Staff Assembly Council Meeting Minutes
November 10, 2011

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

Standing Committee Representatives:
Community Relations Diane Dunn absent
Education and Enrichment Andrea Wiley absent
Vacant absent
Vacant absent
Marketing Stephanie Fix present
Scholarship Vacant absent
Jeri Frederick present
Special Projects Sandra Longnecker absent
Staff Appreciation Mike Puritz present
Web Communications Henry Balanza present

Ex-Officio Representatives:
Human Resources Dahlia Aguirre present

Other Attendees: Dyan Hall, Worklife & Wellness Program Manager, Human Resources

Statement of Subject – Call to Order
Main Points: The meeting was called to order by Fahr at 12:13 p.m.

Statement of Subject – Welcome and Introductions
Main Points: Council members introduced themselves to guest Dyan Hall.

Statement of Subject – Approval of Minutes
Main Points: Approval of Minutes: October meeting minutes approved. September minutes deferred to next meeting.

Action: Balanza to transcribe and provide to Amy minutes from the September 2011 Council meeting.

Statement of Subject – Report on Executive Meetings
Main Points: Fahr reported the following:
- Committee reports presented on Scholarship- See’s Candies Fund Raiser; Community Relations-Holiday Staff Helping Hands Program; Staff Appreciation Events.
- In response to some inquiries received, Fahr reminded council members: staff is always represented during senior management search committees, if not through Staff Assembly Council representation then through various other staff organizations

Action: No action required.
Statement of Subject – Vice Chair’s Report
Main Points: Nunez provided an update on the status of the See’s Candies fundraiser, for the Scholarship Committee. Handouts of the candy flyer, order form, Zotmail announcement, and Staff Assembly See’s Candies web page were provided. The Zotmail announcement will be sent out on November 15th, orders and payments will be taken through November 30th and candy will be available for pick-up December 7-9 at designated times. Nunez encouraged council members to get the word out and encourage people in their units to support the fundraising effort.

Nunez also spoke about the review of the Staff Assembly Council Bylaws project, which was initiated by Fahr. Fahr, Hinojosa and Nunez are reviewing the current SAC bylaws to ensure the integrity of the Staff Assembly mission and goals, and will make recommendations for changes for the Council to vote on.

**Action:** No action required.

Statements of Subject – Special Topics Report
Main Points: Fahr reported the following:
  * CACSS (Chancellor’s Advisory Committee on the Status of Staff) Engagement Survey deadline extended to November 18th.

**Action:** No action required.

Statement of Subject – Guest Speaker: Dyan Hall, Worklife & Wellness Program Manager, Human Resources
Main Points: Hall provided the following overview:
  * Work/Life: New Work/Life web site is live: [http://www.wellness.uci.edu/facultystaff/worklife/introduction.html](http://www.wellness.uci.edu/facultystaff/worklife/introduction.html). Dyan requesting feedback and edits before launched to campus in 1/1/2012. Other highlights included: Sitter City Program; Employee Assistance Program (varied services); Rebranding Think Different workshop series to 'Work/Life' workshops;
  * Wellness: New 2012 StayWell points programs; Expanding Know Your Numbers Health Screenings; Expanding wellness Listserv messaging; Additional information passed out including BeWell Benefits and Wellness news letter. Dyan available for departmental trainings and presentations on program services and events, more information also available at [http://www.wellness.uci.edu/](http://www.wellness.uci.edu/).

**Action:** No action required.

Statement of Subject – Marketing Report
Main Points: Fix reported the following:
  * Announcements sent out:
    - Halloween Reminder
    - Olive Crest Stocking Stuffer
    - Meals with Mike – November
    - Helping Hands – reminder #2
    - Olive Crest Stocking Stuffer – Reminder #2
    - Olive Crest Stocking Stuffer – Reminder # 2

**Action:** Council members must provide to Fix listings of committee events, to be posted on Winter Flyer. Reply required by December 1st.

Statement of Subject – Community Relations Report
Main Points: Committee Chair, Dunn, was unable to attend the meeting. Nunez read from the report provided by Dunn.

