

## Staff Assembly Council Meeting Notes September 12, 2002

### SA Representatives:

Chair	Lorrie Minkel	Present
Vice Chair	Penny White	Present
Immediate Past Chair	Mike Delo	Present
Finance	Katherine Carpenter	Present
Council Communications	Linda Halsey Arias	Present
Election, Rules & Jurisdiction	Bernadette Strobel-Lopez	Absent
CUCSA (Sr.)	Lynda Brewer	Absent
CUCSA (Jr.)	Raschel Greenberg	Present
Campus At Large	Patricia Realo	Present
UCIMC At Large	Sandra Longnecker	Absent

### Standing Committee Representatives:

Communications & Publications	Alison Strong	Present
Scholarship	Ramona Agrela	Present
Staff Appreciation	Maria Graziano	Present
Training & Development	Steven Engen	Absent
Workplace Issues (co-representatives)	Jeri Frederick	Present
	Candice Gerretson	Absent

### Other Staff Members:

Sandi Campbell, Director, Budget office  
Norma Price, Director, Academic Budget

### Statement of Subject -- Call to Order and Approval of Minutes

Main Points -The meeting was called to order. Meeting notes from August 8, 2002 were distributed and approved.

### Statement of Subject - Campus Budget

Main Points - Sandi Campbell and Norma Price addressed the Committee regarding the campus budget. They reported that permanent reductions of about 1.5-2% were cut from the core budget, mostly in state-funded research and outreach programs. Allocation letters were distributed to the campus coordinating points who will reallocate funds to the units at their discretion, within stated guidelines. However, an additional 1.5-2% mid-year reduction is possible and all state agencies have been asked to prepare a 20% budget reduction plan for 2003-04. No staff layoffs have been reported at present. This was described as the most difficult budget period in memory, as well as a paradoxical budget climate due to the expectation that staff will continue to grow alongside faculty and student populations despite implementation of the staff hiring freeze. State auditors contend that the campus does not hire faculty quickly enough. While a 1.5% faculty merit increase was approved, a 1.5% staff merit increase is planned but pending approval by OP Labor Relations. However, it was stated that the Office of the President's position is that they are disinclined to give faculty merits and not staff, as that would be differential treatment. No COLAs were approved for faculty or staff. In response to inquiry, it was confirmed that there is no block formula for determining the optimal number of staff in relation to faculty or students, as each unit has differing needs. There is discussion of possibly another CAP retirement plan allocation. The question was raised as to the possibility of a pattern of CAP allocations depleting our retirement fund pool but this was determined not to be a major concern.

#### **Statement of Subject – Chancellor's Advisory Committee on the Status of Staff**

Main Points – An informal question was asked as to whether the Committee felt that it is within its role to discuss general staff concerns with the Executive Vice Chancellor. The Committee determined that it is within its role to do so, on the basis of affiliation with the Chancellor's Advisory Committee on the Status of Staff (CACSS). Three documents that were originally distributed at a recent CACSS meeting, were passed out: (1) a report of the discussion at the CACSS Neighborhood meeting in the School of Physical Sciences, held September 4, 2002; (2) an internal Communications Assessment; and (3) How to Implement Alternate and Flexible Work Schedules. The latter two documents were provided in draft form.

- **Action:** Read the distributed documents and provide feedback to Lorrie Minkel.
- **Responsibility:** All Council members.

#### **Statement of Subject – Staff Appreciation Committee**

Main Points – Maria provided a brief recap of the Staff Appreciation Picnic, held August 27, 2002. Campus participation was high and the event was considered to be very successful.

#### **Statement of Subject – Scholarship Committee**

Main Points – Ramona reported on the receipt of our Entertainment Books, which will be sold for \$35 each through the Parking and Transportation Office. 90 books were ordered at a cost of \$2,500, with four additional books provided at no cost. The books are valid until November 2003. It was suggested that the books be displayed and sold at the upcoming TechnoExpo. It was also suggested that a web form be developed to facilitate on-line ordering. Ramona distributed a spreadsheet (4) that listed Staff Assembly FY 2001/02 Scholarship Awards.

