

**Staff Assembly Council Meeting Minutes
May 10, 2012**

SA Representatives:

Chair	Ingrid Fahr	present
Vice Chair	DeeDee Nunez	present
Immediate Past Chair	Stephanie-Jean Hinojosa	present
Finance Chair	Vacant	
Finance Chair-Elect	Mindy Han	absent
Council Communications	Vacant	
CUCSA (Sr.)	Patricia Collette	present
CUCSA (Jr.)	Jason Valdry	present

Standing Committee Representatives:

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

Ex-Officio Representatives:

Human Resources	Paige Macias	present
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Other Attendees: none.

Statement of Subject – Call to Order

Main Points: The meeting was called to order by Ingrid Fahr at 12:12pm.

Statement of Subject – Welcome and Introductions

Main Points:

Statement of Subject – Approval of Minutes

- **Approval of February & March 2012 Minutes-** Staff Assembly Council meeting minutes amended based on comments. Motion to approve made by Andrea Wiley, seconded by Jason Valdry.
- **Approval of April 2012 Minutes** – Staff Assembly Council meeting minutes - Jeri Frederick motioned to approve, seconded by Dahlia Aguirre.

Action:

Statement of Subject – Approval of Bylaws

Main Points: Fahr reported:

- Suggestions proposed by Jason Valdry will be considered in next year’s annual review. No further comments received from either UCI Campus or UCI Medical Center staff. Andrea motioned to approve new bylaws which were seconded by Diane Dunn. 10 members approved and 0 opposed. These new bylaws will be effective 7/1/12.

Action: Henry to post online.

Statement of Subject – Report on Executive Meetings

Main Points: Fahr reported the following topics:

- 2012-2013 Staff Assembly Council Operating Budget – reviewed spreadsheet outlining proposed operating expenses for next fiscal year. Total of \$55,000 requested from EVCP for 2012-2013 FY (a reflection of all-around increasing costs).
- Discussion with Mike Arias regarding UC’s Rebenching task force. The University looking at realigning how state funds are allocated so that they are shared more evenly from campus to campus. UCI looking to receive fair share of new tuition monies. Allocation of monies was previously based on old data/methodology. UCOP looking to correct this. It is the hope that the three new incoming Regents will support the fair distribution of the tuition monies.

Action:

Statement of Subject – Vice Chair’s Report

Main Points: Nunez reported:

- Wellness Fair on 5/23/12 at the ARC – Need volunteers to man tables at “Wellness Fair.”
- Excellence In Leadership Awards – All nominees were informed and four recipients will receive their awards at the Staff Service Awards ceremony.
- Annual tradition for Council member to help during the Staff Service Awards Ceremony- request for volunteers forthcoming.
- Election Update: Only 3 nominations for the 5 open positions were received. No Vice Chair or Council Communications & Special Programs Officer nomination statements were received.

Action:

Statements of Subject – Special Topics Report

Main Points: Fahr reported:

- A white paper, authored by Judson King, is circulating outlining a change of governance where by each campus would have its own board and UCOP would have a lesser role (on UCB web site cshe.berkeley.edu/publications/publications.php?id=399). Chancellor Robert J. Birgeneau announced he is stepping down as Chancellor to pursue his research endeavors again.
- The Chancellor’s Advisory Committee on the Status of Staff (CACSS) disseminating “Staff Engagement” aggregate results on 5/16/12 (Staff Assembly Council members encouraged to attend).
- Staff Advocacy opportunity to take place during the “Wellness Fair” at the ARC on 5/23/12. Our partnership includes representatives from: the Orange County Voter of Registrations Office, the Chancellor’s Advisory Committee on the Status of Staff (CACSS) and Government & Community Relations.
- Fahr currently participating on the Chancellor’s Advisory Committee on the Status of Staff (CACSS) sub-committee focusing on marketing & outreach – goals include public education, increasing awareness of CACCS and identifying new opportunities. Fahr will continue to provide updates to Council as appropriate and when opportunities for collaboration arise.

