

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

**SA Representatives:**

Chair	Dahlia Aguirre	present
Vice Chair	Stephanie Fix	present
Immediate Past Chair	Jason Valdry	present
Finance Chair	Lauri Newell	absent
Finance Chair-Elect	Kasey Ning	present
Council Communications and Special Programs Officer	Amy Fujitani	present
CUCSA (Sr.)	Gerson Gomez	present
CUCSA (Jr.)	Ingrid Fahr	present

**Standing Committee Representatives:**

Community Relations	Laurie Andress-Delaney	present
	Mindy Han	absent
CUCSA Alumni Representative	Raschel Greenberg	absent
Education and Enrichment	Mia Lewis	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	present
	Joani Harrington	absent
Web Communications	Jeremy Thacker	present
	Adriana Collins	present

**Ex-Officio Representatives:**

Human Resources	John Daly	absent
A&PW	Amy Ruth	absent

**Other Attendees:**

None

**Statement of Subject: Call to Order**

Main Points – The meeting was called to order by Aguirre at 12:04pm.

**Statement of Subject: Welcome and Introductions**

Main Points – None.

**Statement of Subject: Approval of Minutes**

Valdry motioned to approve the meeting minutes from September 2014.

- o Puritz: Seconded
- o Vote: 11 yes, 0 no, 0 abstain

**Statements of Subject: Report on Executive Meetings**

Main Points – Aguirre, Fix and Valdry reported the following:

Spring Forum

- Aguirre reported in their meeting with Ramona that the topic of the Spring Forum came up since it was too late to plan the Fall Forum given the recent appointment of Chancellor Gillman.

- Fahr explained that there are typically two forums: One the in Fall with the Chancellor and one in the Spring with the Vice Chancellor of Planning and Budget.
- Fix commented that Ramona wants to hold the Forum at the University Club.
- Valdry asked if the Forum would be for UCI Staff only. Fix confirmed that only UCI and UCIMC staff would be allowed to attend.
- Aguirre added that the Spring Forum would most likely coincide with the Chancellor's investiture in April.
- Aguirre added that the event would fall under the Council Communications and Special Programs Officer responsibilities but that Staff Assembly Council will form a committee to assist with the planning and execution. Additional information will be provided as the date approaches.

#### HR/SA Collaborative Event

- Aguirre, Fix and Gomez presented their ideas for a professional development event to John Daly. From that meeting, they decided to focus their event on new hires to UCI.

**Action:** *Aguirre will reach out to Staff Assembly sub-committee members to solicit volunteers for the event.*

#### 50 for 50 Volunteer and Book Committees

- Fix informed the Council that, in honor of UCI's 50<sup>th</sup> anniversary, there is an initiative taking shape that encourages all faculty, staff, students and alumni to contribute 50 volunteer hours to their local communities. More information will be provided during the "kick-off" event scheduled at the Bren Events center on December 4 at 10:30am.
- Fix also serves on the book committee and noted that there is no section related to staff. As such, she recommended that they include photos of staff as well as an index of all Excellence in Leadership awardees.

#### CACS Town hall

- Valdry reported that a town hall focused on professional development and upward mobility could tie into the HR/SA collaborative event.

#### **Statements of Subject: Marketing/Communications Update**

Main Points – Aguirre reported on the following:

- Staff Assembly Council and Subcommittee rosters are updated. Currently, there are 20 Council members and 35 Subcommittee members for a total of 55 active Staff Assembly members. Including those on the Staff Assembly listserv, the total number of Staff Assembly participants is 82.
- There are now photo albums for the Staff Assembly Facebook page. When taking photos at events, please make sure to get permission from person whose picture is being taken before sending the photos to be added to the Facebook page.
- Greg Ruth included a link to the mailing list and Facebook page for all Zotmail announcements that are distributed on behalf of Staff Assembly.
- Please contact Aguirre for access to edit the Facebook account; otherwise, Fix can also post information on your behalf.

#### **Statements of Subject: Budget**

Main Points – Aguirre and Ning reported on the following

- Aguirre confirmed that the budget was approved as presented.
- Aguirre asked Council members to send her any additional budget proposals for her review. Once reviewed, she will present it to the Council for a vote.

**Statement of Subject: Web Communications Report**

Main Points – Thacker and Collins reported on the following:

- Thacker confirmed that the website is working again and is in the process of updating the website. Please flag any urgent updates so he can get to them ASAP.

**Action:**

**Statement of Subject: Council Communications and Special Programs Officer Report**

Main Points – Fujitani reported on the following:

- Fujitani will be stepping down from her position after February’s Council meeting as she is expecting her first child at the end of March. She plans to train her replacement, who will serve in the position from March through June 2015, beginning in January. Please send any candidates for the position to her so she can reach out to them.
- In discussing the changes to the host template with Council members, it was determined that the host would manage the two emails (one asking for a confirmation of attendance and one soliciting questions for the guest) while the Special Programs Officer will call invitees the day before, unless otherwise informed by the host.
- All Council members are willing to serve as “back up guests” in the event of an attendee no-show.

**Action:**

**Statements of Subject: Staff Appreciation Report**

Main Points – Puritz reported the following:

- UCLA game is sold out, as is the Staff Night at the Arts. Considering how quickly the Arts night sold out, the committee is considering putting aside 100 tickets just for UCI Medical Center staff since it is unclear if they received the Zotmail the same time campus staff did due to a delay in UCIMC’s email distribution system.

**Action:**

**Statements of Subject: Finance Report**

Main Points – Ning reported on the following:

- Nothing new to report.

**Action:**

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

Main Points – Lewis reported on the following:

- The KUCI event is filled up quickly, with a number of staff members on the waitlist.

**Action:**

**Statement of Subject: Marketing Communications Report**

Main points – Marketing Communications was not present. Nothing new to report.

**Action:**

**Statement of Subject: Scholarship Report**

Main Points – Scholarship was not present.

**Action:**

**Statement of Subject: CUCSA**

Main points – Gomez and Fahr reported on the following:

- Gomez commented that CUCSA’s focus is now on work groups which are more defined than in year’s past.

**Action:**

**Statement of Subject: Community Relations**

Main points – Andress-Delaney reported on the following:

- Andress-Delaney informed the Council that the Ombudsman's office tracks the family recipients of the Helping Hands program over several years and that concern was raised that some families neglected to send “thank you” cards to departments. This year, they intend to prioritize awarding first-time recipients to the program.
- Aguirre suggested that Staff Assembly send a card to the departments as thanks and in recognition to their generosity.

**Action:**

**Statement of Subject: Ex-Officio Reports**

Main points – A&PW, Human Resources and Medical Center were not present.

**Action:**

**Statements of Subject: As offered**

Main points – None offered.

**Action:**

The meeting was adjourned at 1:38 PM

The next meeting is Wednesday, November 12, 2014.