Staff Assembly Council Meeting Minutes
March 8, 2012

SA Representatives:

Chair	Ingrid Fahr	present
Vice Chair	DeeDee Nunez	present
Immediate Past Chair	Stephanie-Jean Hinojosa	absent
Finance Chair	Vacant	
Finance Chair-Elect	Mindy Han	present
Council Communications	Vacant	
CUCSA (Sr.)	Patricia Collette	absent
CUCSA (Jr.)	Jason Valdry	absent

Standing Committee Representatives:

Community Relations	Diane Dunn	present
	Andrea Wiley	present
Education and Enrichment	Dahlia Aguirre	present
Marketing	Stephanie Fix	present
Scholarship	Thu Pham	present
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Staff Appreciation	Mike Puritz	absent
Web Communications	Henry Balanza	present

Ex-Officio Representatives:

Human Resources	Paige Macias	absent

Other Attendees:

Statement of Subject – Call to Order
Main Points: The meeting was called to order by Fahr at 12:10 p.m

Statement of Subject - Approval of Minutes
Main Points – The minutes from the February meeting were just received, will send out for review. Minutes for January meeting were approved.

Action: Minutes will be sent to Henry Balanza to post as a pdf on Staff Assembly website.

Statements of Subject –As Offered by Chair
Main Points – Fahr discussed the following:

- Council changes: Thu Pham was offered the position of Scholarship Chair, which she accepted and is now formally appointed to the role.

Statements of Subject – Report on meeting with Chancellor/EVCP/AEVC
Main Points – Fahr reported that the budget work group is currently meeting, therefore, no update to provide at this time. System-wide all locations are meeting with President Yudof to discuss each location's budgetary needs and requests. UC Irvine meeting is taking place mid-February, once that information can be made public it will be shared with the Council.

Fahr reported the next meeting with the Chancellor is scheduled for March 15th:
Fahr reported that the following topics were discussed with the AEVC:

- Mike Arias asked that Staff Assembly Council please continue to relay concerns from departments or units with regard to staff participation. It is understood that there may be an impact to departments , but there also is a great benefits to departments as well.

- Fahr mentioned the possibility of resuming Staff Assembly presentations to increase awareness and marketing of our events, programs and the leadership opportunities among the other benefits of actively participating.

Action:

Statements of Subject –Special Projects

- Main Points – Fahr discussed the Advocacy Efforts, write-in days, which was co-hosted by CACCS, Government Relations and Human Resources last year.
    - Due to referendum not getting on the ballot, rather than a write-in, we may have a Voter Registration Day. Would encourage voter registration, voting and educating on related impacts. The event could possibly take place at the Wellness Fair, since Staff Assembly will have a table.

Statements of Subject – Vice Chair's Report

Main Points – Nunez reported on the following:

- Excellence in Leadership Awards
    - Nominations will be due March 16th.
    - First Zotmail has been sent out and a reminder was scheduled to go out March 8th. The Zotmail was more detailed than before and included examples. Have yet to receive one nomination, only a few inquiries.
    - Nunez reported that Mike Arias stated no nominations may be due to a tough budget, people are busy and don't have time or people are in a funk and don't feel like nominating.
    - Nunez attempted to get on the ASM agenda, but their agenda could not accommodate her request.
    - The EVC will also mention the nomination process to Deans, Assistant Deans, and Department Chairs to encourage nominations from all departments.
- Elections
    - Elections will be held in April. Zotmail to go out on March 19th. Will have information to Stephanie by the 9th. A reminder Zotmail to go out March 26th. Henry will have ballot ready on April 9th.

Action: Nunez to forward The Zotmail to Council Members to forward to 3 colleagues on campus.

Statements of Subject – As Offered by Chair

Fahr encourages all to help increase awareness of the Excellence in Leadership Nominations by word of mouth. Tell at least three colleagues on campus to help get the word out.

Statement of Subject – Finance

Main Points – Hahn gave an overview on the status of the Staff Assembly Budget.

- Hahn reported a deposit of $103.25 from the See's Candy Sale for Valentine's Day.

