

Staff Assembly Board Meeting Minutes

UC Riverside Police Department Meeting Room

November 16, 2006 12:00 pm – 12:48pm



Follow-up action	Person	Time
December 14, 2006	SA Board Meeting	12:00 pm – 1:00 pm
December 19, 2006- SA Holiday Party	General Meeting	3:00 pm– 5:00 pm

Present

Adrienne Sims/Vice-President
Jackie Adkins
Tina Caroline
Connie Doyle
Katie McCafferty

Agenda – See Attached

Adrienne Sims chaired the meeting in the absence of Jeanette Bradeen who was ill.

Discussion, decisions, assignments

First agenda item.

Adrian had one change to the content of the October 16 minutes: To change

...that there were approximately 50 students involved in the Escort Service on campus.

to:

...that there were approximately 50 students per quarter involved in the Escort Service on campus.

Connie: The Staff Welfare committee has been very busy and are currently working on the Coin Drive. There are approximately 30 locations. They will be meeting with the outstanding staff and elections and scholarship committees during the week of January 8, 2007.

It was suggested that discussion and approval of the latest draft of the Staff Welfare Assistance guidelines be tabled until the December meeting. The intent of the guidelines is to provide direction to how assistance is allocated to staff members requesting aid from Staff Assembly. The goal is to process all requests consistently and equitably. Connie will have the final version sent out prior to the next meeting on December 14, 2006.

Connie will send out an email that announces that January 17, 2006 is the deadline to send receipts for the Staff Assembly scholarships and Personal Growth Awards that were awarded June 2006 for the period January 1, through December 31, 2006.

Connie will donate two gift certificates for massages for the silent auction during the Annual Holiday Meeting.

Committee Updates:

- **Communications:** Katie reported that they have a group of five. They are planning their next newsletter which is projected to come out the last week of January. The committee consists of Katie McCafferty, Vickie Smola as co-chairs, Francisco Mendez, Rochelle Froslic, Cherysa Cortez.
- **Recording Secretary:** Jackie Adkins will be the new corresponding secretary once Jan Carter retires as of December 2006. In addition to her duties as corresponding secretary, Jackie will provide backup to the recording secretary in her absence. Katie will send out the job descriptions by email so that the Board may review them and update as necessary.
- **Staff Welfare Committee:** Executive Board should find space for our regular meetings. Should staff welfare spearhead drives or philanthropic where the main focus is helping the local communities.

Meeting adjourned at 12:48

Next Staff Assembly Board Meeting – Thursday, December 14, 2006

COSTO HALL-Upper A

Staff Assembly Holiday Party

Tuesday, December 19, 2006

3:00 p.m. - 5:00 p.m.

Location: Aberdeen-Inverness Residence Hall Residential Restaurant