be provided as events are confirmed.

Action: No action required.

Statement of Subject – Staff Appreciation Report

Main Points – Puritz discussed the following:

- Upcoming events:
 - Pancake Breakfast, 3/17
 - LA Galaxy vs New England Revolution, 3/20 (portion of proceeds to be allocated to the Career Enhancement Scholarship fund.)
 - Anaheim Ducks vs Calgary Flames, 3/20
- Event planning:
 - Angels Baseball, two nights TBA
 - Knott’s Berry Farm, reduced ticket prices for staff
 - Sunset Kayaking and Stand Up Paddling
 - 2011 Staff Picnic, 9/1

Action: No action required.

Statements of Subject – Staff Service Awards

Main Points – Fahr confirmed herself, Balanza, Collette, Ramirez and Nunez will convene as a sub-committee to review and select the 2011 Excellence in Leadership Awards recipients. The sub-committee will also serve as Staff Assembly liaisons, to Human Resources, and assist in the coordination of the 2011 Staff Service Awards taking place Thursday, June 2nd.

Action: No action required.

Statements of Subject – Web Communications Report

Main Points – No updates to report.

Action: No action required.

Statement of Subject – Vice Chair’s Report

Main Points: Fahr discussed the following:

- UC Day in Sacramento, March 1st – Fahr shared the following:
 - UC Irvine Delegation of 20 well received, representing Staff, Faculty, Students and Alumni. Had opportunity to meet with various key UC individuals as well as state legislators to discuss the state’s budget impact on the University of California.
 - Key Talking Points:
 - Minimize the damage to the University of California by reducing the proposed \$500 million cut to \$300 million and allow the University flexibility in allocating cuts;
 - Commit to finding a long-term, stable funding solution for UC so students and their families can plan their education expenses with more certainty;
 - Give equitable treatment to UC relative to other state-funded programs;
 - What California needs now is education, innovation and jobs. “An investment in UC is an investment in California”.
- Excellence in Leadership Award – Fahr reminded the Council of the 3/16 Nomination deadline.
- Spring Leadership Conference – The conference, Hosted by Human Resources, is scheduled for March 23rd. Looking for volunteers to help staff our table.
- Wellness and Safety Fair – To take place this year on May 18th at the ARC. As date approaches will solicit volunteers to help staff our booth.

- 2011-2012 Council meeting location – discussion took place in which the council agreed to rotate next fiscal year’s monthly council meeting locations amongst council members.
- 2011-2012 Staff Assembly Council Nominations and Elections are approaching. The following elected and appointed positions will be open:
 - Vice Chair
 - Finance Chair-Elect
 - CUCSA Jr. Delegate
 - Scholarship Chair
 - Marketing Communications Chair
- Paige Macias, Interim Assistance Vice Chancellor, Human Resources, will attend the next Council meeting. Send questions ahead of time to Fahr otherwise questions will be addressed during the meeting.

Actions: No action required.

The meeting was adjourned at 2:00 p.m.

The next Staff Assembly Council meeting will be held on Thursday, April 14th from 12:00 p.m. to 2:00 p.m. in Location TBA.