Action:

Statement of Subject – HR Update

Main Points: Macias reported:

- Staff Service Awards – coordination under way, great event for all to attend.
- Survey being disseminated by Towers Watson between 5/18 – 6/8/12.
- Campus Climate Survey scheduled for January 2013.
- UC Path Center being implemented at UC Riverside. It will have a call center/IT Support Division/Policy Support area. The UC Path Center will receive calls regarding benefits and various other matters. Payroll personnel will change dramatically over the next months, maybe year. The roll-out is expected to be done in 3 waves.

Action:

Statement of Subject – Community Relations Report

Main Points: Dunn reported:

- Assisted the Living Peace Series on 5/2 with registration and ticket taking. The community relations committee was asked to help out with their 3rd event.
- 27 people had signed up to help at Second Harvest on 5/19.
- The next event will be on 6/16 at the Orange County Food Bank
- Already starting to think about Helping Hands.

Action:

Statement of Subject – CUCSA Report

Main Points: Valdry reported:

- The goal of engagement survey is to help the University better understand the views, experiences and needs of staff on a range of topics related to working at UC, including career development, performance management, staff engagement and workplace interactions.
- Campus Climate survey is done by the UC system with customizations on each campus.
- UCOP is working on an Exit Survey to roll out soon.
- Career Counseling may roll out UC wide; currently a 4 hour workshop is scheduled at UCLA; workshop will be tailored to a prior survey administered to employees.

Action:

Statement of Subject – Finance Report

Main Points: Mindy absent. Report deferred to next meeting.

Action:

Statement of Subject – Education and Enrichment Report

Main Points: Aguirre reported:

- *Couponing 101* to take place July 11th. Still need to confirm location.
- *A Conversation with Ramona Agrela*, rescheduled to August 20th. On a Monday, so will need to make sure the event is well marketed.
- Staff Service Awards being held on June 14. Anyone having questions about years of service should contact Dahlia.

Action:

Statement of Subject – Marketing Report

Main Points: Fix reported:

- Zotmails sent out:
 1. Elections: Nominations Extended: 4/20/12
 2. Second Harvest Food Bank: 4/23/12
 3. Kayak: 4/26/12
 4. Arts Night: 5/3/12
 5. Angels Baseball: 5/4/12
 6. Picnic Theme Voting: 5/7/12
- Upcoming zotmails:
 1. Kayak Reminder
 2. Voter Event at Wellness Fair
 3. Angels Baseball reminder
 4. Conversation with Ramona
 5. Meals with Mike- June
 6. EILA: Winner Announcement
 7. Orange County Food Bank
 8. Couponing 101
 9. Picnic

10. Picnic Reminder

Action:

Statement of Subject – Scholarship Report

Main Points: Pham reported:

- Mindy is drafting memo to request funding to match those raised through fundraising efforts.
- Ordered new entertainment books – plan to sell at Staff Picnic on 8/30. Will bring order forms for larger orders.

Action:

Statement of Subject – Special Projects Report

Main Points: Frederick reported:

- Meals with Mike on June 6th, so far only 1 attendee. Jeri asked for a volunteer to host event at UClub.

Action:

Statement of Subject – Staff Appreciation Report

Main Points: Puritz reported:

- Arts event was sold out
- Kayak announcement in the works
- Staff Picnic theme voting ends Friday, May 18th
- UCI's Got talent is on hold this year, will plan for next year
- Looking for new Facilities Management representative to join the appreciation
- Battle of the Bands is cancelled for this year, will plan for next year.

Action:

Statements of Subject – Web Communications Report

Main Points: Balanza reported:

- Balanza requested all Council members check their respective web pages for updates. Has been working on several updates already, but needs everyone's help to ensure the entire site is up to date.
- Event Request Form- should be used to request significant changes to web site as well as for announcement requests. Cutting and pasting feasibilities are enabled on form and it is easier to submit request using this form for all involved.

Action: *Balanza to send out updated info regarding how go about requesting changes to web site and/or requesting publication of announcements.*

The meeting was adjourned at 1:59 p.m.