

**Staff Assembly Council Meeting Minutes
February 11, 2015**

SA Representatives:

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

Standing Committee Representatives:

Community Relations	Laurie Andress-Delaney	absent
	Mindy Han	absent
CUCSA Alumni Representative	Raschel Greenberg	present
Education and Enrichment	Nicole Bourbon	present
	Veronika Vicqueneau	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:

Academic Counselor, Claire Trevor School of the Arts	Megan Enciso	present
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Statement of Subject: Call to Order

Main Points – The meeting was called to order by Aguirre at 12:08pm.

Statement of Subject: Welcome and Introductions

Main Points – The council introduced themselves and welcomed Megan Enciso, who will be assuming the position of Council Communications and Special Programs Officer when Fujitani goes on maternity leave March 2015.

Statement of Subject: Approval of Minutes

None. Not enough Council members present for quorum.

Statements of Subject: Report on Executive Meetings

Main Points – Aguirre reported on the following meetings:

- Meeting with Chancellor Gillman:

- o Discussed upcoming Staff Engagement Survey that will be distributed in March which will be similar to the survey last issued in 2012. Also discussed who should be responsible for spearheading staff engagement on campus as the message should come from the Chancellor's office, rather than from Staff Assembly.

Statements of Subject: Vice Chair's Report

Main Points – Vice Chair was not present.

Statements of Subject: Immediate Past Chair's Report

Main Points – Valdry reported on the following:

- o Nothing new to report.

Statements of Subject: Share new SA logos and SA Presentations

Main Points – Aguirre, Collins and Thacker reported on the following:

- New Staff Assembly Logo:
 - o Aguirre distributed potential Staff Assembly logos for Council's review. All logos were created within Strategic Communications' design guidelines.
 - o Thacker suggested soliciting potential logos from colleagues with an interest in design. Council supported idea, Thacker to solicit new logo designs to present to Council at the March 2015 meeting.
 - o Once Council determines top logo designs, Collins suggested asking staff members to vote for their top logo pick at the Pancake Breakfast. Collins volunteered to staff voting table at the event.
- SA Presentations:
 - o Aguirre asked if any Council members would be available to present information about Staff Assembly to OIT and Anesthesiology and Perioperative Care.
 - o Thacker volunteered to present at OIT, Valdry suggested that he partner with Fix for the presentation.
 - o Puritz volunteered to present at the Anesthesiology and Perioperative Care's staff meeting; Valdry and Collins may be available to co-present with Puritz that day. Aguirre will connect Puritz with Medical Center contact.

Statements of Subject: Staff Appreciation

Main Points – Puritz and Harrington reported on the following:

- Staff Pancake Breakfast
 - o Planning is going well, however, they are waiting to see if the Chancellor will be available that day and if he would prefer a formal or more informal role at the event (more than likely, he will prefer to mingle with staff members rather than make a formal speech).

Action:

Statement of Subject: Community Relations Report

Main Points – Community Relations was not present.

Action:

Statement of Subject: Web Communications Report

Main Points – Collins and Thacker reported on the following:

- Collins and Thacker showcased the newly updated Staff Assembly website, which is live but not advertised, for Council review and feedback.
- Collins and Thacker requested Council members to review the “About Us” section; Thacker also noted that he needs the most updated copy of the bylaws. Valdry responded that they should be available on the shared Google drive.
- Collins requested that Council members contact her for any changes to committee information.
- Thacker confirmed that the most up-to-date events will appear on the Staff Assembly main-page.
- Thacker informed the Council that while the website can collect Staff Assembly Council nominations, the website is not capable of managing vote collection for the elections. As such, EEE remains the best resource for election/balloting.
- Council recommended that past officers be listed on the website, and to add “Community Relations” and “Lunch with Leadership” under the “Events” tab.
- Council recommended that messages collected via the “Contact Us” tab be sent to a singular email address. Greenberg suggested mystaffassembly@uci.edu as an email address which was unanimously supported by Council.
- Council determined that the following positions should have access to edit the website: Chair, Vice Chair, Council Communications, and Web Communications. Thacker will reach out to these positions for additional training later this year.

Action:

Statement of Subject: Marketing Communications Report

Main points – Marketing Communications was not present.

Action:

Statement of Subject: Education and Enrichment Report

Main Points – Bourbon and Vicqueneau reported on the following:

- The first coffee talk with Jim McKenzie already has 30 RSVPs!
- The committee is in need of more volunteers. Council suggested having a sign-up sheet at the pancake breakfast to solicit committee members and to send a call for committee members via the volunteer listserv.

Action:

Statements of Subject: Finance Report

Main Points — Finance was not present.

Action:

Statement of Subject: Scholarship Report

Main Points – Scholarship was not present.

Action:

Statements of Subject: CUCSA Report

Main Points- CUCSA was not present.

Action:

Statement of Subject: Council Communications Report

Main Points – Fujitani reported on the following:

- Fujitani is excited to welcome Megan Enciso to the role of Council Communications and Special Program Officer! She will shadow Fujitani in February and officially take over the role in March.

Action:

Statement of Subject: Ex-Officio Reports

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

Action:

The meeting was adjourned at 1:51 PM

The next meeting is Wednesday, March 11, 2015.