

Staff Assembly Council Meeting Minutes
May 12, 2011

SA Representatives:

Chair	Stephanie-Jean Hinojosa	absent
Vice Chair	Ingrid Fahr	present
Immediate Past Chair	Deborah McWilliams	absent
Finance Chair	Christine Dacanay	absent
Finance Chair-Elect	Dee Dee Nunez	absent
Council Communications	Amy Vo	present
CUCSA (Sr.)	Jan Serrantino	absent
CUCSA (Jr.)	Patricia Collette	absent

Standing Committee Representatives:

Community Relations	Andrea Wiley	present
Education and Enrichment	Monica Prentice	absent
	Erik Ramirez	absent
Marketing	Stephanie Fix	present
Scholarship	Monica Prentice	absent
Special Projects	Jeri Frederick	absent
	Sandra Longnecker	absent
Staff Appreciation	Mike Puritz	absent
Web Communications	Henry Balanza	present

Other Attendees: Dahlia Aguirre, Human Resources

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Fahr at 12:10 p.m.

Statement of Subject – Welcome and Introductions

Main Points: Council Members were introduced to guest attendee Dahlia Aguirre of Human Resources.

Statement of Subject – Approval of Minutes

Main Points: Motion to approve minutes from the meeting held on Thursday, April 14th was deferred to the next Council meeting.

Action: *Fahr will reach out to the president of the Academic and Professional Women of UC Irvine (A&PW) Committee.*

Statement of Subject – Report on Executive Meetings

Main Points: Fahr announced the next meeting scheduled with Executive Vice Chancellor and Provost (EVC&P) Michael Gottfredson and will follow-up with appropriate council members scheduled to attend the upcoming executive leadership meetings.

Action: *Fahr to will follow-up on upcoming agendas for Executive meetings and send reminders to involved Council members.*

Statements of Subject – Special Topics Report

Main Points – Fahr reported the following:

- Fahr working with CACCS and Community and Government Relations Office, to facilitate marketing of Staff Advocacy Days.
- Staff Assembly to help facilitate advocacy write-in events on Tuesday, 5/17 11:00a – 1:00p and Thursday, 5/19 3:00p – 6:00p.
 - Submissions will be forwarded to local legislature; additional details will be provided at the write-in events.

Action: *Fahr will follow-up to verify the status on marketing for advocacy events.*

Statement of Subject – Vice Chair’s Report

Main Points – Hinojosa discussed the following:

- 5th Annual Wellness and Safety Fair will be held on 5/18.
 - An overview of the event was provided.
 - Fahr solicited volunteers, to assist with various tasks.

Action: *Council Members available to volunteer at the 5th Annual Wellness and Safety Fair should contact Fahr.*

Statements of Subject – Finance Report

Main Points – The Finance report was deferred to the next Council meeting.

Action: *No action required.*

Statements of Subject – Council Communications Report

Main Points – A. Vo advised Committee Chairs to review the Council’s Google™ calendar and requested additions be forwarded to her attention.

Action: *Vo will follow-up with Balanza, to discuss member access to the Council’s Google™ calendar.*

Statements of Subject – Community Relations Report

Main Points – Wiley discussed the following:

- Reminder: OC Food Bank event, 6/18
- Volunteer enrollment for larger events would be more easily accessible, if an automated enrollment process was made available to staff. Wiley requested Balanza to provide insight and assistance on the matter.

Actions: *Balanza will meet with Wiley to design an automated enrollment application available via the Staff Assembly website.*

Statements of Subject – CUCSA Report

Main Points – The CUCSA report was deferred to the next Council meeting.

Action: *No action required.*

Statements of Subject – Education and Enrichment Report

Main Points – Fix reconfirmed the following event:

- 5/19, Thomas Parham, *How to Keep People From Pushing Your Buttons*

Action: *No action required.*

Statement of Subject – Marketing Report

Main Points – Fix presented a marketing update.

- ZotMails were disseminated for the following:
 - Staff Assembly Elections, 4/22 5:00pm voting deadline

- Reach Further: Getting More From Fitness and Flexibility, 4/27
- American Cancer Society: Relay for Life, 4/30
- UCI Baseball Night, 5/4
- LA Galaxy Soccer, 5/7
- Meals With Mike, 5/12
- Angels Baseball, 5/22 and 8/3
- Save the Date: Staff Picnic, 9/1
- ZotMails will be disseminated for the following:
 - Thomas Parham discussion, 5/19
 - Meals With Mike, 6/1
 - Volunteer Opportunity: OC Food Bank, 6/18
 - Sunset Kayaking, 6/6-8

Action: *No action required.*

Statements of Subject – Scholarship Report

Main Points – The Scholarship report was deferred to the next Council Meeting.

Action: *No action required.*

Statement of Subject – Staff Appreciation Report

Main Points – Wiley discussed the following:

- 2011 Staff Picnic theme suggestions may be submitted online through 5/31
- Knotts Berry Farm Staff Day
 - Summer date to be determined.
 - Prices for adults will \$42.99, children 31.99; price includes entry and admission to a hosted all-u-can-eat buffet lunch.
 - Tickets will be available at UCItems
- Branded give away items will be provided to staff at the 5th Annual Wellness and Safety Fair on 5/18.

Actions:

Wiley will follow up with Hinojosa to discuss the Appreciation Events vendor and its deadline to submit orders.

Fahr will follow-up with the Excellence In Leadership Award Committee, to assign volunteer roles.

Statements of Subject – Staff Service Awards

Main Points – Fahr reminded that four winners and nominees of the Excellence in Leadership award will be announced at the 2011 Staff Service Awards, to be held on June 2nd.

- Registration opens at 8:30a; the ceremony will be held 9:00a – 10:30a.
- Four winners will be presented the Excellence in Leadership award.
- Planning Subcommittee continues to finalize presentation details; included will be an appearance by Peter the Anteater and a staff photo montage.
- Aguirre requested Council volunteers to assist at the awards ceremony.

Actions:

Excellence In Leadership Subcommittee to arrive by 730a on June 2nd, at the Staff Service awards.

Council Members available to volunteer at the Staff Service Awards should either sign-up by today, May 12th, or contact Dahlia Aguirre for a volunteer assignment. All volunteers expected to arrive by 7:30am to help set-up.

Statements of Subject – Special Projects Report

Main Points – The Special Projects Report was deferred to the next Council meeting.

Action: *Vo will e-mail Frederick to confirm June Meals with Mike date and subsequent scheduled lunches.*

Statements of Subject – Web Communications Report

Main Points – Balanza reported the following:

- Staff Assembly website continues to be upgraded; template accessibility is currently being tested.
- Wiki™ site was updated by Balanza to initiate uploading of Council archives and working documents; Committee Chairs were strongly encouraged to immediately utilize the site's storage capacity.
- UC Irvine's Electronic Educational Environment (EEE) may serve as an interim enrollment resource for Staff Assembly sponsored events. Further discussion will be initiated at the next Council meeting.

Actions:

Balanza will provide to Hinojosa an update on the implementation of the new Staff Assembly website.

Balanza will provide ongoing updates, on the status of the Staff Assembly Wiki™ site project.

Council Members will meet with Balanza and complete their committee information upload by June 30, 2011. Council members having any problems with completing this project on time are encouraged to reach out to Hinojosa or Fahr.

The meeting was adjourned at 1:30 p.m.

The next Staff Assembly Council meeting will be held on Thursday, June 9th, from 12:00 p.m. to 2:00 p.m. in 107 Aldrich Hall.