

**Staff Assembly Council Meeting Minutes
October 20, 2011**

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	absent
Council Communications	Amy Vo	present
CUCSA (Sr.)	Patricia Collette	present
CUCSA (Jr.)	Jason Valdry	absent

Standing Committee Representatives:

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

Ex-Officio Representatives:

Human Resources	Dahlia Aguirre	present
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Other Attendees: Gary Roman, Biological Sciences; Tamara Storey, Center for Educational Partnerships

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Fahr at 12:14p.m.

Statement of Subject – Welcome and Introductions

Main Points:

- Council Members and guests introduced themselves to the forum.
- FOOD DAY – UC FOOD WEEK: Dyan Hall, UCI Worklife & Wellness Program Manager, was unable to attend today's meeting; instead Dahlia Aguirre provided an update on the week's events. More information on this and other wellness related events can be found on the HR website @ www.hr.uci.edu. Dyan will attend next month's meeting to provide an overview of worklife & wellness programs.

Statement of Subject – Approval of Minutes

Main Points: Minutes from the meeting held on Thursday, September 8th were deferred, as Hinojosa was not present.

Action: Vo will follow up with Hinojosa to obtain, review, and disseminate September 2011 meeting minutes.

Statement of Subject – Report on Executive Meetings

- Main Points: Fahr and Nunez provided an overview of recent Executive meetings.
 - October 6th with the Executive Vice Chancellor and Provost (EVC&P): Reports were provided on the Community Relations Committee, CUCSA, and the Staff Appreciation Committee. Updates on other matters were discussed, specifically staff merit increases and staff morale.

- October 10th with the Chancellor: Reports were provided on the Community Relations Committee, CUCSA, and the Staff Appreciation Committee. Topics of discussion included merit increases, staff morale and ongoing collaborative efforts with other campus groups.

Action: *Council members are tasked to reach out to their departments and colleagues and seek input on matters of interest to staff and how the University can better facilitate information and resources to staff.*

Statement of Subject – Vice Chair’s Report

Main Points: Nunez reported the following:

- Meeting locations are still required for Council meetings scheduled on April 12th, May 10th, and June 14th.

Action: *Council members available to host remaining Council meetings should contact Nunez.*

Statements of Subject – Special Topics Report

Main Points: Fahr reported the following

- Fahr working on a marketing strategy to increase promotion of Staff Assembly events, programs and involvement opportunities. Several ideas and suggestions were discussed.
- Staff Assembly Chair serves as Ex-Officio Representative on The Chancellor’s Advisory Committee on the Status of Staff (CACSS). Each committee member must serve on a sub-committee- Fahr is currently the interim Chair for the CACSS Diversity Sub-committee and is working to establish partnerships/ collaborative efforts with several groups on campus.
- CACSS is currently recruiting for vacant positions - those interested should visit the CACSS web site for more information.

Action: *No action required.*

Statement of Subject – Council Communications Report

Main Points: Vo deferred discussion of the Communications Request Form to Balanza, as developmental effort has been collaborative. No additional updates to report.

Action: *No action required.*

Statement of Subject – Community Relations Report

Main Points: Dunn discussed the following:

- Committee volunteers were on-hand to help facilitate event: Living Peace Series: Women, War & Peace on October 13th
- Upcoming event: MS Bike Ride Rest Stop on October 22nd
- Helping Hands Reminder
 - Applications accepted October 4th through November 9th
- Future event: Olive Crest Stocking Stuffer event on December 9th

Action: *No action required.*

Statement of Subject – CUCSA Report

Main Points: Collette discussed the following:

- The 2011 Fall CUCSA event was well received. The CUCSA Hosting Committee was acknowledged and to date have received several ‘thank you’ cards from event participants. Collette reported that the bus driver went above and beyond the call of duty and proposed that Staff Assembly recognize his efforts with a token gift of appreciation.
- Proposed Phase Retirement Policy – most people not in favor, per responses across campus.