Action:

Statement of Subject – Marketing Report

Main Points: Fix reported the following:

- Reminder zotmails were sent out EIL, Pancake Breakfast and Spring Form Reminder

Action: Fix to send out zotmails for:
Education: Calit2 3/9/2012
OC Rescue Mission 3/13/2012
Pancake Breakfast Reminder 3/13/2012
Elections: Nominations 3/19/2012
Elections: Nominations Reminder 3/26/2012
ByLaws TBD
Elections: Voting 4/9/2012

Statements of Subject – Community Relations
Main Points – Wiley and Dunn reported on the following:

- The March event is canceled as UCI Mind has decided to use professional staff to work this event.
- The April event is confirmed with the Orange County Rescue Mission City of Hope. In the midst of confirming additional information and duties.
- Huntington Disease Society of America was previously on hold for September; This will only be open to committee members only due to Second Harvest event already scheduled.
- June event, Orange County Food Bank is confirmed, just need to confirm the time.
- Wiley stated they were struggling with committee member commitment. Once an event has already been established/done before, then it is okay.
- Wiley stated the work being done with a vendor for community relations, staff assembly t-shirts. 150 shirts have been ordered.

Action:

Statements of Subject – Education
Main Points – Aguirre reported the following:

- There will be an event for March. The Calit2 Technology Tour will be held on March 22nd.
- Aguirre will meet with Sherry Main regarding Staff Assembly and using social media to promote it's events. Rather than create Staff Assembly's own accounts, will follow up with Sherry to see how we can use UCI accounts that have already been established and are currently being maintained.

Action: Aguirre, to sent Zotmail info to Fix and Balanza for March Event.

Statements of Subject – Scholarship
Main Points – Fahr reported the following:

- Of the 7 recipients elected by the Scholarship Selection Committee, 4 recipients have replied to the initial notification. 1 indicated they no longer needed the funds as their department paid for their course.

Action: Fahr is following-up with Accounting Office to obtain current tax form.

Statement of Subject – Staff Appreciation Report

Main Points: Wiley reported the following on behalf of Puritz:

- Spring quarter Arts Night performances selected- May 17th, Old Maid and The Thief and June 5th, Dames at Sea. We will have a total of 50 free tickets for Staff.
- UCI Men's Basketball game on February 15th- 345 tickets reserved, 112 attended. Numbers were affected by rain that night.
- UCIMC organized the Duck's hockey game on March 2nd. 175 staff purchased tickets.
- Pancake breakfast at the UClub- Friday, March 16th from 6:30 -9am. Chancellor Drake will give a brief talk and assist in handing our door prizes.
- UCI Staff night at Angel's baseball game – Sunday, July 22nd. Waiting for online ticket link from Angels. UCI staff get 50% off ticket prices.
- Battle of the Bands, Staff vs. Faculty- new event. Date changed to Tuesday, June 19th from 5:30pm-7:30pm. Waiting for Aldrich Park confirmation. Once confirmed announcements will go out on Campus and Medical Center.
- Staff Picnic- proposed date is Thursday, August 30th. Waiting on Aldrich Park confirmation. Preparing online theme suggestion EEE survey that will be followed by EEE survey to select theme.

Action:

Statements of Subject – Web Communications Report

Main Points: Balanza gave a brief report

- Continue to use form so that we will be able to create templates.
- Switch has been made to google sites for wiki. Tutorials on video. Henry will research this and other applications/ options available to Staff Assembly and will report back on his findings.
- Continue to check pages and make sure they have been updated.

Action:

Statement of Subject – Special Projects

Main Points: Information came in via email:

For the EVCP Forum on 3-14:

- One zotmail sent out two weeks ago. Notice included in the brief a day ago. One more reminder zotmail to go out today. Not too many signed up but we realized that the UCLC LINK was not
  included in the first zotmail, hence sending a reminder today. We have 1030 HG reserved starting at 11am. I will bring refreshments. Please ask all who can help me to let me know via email arrive at 11am?
- For the Meal with Mike on 3-21: We have 8 (eight) people currently signed up. Might just meet and greet but not stay for lunch.

Action:

The meeting was adjourned at 1:55PM.