

## Staff Assembly Council Meeting Notes March 13, 2003

### SA Representatives:

Chair	Lorrie Minkel	Present
Vice Chair	Penny White	Present
Immediate Past Chair	Mike Delo	Present
Finance	Katherine Carpenter	Present
Council Communications	Linda Halsey Arias	Present
Election, Rules & Jurisdiction	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Lynda Brewer	Present
CUCSA (Jr.)	Raschel Greenberg	Present
Campus At Large	Patricia Realo	Present
UCIMC At Large	Sandra Longnecker	Absent

### Standing Committee Representatives:

Communications & Publications	Alison Strong	Present
Scholarship	Ramona Agrela	Present
Staff Appreciation (interim)	Leora Fellus	Present
Training & Development	open	
Workplace Issues (co-representatives)	Jeri Frederick	Present
	Candice Garretson	Absent

### Other Staff Members:

Jacqueline Gadois, Distribution Services

### Statement of Subject -- Call to Order and Approval of Minutes

Main Points –The meeting was called to order. Meeting notes from February 13, 2003 were distributed and approved.

### Statement of Subject – Monthly Meeting with Executive Vice Chancellor

Main Points – Discussion from the February 25 meeting with the EVC was presented, including the Staff Assembly Excellence in Leadership Award. A web-based suggestion box for soliciting input from staff on cost saving ideas will be announced at the March general meeting. The next EVC meeting is scheduled for March 25. A suggested topic is an increase in the number of subsidized spots for staff in campus day care.

### Statement of Subject – Web Site Update

Main Points – Jacqueline Gadois gave a visual presentation of the Staff Assembly web site, which will debut at the general meeting in late March. Natalie Alexander will be the site administrator. Limited individuals will have universal edit access. It was commented that the water cooler pages are old and have outdated links. It was clarified that new hire staff are automatically added to the staff assembly zotmail list.

- **Action: Review the first page to incorporate suggestions.**
- **Responsibility: Alison Strong.**

### Statement of Subject – QCC

Main Points – The Chancellor has agreed to host another luncheon for new and returning QCC program members. It was agreed that QCC should be coordinated with the campus service awards, like last year. It was suggested that a committee be formed to oversee QCC in the future.

### Statement of Subject – Vice Chair Update

Main Points – The annual general meeting is scheduled tentatively for Friday, March 28. Ron Stern and Mark Warner are unable to attend as speakers. It was suggested that Anne Fink

be the featured speaker and give a presentation on her experience serving on the UCRP Board. It was also suggested that a message be sent (via Pat Thatcher) to UCIMC staff to publicize Staff Assembly and provide instructions for getting on the list serve.

#### **Statement of Subject – Staff Appreciation Committee**

Main Points – The annual pancake breakfast is scheduled for April 29 from 7:30 to 9:30 AM. It was suggested that managers be recruited to serve. A staff night has been scheduled at the UCI vs. Hawaii baseball game on May 21.

#### **Statement of Subject – Financial Update**

Main Points – Katherine Carpenter distributed a financial report(1) for the period through February 2003. Approximately \$4K is available for this year's scholarship program.

#### **Statement of Subject – Workplace Issues Committee**

Main Points – The issue of telecommuting guidelines was raised at the last committee meeting. At a recent CACSS meeting, there was interest in learning about how to take advantage of the fee reductions for staff who enroll as students at UCI. The fee reduction of 2/3 is actually paid by the employee's Department and subject Departmental approval. Guidelines are different, depending upon whether employees enroll in graduate or undergraduate programs. It was agreed that the guidelines should be clarified and publicized. A report on UC-wide faculty-staff programs is forthcoming.

#### **Statement of Subject – Representative At-Large Updates**

Main Points – Campus representative, Patricia Realo, is working on a one-page brochure.

- **Action: Solicit similar materials from the other UC campuses.**
- **Responsibility: Raschel Greenberg.**

#### **Statement of Subject – Scholarship Committee**

Main Points – The staff assembly scholarship program can be reopened for the coming year.

- **Action: Revise the due date on the web-based scholarship application.**
- **Responsibility: Ramona Agrela.**

#### **Statement of Subject – CUCSA**

Main Points – CUCSA is revising their mission statement and by-laws. The revision will be made available so that Council can determine whether our own mission statement and by-laws should be altered. Raschel Greenberg announced that she is resigning her CUCSA post effective June 7. Lynda Brewer will assume the junior CUCSA position to finish the year and will resume the senior position next year. Council will recruit for a new junior representative during the upcoming election. The June 4-6 CUCSA meeting at UCI will highlight our Communications and CACSS programs. Regent Michael Morse will attend. The Chancellor is scheduled to speak at the University Club on Thursday. Staff are encouraged to attend.

#### **Statement of Subject – Communications Committee**

Main Points – Plans are in place to publicize the pancake breakfast, baseball game, and June CUCSA meeting.

#### **Statement of Subject – CACSS**

Main Points – Concern was expressed about issues getting back to campus administration. Similar issues are raised at all of the neighborhood meetings. A request to the EVC to fund the purchase of service award gifts, previously provided by the Office of the President at no cost to us, was approved.

**Meeting adjourned -- Next meeting is scheduled for Thursday, March 13 from 2:30-4:30 PM, at Student Center room Emerald Bay B.**

## Summary of 2002-2003 Meetings

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUCSA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.
- July 23 – Met in 169 HIB, New members, Staff picnic, Goal setting.
- August 8 – Met in 4135 FRH, New member, Staff picnic, June CUCSA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.
- September 12 - Met in 404 ADM, Campus budget, CACSS, Staff appreciation committee, Scholarship committee, Finance update, Communications and publications committee, CUCSA, Tree Plaque, EVC.
- October 10 - Met in 3161 EG, EVC, Budget shortfall, Finance update, Scholarship committee, Commemorative tree, Training and development committee, Representative at large issues, CUCSA, Staff appreciation committee, Holiday staff helping hands program, Encouraging the vote.
- November 14 – Met in 107 ADM, EVC, Training and development, Workplace issues, At large issues, CUCSA, Staff appreciation committee, A&PW, QCC, Scholarship committee, Leadership recognition program, Web site update, UCIMC ARISE program.
- December 12 – Met in 107 ADM, EVC, Financial update, Holiday dinner cruise, Workplace issues, Training and development, At large issues, Scholarship committee, CUCSA, Web site update, A&PW, CACSS.
- January 9 – Met at Gottschalk Medical Plaza 2<sup>nd</sup> floor conference room, EVC, Trip III Program, 24-Hour Fitness contract, Financial update, Workplace issues, Communications and publications, Training and development, Staff appreciation committee, Helping Hands program, CUCSA.
- February 13 – Met at Library 570, EVC, Vice Chair's update, CUCSA, Communications and publications, Financial update, Scholarship committee, Training and development, At large issues, Staff appreciation committee, A&PW, QCC, Civility.
- March 13 – Met at 107 ADM, EVC, Web site update, QCC, Vice chair update, Staff appreciate committee, Financial update, Workplace issues, At large issues, Scholarship committee, CUCSA, Communications committee, CACSS.