- Collette serving as Talent Management Workgroup Co-Chair. Currently, data is being collected from within the UC system and will then be retrieved from private industry companies. Collette is working on collecting data from the Irvine Company towards this effort.
- System-wide job board is due to go live by December 31st. There is an active effort working toward consistency and streamlining of job titles, so that positions will easily translate among all UC campuses.
- Upcoming webinar: Dwaine Duckett, Vice President of UCOP Human Resources, Penny Herbert, Staff Advisor to the Regents, and Ravinder Sing, Chair of Council of UC Staff Assemblies (CUCSA) will host an employee web chat on October 24th, to answer faculty and staff questions regarding layoffs, salaries, and other topics of interest.
- The next quarterly CUCSA meeting will take place at UC Santa Cruz December 7-9.

Action: *Collette will propose an appreciation gift for the bus driver.*

Statement of Subject – Finance Report

Main Points: Fahr reported the following:

- Von Haag stepped down as Finance Chair. Han remains Finance Chair-Elect. Until further notice, Han will handle all financial transactions and any finance related communications should be directed to Mindy with a copy to Fahr and Nunez.
- Financial report deferred to next meeting.
- New tools to request reimbursements and payments are under development.
 - Budget Expense Form for Committee Chairs will keep Chairs informed of fiscal year allocations and commitments.

Action: *No action required.*

Statement of Subject – Education and Enrichment Report

Main Points: Fahr reported the following:

- Zabalegui stepped down as Co-Chair. Ramirez will remain as sole chair and is currently recruiting committee members.

Ramirez reported the following:

- Upcoming event: Networking 101: The UCI Way, October 25th
- Gary Roman is interested in joining this committee and is one of two volunteers who will assist with the next committee event.

Action: *Roman will research branding for Council-sponsored events and update Fahr and Nunez.*

Statement of Subject – Marketing Report

Main Points: Fahr reported the following:

- UCI Extension will be celebrating 50years and will have giveaways
- ZotMails were disseminated for the following:
 - Chancellor’s Forum
 - MS Bike Ride
 - UCLA Football Game Reminder
 - Entertainment Books
 - Scholarship
 - Halloween Costume Contest
 - Helping Hands Reminder
- ZotMails will be sent
 - Meals with Mike
 - Helping Hands Reminder
 - OC Rescue Mission

- Olive Crest Stocking Stuffer.

Action: *No action required.*

Statement of Subject – Scholarship Report

Main Points: Monica stepped down; Ingrid interim committee Chair

- Fundraising discussed: entertainment books; See's Candy trial (Nunez and Han to coordinate).

Action: *No action required.*

Statement of Subject – Special Projects Report

Main Points: No report given.

Action: *No action required.*

Statement of Subject – Staff Appreciation Report

Main Points: Purtiz discussed the following:

- UCI Campus vs. UCI Medical Center volleyball game – EH&S won this year
- UCLA Football game 10/29 still 50 tickets remaining; one bus leased, 45 bus tickets sold so far
- Halloween Costume Contest at University Club on 10/31; discounted buffet price of \$7
- Staff Nights at Sporting Events - No events have been scheduled yet with Athletics; they changed their process for disseminating tickets to staff and there is now no longer a need for staff assembly to handle this process.
- Experience the Arts Program – has not heard from contact to confirm continuation of program.
- Staff Pancake Breakfast on 3/17
- Suggestion offered, as part of council marketing outreach, to solicit a volunteer to photograph Staff Assembly events.

Action: *Puritz will follow up with Arts contact to confirm continued program participation.*

Statements of Subject – Web Communications Report

Main Points: The following was reported:

- Centralized form for Communications -- will autoseed to Balanza, Fix, Vo with a copy to Council Chair & Vice-Chair
- New Staff Assembly website is active.

Actions:

Balanza will look into problem with Council email list serve and will notify council members once this has been fixed.

Balanza will email the link to the electronic communications request form to all Council members. **Balanza** encourages feedback on the newly developed request form.

Statement of Subject – HR Ex-Officio Report

Main Points: Aguirre reported the following

- Open enrollment 10/21 8am through 11/23 5pm; Benefits has set-up Q&A page to address questions or concerns via HR website www.hr.uci.edu

The meeting was adjourned at 1:50 p.m.

The next Staff Assembly Council meeting will be held on Thursday, November 10 from 12:00 p.m. to 2:00 p.m. in HIB137.