

**Staff Assembly Council Meeting Minutes  
October 12, 2013**

**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	Laurie Andress-Delaney	absent
CUCSA (Sr.)	Stephanie Fix	present
CUCSA (Jr.)	Gerson Gomez	present

**Standing Committee Representatives:**

Community Relations	Diane Dunn	absent
	Megan Vu	absent
CUCSA Alumni Representative	Raschel Greenberg	present
Education and Enrichment	Kirstin Brehm	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	present
Staff Appreciation	Mike Puritz	present
	Jennie Clacken	present
	Joani Harrington	present
Web Communications	Jeremy Thacker	present

**Ex-Officio Representatives:**

Human Resources	John Daly	absent
A&PW	Amy Ruth	absent

**Other Attendees:**

School of Social Ecology	Adriana Collins	present
School of Humanities	Mindy Han	absent

**Statement of Subject – Call to Order**

Main Points: The meeting was called to order by Valdry at 12:07pm.

**Statement of Subject - Staff assembly Road Show**

Main Points – Valdry reported on the following:

- Valdry offered the idea of Staff assembly members leading presentations across the campus.
- Presentations can be made for Academic units to promote Staff Assembly.
- Target time of 5 minutes to present and 10 minutes for questions.
- Ramona Agrela recommends presenting to chancellors cabinet.
- Would like volunteers.

**Action:**

### **Statement of Subject – Zotmail Request Change**

Main Points – Valdry reported on the following:

- Valdry proposed that request are sent to Ruth and cc'ed to Valdry and Aguirre.
- Valdry wants to mitigate any bottlenecks in the process.
- Ruth can address timing concerns, Valdry or Aguirre will be able to alter communication as needed.

**Action:**

### **Statement of Subject – Vice Chair Report**

Main Points- Aguirre reported on the following:

- Met with John Daly, who will serve as ex-officio role. During the discussion it was noted that Daly will not be able to make it to many Staff Assembly meetings as they are scheduled on the same day as ASM meetings. Aguirre announces that they are considering changing the date and time of staff assembly meetings.
- Fix believes it would be beneficial for CUCSA delegates to meet with Daly at the conclusion of the CUCSA quarterly meetings.
- Aguirre proposed Human Resources office as an ideal location for the Staff Assembly Meet and Greet on October 16<sup>th</sup>.

**Action:**

### **Statement of Subject – Staff Appreciation Report**

Main Points –Puritz reported on the following:

- Puritz noted that we need a third judge from 12:00PM to 1:00PM on October 31<sup>st</sup> for the Halloween Costume Contest.
- Puritz spoke to Kevin Stockdale at KUCI about making a small donation, on behalf of Staff Assembly, to KUCI to help them purchase a new sound system with an agreement that states KUCI will keep supplying the sound for the Staff Picnic.
- Valdry confirmed that he has signed off on a large bill for staff appreciation picnic. The bill included the cost of the cups, EZ-up and bus rental. Puritz confirmed that the pictures from staff appreciation picnic are viewable on the staff assembly website. Puritz noted that we should use the pictures to drive more volunteers to Staff Assembly. Puritz also recommended that we incorporate some language about joining the committees.
- Puritz posed the question, should Staff Assembly continue to host the annual St. Patrick's Day pancake breakfast at the UClub or should staff assembly entertain hosting the event at the student center?
- Puritz reported that staff members attended the all-u student leadership academy. Liz Toomey and Dan Aldrich Jr. were both present at the event. Puritz noted that some of the attending staff members showed interest in joining Staff Assembly.

**Action:**

### **Statements of Subject – Council Communications Report**

Main Points – Valdry reported on the following:

- The Ice Cream Sandwich Social was well attended.
- Valdry proposed that the Lunch with Leadership event be moved to a private room in the UClub to facilitate audible dialogue among the participants. At the very least Staff Assembly should request a round table for the event.

- Valdry asked the room if anyone would be interested in hosting the lunch with Dr. Thomas Parham.

**Action:**

### **Statements of Subject – Community Relations Report**

Main Points – Valdry reported on the following:

- No new updates

**Action:**

### **Statements of Subject – Finance Report**

Main Points – Valdry reported on the following:

- No new updates.

**Action:**

### **Statement of Subject: Scholarship Report**

Main Points- Pham reported the following:

- Pham announced that the Staff Assembly Bake sale is coming up this Monday October 14<sup>th</sup>. Schools First Federal Credit Union is co-sponsoring the event and will provide raffle prizes.
- Pham also announced that the sale of entertainment books is underway. Thus far seven entertainment books had been sold. Pham has also ordered entertainment books containing coupons for the Los Angeles area. The Los Angeles entertainment books will be available for distribution shortly.
- Pham noted that she needs a pick-up location for the See's candy orders. Fix volunteered her office in University Extension as the pick-up site.

**Action:**

### **Statements of Subject – Marketing Report**

Main Points – Valdry reported on the following:

- New Zotmail system will be implemented soon. More information will be forthcoming.

**Action:**

### **Statements of Subject – Education and Enrichment Report**

Main Points – Brehm reported on the following:

- Brehm confirmed that the KUCI tour is happening. The date was moved out 2 weeks.
- Brehm noted that she is looking in to the following locations for campus tours: Medical Education Center, UCI Arboretum, The Anteater Recreation Center, Dan Herbert Eye Institute, and the UCI Observatory. Brehm also indicated that she would no longer pursue the underground tunnel tour.

**Action:**

### **Statements of Subject – Web Communications Report**

Main Points – Thacker reported on the following:

- Thacker and Collins met to talk about web communications.
- Thacker indicated that he has resolved some permission problems for our web content tools. However, the calendar is still in progress.
- Thacker is working on updated the Flickr Account with all of Staff Assembly’s photo content. The account will have on login and password. Valdry commented that he believes UCI resources should be housed at UCI.

**Action:**

### **Statements of Subject – CUCSA Report**

Main Points – Fix and Gomez reported on the following:

- Meeting notes from meeting in Santa Cruz have been sent out to Staff Assembly council and sponsors.
- Staff Assembly will be cosponsoring the Benefits Town Halls at UC Irvine. Benefits representatives from the Office of the President and campus Human Resources will lead the town halls. Staff assembly should send 1 representative to each event. There will be two town halls in total, one will take place at the Alumni center, and the second will take place at the UCI Medical Center (UCIMC). Fix will be present at the UCIMC town hall.
- Fix will be meeting with members of the Chancellor’s Advisory Committee on the Status of Staff to discuss next steps and workgroups to focus on items identified in the Engagement Survey.
- The next meeting CUCSA quarterly meeting will be held in December at UC Riverside.

**Action:**

### **Statements of Subject – CUCSA Alumni Report**

Main Points – Ruth reported on the following:

- Greenburg indicated that there is little activity and that her role is still being defined.

**Action:**

### **Statements of Subject – A&PW Report**

Main Points – Ruth reported on the following:

- Ruth indicated that Amy Ruth will be an ex-officio.
- Ruth commented that the organization seems to be doing well. Last month Valerie Young spoke to a full house at an A&PW event.

**Action:**

The meeting was adjourned at 1:02 PM

The next meeting is scheduled on Thursday, November 14, 2013 at the ARC