- **Helping Hands:** Received 27 Applicant requests and 26 Sponsor forms. Deadline was November 9; Matching Meeting is November 10; Notifications to families and sponsors will be sent out November 142nd Annual Stocking Stuffer – will take place on Friday, December 9 in MST.
- No events have been scheduled for 2012 as yet.

**Action:** No action required.

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**Statement of Subject – CUCSA Report**

Main Points: No updates to report.

**Action:** No action required.

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**Statement of Subject – Finance Report**

Main Points: Han provided an updated spreadsheet of expenses through October 2011. Puritz asked about the $2,458.90 expense(s) listed in the month of October under Staff Picnic. Han said she thought this was for Facilities set-up, but she verify and report back.

**Action:** Han will follow up with Puritz, to confirm the dollar figure questioned during discussion.

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**Statement of Subject – Education and Enrichment Report**

Main Points: No updates to report.

**Action:** No action required.

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**Statement of Subject – Scholarship Report**

Main Points: No updates to report.

**Action:** No action required.

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**Statement of Subject – Special Projects Report**

Main Points: Committee Chair, Longnecker was unable to attend the meeting. Nunez read from the report provided.

- Meal with Mike on November 9 was cancelled due to a student protest on campus. Longnecker attempted to reschedule this date but was told that Dr. Gottfredson’s calendar is too impacted. Staff who were registered for this date have been re-registered in UC Learning for the next Meal with Mike on February 6th.
- The Spring Forum with Dr. Gottfredson is all set

**Action:** No action required.

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**Statement of Subject – Staff Appreciation Report**

Main Points: Puritz provided an update of the following staff appreciation events:

- UCLA Football Game – Tickets for the game and for the bus were sold out
- Halloween Costume Contest – There was minimal attendance at this event. Puritz announced at the event that this would be the last year that Staff Assembly would sponsor this event. There was
disappointment received by some in attendance. Joani Harrington offered to coordinate the event next year. The event will continue next year with Harrington taking the lead.

- Arts Nights – There was a misunderstanding from the Arts about Staff Assembly’s ability to continue the collaboration. A Fall Quarter event was not made available, but events for Winter and Spring quarters will be offered.

- UCI Sporting Events – Puritz reported that UCI Athletics has changed the procedure for staff receiving free or discounted tickets at sporting events. In the past, the tickets were given to the Staff Assembly representatives to distribute, which provided a marketing opportunity when those receiving the tickets were directed to the Staff Assembly table. UCI Athletics would like Staff Assembly to provide a list of names to those who are to receive the tickets and Athletics will distribute the tickets. Puritz has communicated with UCI Athletics that he is not in favor of this change in procedures as it would result in a waste of time and effort for Staff Assembly representatives. Puritz is waiting for a response from UCI Athletics.

- Pancake Breakfast – The annual St. Patrick’s Day themed breakfast will take place on March 16, 2011 from 6:30-9:00 AM at the University Club.

- UCI’s Got Talent – This event will take place again this year. Date is TBA

Action: No action required.

Statements of Subject – Web Communications Report
Main Points: Balanza provided a handout of the Post Event web form. The form has been tested and is ready to be used by all Staff Assembly Council members who have needs for web posting and event announcements. The URL is www.staffassembly.uci.edu/postevent.

Action: No action required.

Statement of Subject – HR Ex-Officio Report
Main Points: Aguirre announced that Open Enrollment began October 31 and closes November 22 at 5:00 PM. There are Open Enrollment information sessions scheduled in the HR Training Room, date and times available on the Human Resources Open Enrollment web page. Aguirre provided a reminder that the campus is closed from December 23 – January 2. December 23, 26, and 30 are paid holidays. December 27, 28, and 29 must reported as vacation or leave of absence.

The meeting was adjourned at 2:00 p.m.

The next Staff Assembly Council meeting will be held on Thursday, December 9th from 12:00 p.m. to 2:00 p.m. in University Research Park, 111 Theory, Suite 200, HR Training Room.