- **Action:** Meet to discuss the possible development of a web-based Entertainment Book order form and related mail shipping issues.
- **Responsibility:** Alison Strong, Ramona Agrela, Penny White, and Mike Delo.

#### **Statement of Subject – Finance Update**

Main Points – Katherine reported that the \$2K pledged by the EVC's office for the picnic bandanas was received and that a financial report is forthcoming.

#### **Statement of Subject – Communications and Publications Committee**

Main Points – Alison announced that Jacqueline Godot is assisting with the renovation of the Staff Assembly web site. A new system is proposed that will enable Council users to cut and paste updates to the web easily. Alison distributed a copy of the proposed web site home page layout (5). It was determined that meeting minutes should be included and archived on the web as well as a list of all Council meetings scheduled for the year. It was suggested that meetings be announced monthly via the listserv. It was also suggested that an open invitation letter be written to include in new hire orientation packets, referring to the web site.

- **Action:** Evaluate the proposed home page layout and provide feedback to Alison Strong by Tuesday, September 17.
- **Responsibility:** All Council members.
- **Action:** Assign Council meeting locations for the rest of the academic year and provide a list to Alison Strong for posting to the website.
- **Responsibility:** Lorrie Minkel.

#### **Statement of Subject – CUCSA**

Main Points - Raschel distributed two handouts: (6) UCOP Relations with Staff Advisory Groups, and (7) Council of CUCSA Statement on Participation. The 2002-03 CUCSA Priorities include faculty-staff partnership, fee waiver, communication, and CUCSA infrastructure. Raschel reported on the CUCSA meeting at UC San Francisco. UCSF paid for an extensive staff survey and has designated staffing for promoting a supportive work environment. A presentation by the faculty regent included discussion of the fee waiver, phased retirement for faculty, faculty welfare committee ties to staff, and faculty supervisory relationships with staff as an issue for improvement. Health and welfare issues were discussed, including a pre-tax flexible spending medical account similar to DepCare. Employees can expect a 20-30% increase in health insurance benefits costs and the elimination of a free health plan, but no change in co-pay fees. Raschel requested staffing assistance for the June CUCSA meeting at UCI.

#### **Statement of Subject - Tree Plaque**

Main Points - The Staff Assembly donation of a tree commemorating the September 11 tragedy was briefly discussed. A suitable tree has been identified and a planting site in Aldrich Park will be designated.

- **Action: Send suggested plaque wording to Lorrie Minkel.**
- **Responsibility: All Council members.**

#### **Statement of Subject - Executive Vice Chancellor**

Main Points - It was requested that Council hosts for the Meals with Mike luncheons take notes as to subjects discussed and send them afterward to the EVC (via Tiffany Jue). Lorrie Minkel and Ramona Agrela will attend the next EVC meeting, scheduled for September 24, 2002 from 8:00-9:00 AM.

**Meeting adjourned -- Next meeting is scheduled for Thursday, October 10 from 2:30-4:30 PM, 3161 EG.**

#### **Summary of 2002-2003 Meetings**

- July 11 - Met in 169 HIB, Staff picnic, Training and development, CUCSA meeting report, Proposed supervisor award, QCC, Chancellor's forum, Staff service awards, New members, Meals with Mike program, Goal setting.
- July 23 - Met in 169 HIB, New members, Staff picnic, Goal setting.
- August 8 - Met in 4135 FRH, New member, Staff picnic, June CUCSA meeting, UCIMC activities, Scholarship committee, Proposed supervisor award, Meetings with Chancellor and EVC, Review of goals, Events calendar, Campus budget allocations, Volunteerism.
- September 12 - Met in 404 ADM, Campus budget, CACSS, Staff appreciation committee, Scholarship committee, Finance update, Communications and publications committee, CUCSA, Tree Plaque, EVC.