

**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
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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
 - 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.
 - 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.
 - Valdry added that people can submit nominations for the next chancellor by emailing UCIChancellorSearch@ucop.edu
- Excellence in Leadership
 - 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.
 - Aguirre informed the committee that she changed the competencies slightly to make them more distinguishable from one another.
 - 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:
 - Valdry announced that he removed the End-of-year BBQ line item as he plans to approach Ramona’s office about it first.
 - Valdry reiterated his goal to reduce carry-forward for the next fiscal year.
 - 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:
 - 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.