

Staff Assembly Council Meeting Minutes  
September 10, 2014

SA Representatives:

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

Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	present
	Mindy Han	absent
CUCSA Alumni Representative	Raschel Greenberg	present
Education and Enrichment	Kirstin Brehm	absent
	Mia Lewis	present
Marketing	Greg Ruth	absent
Scholarship	Thu Pham	absent
Staff Appreciation	Mike Puritz	present
	Joani Harrington	present
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 12:10pm.

Statement of Subject: Welcome and Introductions

Main Points – None.

Statement of Subject: Approval of Minutes

Dahlia Aguirre motioned to approve the meeting minutes from July and August 2014.

- o ???: Seconded
- o Vote: 9 yes, 0 no, 0 abstain

Statements of Subject: Access to Info in SA Folder

Main Points – Aguirre reported the following:

- Aguirre reminded the council members to try accessing the Staff Assembly shared Google drive and to contact her if they encounter any issues with accessing it.
- Aguirre requested that council members please begin uploading files and documents on this drive for ease of sharing information.

## Statements of Subject: Updating Roster & Comm. Lists

Main Points – Aguirre reported on the following:

- Aguirre asked that council members update the Council roster and Committee member lists on the shared Google drive.

## Statements of Subject: Staff Appreciation Picnic Review

Main Points – Puritz and Harrington reported on the following

- Water was a major issue for this year’s picnic: Last year the committee requested 20 bottles of water and only used 17. This year, the committee requested 20 bottles but only received 17 which meant that we ran out of water during the picnic. The committee will ensure that 20 bottles will be available for next year.
- The committee fielded some complaints that the event was “not so green” and the food was “high in fat”.
- The committee will consider posting menu and ingredient lists on the Staff Assembly website prior to next year’s event.
- There were reports of staff members taking extra food in bags or Tupperware. To prevent this next year, the committee will consider asking the caterers to serve the food, or at least the protein.
- The sound system was a success; KUCI’s music was good.
- May consider changing the timing of the event as late August was very hot.
- Possible giveaway ideas for the future: visors, sun care kits?

## Statement of Subject: CUCSA Review

Main Points – Gomez reported on the following:

- The meeting was an overall success, with the rope course being a particular highlight for attendees.
- All the meeting planning materials are saved in Google Drive for future reference.
- Suggestion to publicize the open session to staff or stream open sessions online.

**Action:**

## Statement of Subject: Engagement with Campus Staff & Staff at UCIMC

Main Points – Council discussed on the following:

- Aguirre lead the discussion on how to increase engagement of staff both at the campus and medical center. It’s important for Staff to know that their ideas/suggestions/concerns can be heard be campus leadership.
  - o Continue departmental visits by Staff Assembly members
  - o Change current and future outgoing messages/Zotmails to include wording that requests input/comments/suggestions from staff members by directing them to the Staff Assembly website. Webpage regarding comments/suggestions would need to be updated.

**Action:**

## Statements of Subject: Web Communications Report

Main Points –Thacker reported the following:

- Currently working on updating the website.
- Please send Thacker and Collins any photos from the Staff Appreciation picnic.

**Action:**

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

Main Points – Aguirre reported on the following:

- In her absence, Fujitani requests that Council members sign up for hosting this year’s Lunch with Leadership event.

**Action:**

**Statement of Subject: Staff Appreciation Report**

Main Points – Puritz reported on the following:

- Tickets are on sale for sports games.
- Confirmed Staff Appreciation committee list includes approximately 17 members.

**Action:**

**Statement of Subject: Finance Report**

Main points – Ning reported on the following:

- Nothing new to report.
- Aguirre wants to review Staff Assembly “wish lists based on the approved budget.

**Action:**

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

Main Points – Brehm reported on the following:

- Brehm has been accepted into the German Ph.D. program and will step down as co-chair. Mia Lewis will step in as chair of the committee.

**Action:**

**Statements of Subject: Marketing Communications Report**

Main Points – Marketing Communications was not present

**Action:**

**Statement of Subject: Scholarship Report**

Main Points – Scholarship was not present.

**Action:**

**Statement of Subject: CUCSA**

Main points – Gomez reported on the following:

- Nothing new to report.

**Action:**

**Statement of Subject: Community Relations**

Main points – Andress-Delaney reported on the following:

- Andress-Delaney and Han will be attending the Helping Hands meeting

**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 1:10 PM

The next meeting is Wednesday, October 8, 2014.