

**Staff Assembly Council Meeting Minutes
May 8, 2014**

SA Representatives:

Chair	Jason Valdry	present
Vice Chair	Dahlia Aguirre	present
Immediate Past Chair	DeeDee Nunez	absent
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
	Laurie Andress-Delaney	present
CUCSA Alumni Representative	Raschel Greenberg	absent
Education and Enrichment	Kirstin Brehm	present
Marketing	Greg Ruth	present
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	absent
	Jennie Clacken	absent
	Joani Harrington	absent
Web Communications	Jeremy Thacker	present
	Adriana Collins	present

Ex-Officio Representatives:

Human Resources	John Daly	absent
A&PW	Amy Ruth	present

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 12:05pm.

Statement of Subject - Welcome and Introductions

None.

Statement of Subject - Approval of Minutes

Stephanie Fix motioned to approve the meeting minutes from February, March and April 2014.

- o Laurie Andress-Delany: Seconded
- o Vote: 11 yes, 0 no, 0 abstain

Statements of Subject: Report on Executive Meetings

Main Points- Valdry reported on the following:

- Staff Assembly was asked to help with ticket distribution for the President Obama commencement ceremony.
 - o Valdry informed the council that no official decision has been made regarding how tickets will be distributed, but heard that staff, faculty and alumni will be able to request

tickets. He added that there will be limited tickets available; as such, he recommended people keep an eye out for the ticket call.

- o Fix inquired if members of staff assembly council will be able to reserve tickets. Valdry responded that there is no guarantee council members will be able to reserve tickets.
- o Valdry encouraged those interested in attending to check the Commencement website (www.commencement.uci.edu) for security requirements. He added that the ceremony may also be streamed online the day of the event.

Statements of Subject: Vice Chair's Report

Main Points- Aguirre reported on the following:

- 8th Annual UCI Faculty and Staff Wellness and Safety Fair
 - o Aguirre announced that they are looking for volunteers to host walk for the Wellness fair. She added that it is a comfortable 15-20 minute walk, accompanied by a member of campus tours. If interested, please let Aguirre know what time you would like to host a walk.
- Excellence in Leadership Awards (EILA)
 - o Aguirre informed the council that the EILA winners will be announced at the Staff Appreciation awards on June 11, 2014. She will email council members additional details as they will need assistance with the check-in and ushering that day.

Statements of Subject: Special Topics

- No special topics to report.

Statement of Subject – Marketing Communications

Main Points – Greg reported on the following:

- Nothing new to report.

Action:

Statement of Subject – Education & Enrichment

Main Points – Brehm reported on the following:

- Brehm recently added two new members to her committee who were interested about the home brewing workshop and a possible beer tasting at Anthill Pub events. She added that she may need help finding rooms for some of the activities.
- Andress-Delany commented that she has a list of free rooms that are available to book and will share it on Google drive for council members to reference.

Action: Andress-Delaney will share room list via Google Drive.

Statement of Subject – Web Communications Report

Main Points –Thacker and Collins reported on the following:

- Thacker informed the council that there are issues with the Cascade server this week. As such, there may be some delays.

Action:

Statements of Subject: CUCSA Report

Main Points- Fix and Gomez reported the following:

- Fix reported that CUCSA's final meeting is in June which also means that work group reports are due as well.
- Fix confirmed that Gomez is finalizing hotel accommodations for the September meeting that UCI is hosting, adding that they will need volunteers for this meeting.
- Gomez reminded council members that the Junior CUCSA delegate position will be available, adding that it is a 2-year commitment.

Action:

Statements of Subject – Staff Appreciation Report

Main Points – Staff Appreciation was not present.

Action:

Statement of Subject – Council Communications Report

Main Points – Fujitani reported on the following:

- Fujitani asked council members for suggestions to ensure staff turn out to Lunch with Leadership events is at 100% in light of the poor attendance to the event with Vice Chancellor Belmont.
 - o Aguirre suggested that the host request attendees RSVP again the week of the event to confirm their attendance.
 - o Fahr suggested that the host reach out to Staff Assembly members if they need additional guests at the very last minute.
 - o Andress-Delaney added that, whenever possible, to schedule the event in the Library as UClub staff can ensure attendees are seated at a round table which is more conducive to conversation.
- Fujitani asked council members if they had any speaker suggestions for next year.
 - o Fahr asked if the consensus was to maintain the speakers at the Vice Chancellor level or higher. Valdry responded that some members discussed including Deans as invited speakers but that, as long as interest remained high for the current roster of speakers, that there was no need to make any changes.

Action:

Statement of Subject - Community Relations Report

Main points - Andress-Delaney reported on the following:

- Andress-Delaney stated that she added two new committee members to her group.
- Andress-Delaney reminded the council that Megan Vu is stepping down from her position in June. As such, Andress-Delaney invited members to suggest possible co-chairs.

Action:

Statement of Subject: Finance

Main Points – Finance was not present.

- Nothing new to report.

Action:

Statements of Subject – Scholarship Report

Main Points – Scholarship was not present.

- Nothing new to report.

Action:

Statement of Subject - Ex-Officio Reports

Main points – Medical Center was not present. Ruth reported on the following:

- Ruth reminded the committee that A&PW's next lunchtime seminar series features Deborah Vandell, Founding Dean of the School of Education.

Action:

Statements of Subject – As offered

Main points – Valdry reported on the following:

- Valdry confirmed that, once elections are complete, new officers will have their photos taken in June.
- Fix added that she will try to see if she can get photos of each committee taken for the website as well.
- Thacker stated that council member photos will be added to the new Staff Assembly website.
- Collins requested that council members please send their biographies to her for the website. Valdry responded that it would be easiest to use the same biography format currently used for elections for the website as well. He added that he will send this format out to the council.

- **Action: Valdry will send council members the format used for election biographies for use on the website.**

The meeting was adjourned at 1:07 PM

The next meeting is scheduled on Thursday, June 12, 2014 at University Extension 110 Theory, Suite 250.