Staff Assembly Council Meeting Minutes
March 13, 2014

SA Representatives:
Chair Jason Valdry present
Vice Chair Dahlia Aguirre present
Immediate Past Chair DeeDee Nunez present
Finance Chair Vacant
Finance Chair-Elect Lauri Newell absent
Council Communications and Special Programs Officer Amy Fujitani present
CUCSA (Sr.) Stephanie Fix present
CUCSA (Jr.) Gerson Gomez present

Standing Committee Representatives:
Community Relations Megan Vu absent
CUCSA Alumni Representative Raschel Greenberg present
Education and Enrichment Kirstin Brehm absent
Marketing Greg Ruth absent
Scholarship Thu Pham absent
Staff Appreciation Mike Puritz absent
Jennie Clacken absent
Joani Harrington present
Web Communications Jeremy Thacker present
Adriana Collins present

Ex-Officio Representatives:
Human Resources John Daly absent
A&PW Amy Ruth absent

Other Attendees:
Past Chair Ingrid Fahr present

Statement of Subject – Call to Order
Main Points: The meeting was called to order by Valdry at 12:02pm.

Statement of Subject - Welcome and Introductions
None.

Statement of Subject - Approval of Minutes
None

Statement of Subject: Report on Executive Meetings
Main Points- Valdry reported on the following:

- Valdry informed the committee that all his meetings were cancelled due to Chancellor’s pending departure.
- Valdry announced that University Advancement is initiating a staff-based giving campaign and contacted him to meet to discuss how Staff Assembly can get involved. The campaign is set to kick off on April 1 and is estimated to last until the end of the year.
Statement of Subject: Vice Chair’s Report
Main Points- Aguirre reported on the following:
  • Aguirre asked the committee if anyone would be willing to coordinate the “Kick off summer BBQ”. Harrington volunteered one of her committee members named Sandy.

Statement of Subject: Special Topics
Main Points- Aguirre reported on the following:
  • Committee to Advise President Napolitano on the Selection of the Chancellor
    o Comprised of members from Staff Assembly and CACS, this committee was assembled to voice the needs and desires of non-represented staff to the chancellor selection committee. She added that the advisory committee was explicitly directed to not represent staff members who are part of a union as their concerns are already voiced through their unions.
    o Currently, the advisory committee’s aim is to reach as many non-represented staff as possible to best understand the qualities and characteristics they would like to see in the new chancellor.
    o Valdry added that people can submit nominations for the next chancellor by emailing UCIChancellorSearch@ucop.edu
  • Excellence in Leadership
    o Aguirre announced that the committee that an email call for nominations will be sent shortly for this year’s Excellence in Leadership award. Nominations will be accepted through April 11, 2014.
    o Aguirre informed the committee that she changed the competencies slightly to make them more distinguishable from one another.
    o Aguirre requested four volunteers for the selection committee. Fix, Greenberg and Fahr volunteered.

Statement of Subject: Finance
Main Points- Valdry reported on the following in Newell’s absence:
  • Carry-forward funding requests and voting:
    o Valdry announced that he removed the End-of-year BBQ line item as he plans to approach Ramona’s office about it first.
    o Valdry reiterated his goal to reduce carry-forward for the next fiscal year.
    o Valdry asked if there were any objections to the proposed budget.
      • Gomez requested to hold the Staff Campus Challenge (S2C) line item due to lack of time to properly organize and execute the event by the end of the fiscal year.
  • Budget requests for 2014-2015:
    o Valdry asked that committee chairs submit their budget requests for next year by the end of March so he can send the finalized request in May.

Action:

Statement of Subject – Scholarship Report
Main Points –Fix reported on the following:
  • Fix noted that the bake sale was a success, but that Pham will need to update the committee at the next meeting.

Action:
Statements of Subject – Marketing Communications
Main Points – Valdry reported on the following:
  • Nothing new to report

Action:

Statements of Subject – Education & Enrichment
Main Points – Valdry reported on the following:
  • Nothing new to report.

Action:

Statements of Subject – Web Communications Report
Main Points – Thacker and Collins reported on the following:
  • Thacker informed the committee that the new Staff Assembly page is still in the planning stages, but that he and Collins hoped to capture the new “UCI Style” that many UCI websites are adopting. Unfortunately, they are encountering issues with the platform.
  • Collins noted that, in reviewing other UC campus’ Staff Assembly pages for content ideas, she noted that some had a bio and photo for each committee member under the “About Us” section in addition to links to staff resources. As such, she requests that committee members send her links to important, or hard-to-locate, staff resources that may not be easily accessible through staff sites such as SNAP.
    o Fix circled back to the question of photos and suggested that professional photos of Staff Assembly chairs be taken for the website as she has contacts in her office that can facilitate this. She will clear it with her supervisor and inform the committee prior to the next meeting.
    o Collins requested that members submit their bio, including years of service, position, UCI volunteer work, etc. It should be no more than six sentences.
    o Collins also requested that members send her any Staff Assembly photos from past events for the website.

Action:

Statement of Subject: CUCSA Report
Main Points- Fix and Gomez reported the following:
  • Fix and Gomez recently returned from the CUCSA meeting last week. Please refer to CUCSA Meeting notes.

Action:

Statements of Subject – Staff Appreciation Report
Main Points – Puritz reported on the following:
  • Nothing new to report.

Action:

Statements of Subject – Council Communications Report
Main Points – Amy:
• Nothing new to report.

**Action:**

**Statements of Subject - Community Relations Report**
**Main points - Andress-Delaney** reported on the following:
• Nothing new to report.

**Action:**

**Statements of Subject - Ex-Officio Reports**
**Main points - Ruth and Martinez** reported on the following:
• Nothing new to report.

**Action:**

The meeting was adjourned at 1:29 PM

The next meeting is scheduled on Thursday, April 10, 2014 at University Extension 110 Theory, Suite 250.