



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, AUGUST 28, 2018

Olmstead Hall, Room 3324 | 12:15 - 2:00 p.m.

Meeting was called to order by Ross French at 12:26 p.m.

In Attendance

	Dizon, Daisy (DD)	x	Petrini, Crystal (CrP)
x	Ebina, Penni (PE)	x	Pierce, Cherie (ChP)
x	French, Ross (RF)		Ramirez, Veronica (VR)
x	Haro, Ricky (RH)	x	Salgado, Julie (JS)*
	Lozano, Johnathan (JL)		Talbot, Jen (JT)
x	McGee, Paige (PM)	x	Van Horn, Katherine (KV)
	McIver, Dennis (DM)		

There are currently thirteen (13) positions on the Board filled (12 voting), quorum is currently nine (9) people (2/3).

** Not a voting member*

Only majority is needed for votes

1. Number of Voting Members Present: 8

2. Number Absent: 5

Excused: 5

Approval of Previous Meeting Minutes

The minutes from the August 14, 2018 meeting were not approved as there were not enough for quorum.

Announcements

Interested in the new staff orientation? There are some dates that Katheryn and Dennis can't attend.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
 - Nothing to report, absent

- Director of Events, Ricky Haro
 - Met with Social Committee on August 20th to discuss Halloween and Holiday Party
 - Need to set up meeting with Paige and Veronica to go over marketing the event
 - Halloween Party
 - Costume category: Individual category, most creative, scariest, biggest group theme
 - Budget for Halloween event; \$200
 - Trying to figure out the collection of the pictures: some concerned about to using their personal accounts to hashtag the pictures. Might go the email route for submissions.
 - Holliday Party: Harry Potter Theme
 - HP inspired games, seating arrangement by house for the sorting hat, photo wall, platform $\frac{3}{4}$
 - Budget for Holiday Party; \$7300.00
 - Will send email out to committee to come up with tangible ideas for what to do at the event from a non-harry potter fan perspective.
 - Comments from the board: Theme needs to appeal to the masses. Maybe a Magical Holiday instead of Harry Potter directly.
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Need Halloween information from Ricky by September 7
 - Website to be ready by the end of September
 - In a few weeks, send out a few links for board to test out the pages
- Director of Fundraising, Daisy Dizon
 - Nothing to report, absent
- Director of Involvement & Recognition, Johnathan Lozano
 - Nothing to report, absent
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Staff orientation today (8/28) and handed out day passes to the new staff
 - 15 yes to volunteer for staff assembly from the orientation
- Director of Professional Development, Cherie Pierce
 - Nothing to report
- Treasurer, Penni Ebina
 - Nothing in the July ledger except for accrual for funding the outstanding staff awards
 - Did not get society '54 money
 - The ledgers cannot be closed by Julie. Looking into why it cannot be transferred to Ross.
- Immediate Past President, Julie Salgado
 - Taskforce
 - What is Taskforce?
 - Based on survey done by Staff Assembly and HR, to act on the things needed to be fixed on campus.
 - Pre-meeting on Thursday to work on presentation for the meeting with the Chancellor on Sept. 13th
 - Opening forum up to dinning and facilities first prior to rest of staff body.
 - Jason Rodriguez is in charge of the forums
 - Three sub-tiers: Development, organizational change and evaluations
 - Attack organizational change, best practices.
 - Development to get staff to go development opportunities and trainings and have managers get them to go.
 - Train supervisors on appraisals on how to do the evaluations and that its okay to give them a 4 if they actually deserve it.

- Vice President/President-Elect, Crystal Petrini
 - Met with board of Thurs night live
 - Do not really need assistance with anything, but requested if we could assist with printing the marketing flyers.
 - They would place our name on the flyer
 - Ask Justin to see if he can assist with the marketing flyer for Thurs Night Live
 - We could do a better job at attending and getting the word out for people to attend
 - Suggested for them to get a second bar tender if the numbers increase
 - Suggested making it more clear with what the event actually includes
 - This event could help the morale of the staff who work here. Great event to attend
- President, Ross French
 - When we have the opportunity to meet with Senior leadership, we need to show up as best we can.
 - Crystal goes to CUCSA next week in Irvine
 - Budget: want to get it to a point where we can actually have an idea of what we are going to spend based on the past budget.
 - We have about 40k of income each year from: chancellor allocation, community partner fair etc.
 - Staff memorial garden: After the first of the year we will order plaques and do some sort of small thing to recognize the dearly departed 16-18
 - Cindy Larive and Gerry B. on Sept 12 from 3-3:45, opportunity to meet with leadership
 - You do or do not have to have a question but be prepared to talk a little about who you are and what you do.
 - Larive wants staff on the next strategic plan
 - No set agenda yet but will have something more formal soon
 - Meeting with Lead in the morning of Sept 12: is lead going to take over the sunsetting OE
 - Asked to move the general meeting date up about a day due to a lecture by Francis Cordoba
 - Next meeting will be on September 11
 - Decided to go with the Moo Moo ice cream truck for the picnic for 600 units. After that, if they want ice cream they can purchase it themselves.
 - Everyone should RSVP to attend the picnic. An opportunity to talk and table about SA

Agenda Items

Enter items from 8/28/2018 Agenda

Decisions/Votes

1. List Decision
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by , second by
 - i. Unanimously approved
 - d. Vote/Count
 - ii. Total Number of Members Voting:
 - iii. Abstentions:
 - iv. Recusals:

	Approve/Accept/In Favor/Yea
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	Opposed/Nay
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New Action Items

1. Halloween Party Information for Marketing
 - a. Responsible Person(s): RH, VR, PM
 - b. Due Date/Follow-Up: 9/7/2018
2. Website Completion
 - a. Responsible Person(s): PM, VR
 - b. Due Date/Follow-Up: 9/30/2018
3. Soft Rollout of Website to board
 - a. Responsible Person(s): PM, VR
 - b. De Date/ Follow-Up: 9/21/2018

Past Action Items

1. List New Action Item
 - a. Responsible Person(s):
 - b. Due Date/Follow-Up:

Calendar & Notes/Comments

Date	Event	Time	Location
September 12, 2018	Provost Larive VC Bomotti SAEB Meeting	3:00-3:45pm	Hinderaker 3 rd Flr Conference Room
September 13, 2018	Chancellor's Picnic	11:30am-1:00pm	Hinderaker Lawn
September 25, 2018	Associate Chancellor Victorino Meeting	12:15pm-1:00pm	TBD
October 8 - October 31, 2018	Halloween Office Costume Contest	Entries Deadline 12:00pm on 10/31/2018	Online
October 23, 2018	Vice Chancellor Hayashida Meeting	12:15pm-1:15pm	TBD
October 25, 2018	UCR Benefits Fair	10:00am-2:00pm	HUB 302
November 6, 2018	Fall General Meeting	12:00pm-1:00pm	HUB 302
November 17, 2018	Scot Fest Tabling/Homecoming	1:00pm-3:00pm	TBD
December 14, 2018	Staff Assembly Holiday Party	2:00pm-5:00pm	TBD
February 6, 2019	Winter General Meeting	12:00pm-1:00pm	HUB 302
April 10, 2019	Community Partner Fair (CPF)	10:30am-1:30pm	HUB 302 and 355
April 19, 2019	Highlander Day of Service	12:00pm-1:00pm	TBD

May 7, 2019	Self-Care Fair	11:30am-1:30pm	TBD
May 15, 2019	UC Walks	11:30am-1:30pm	TBD
April 30 - May 6, 2019	Staff Assembly Elections	Winners will be announced at Spring General Meeting	Online
May 22, 2019	Spring General Meeting	12:00pm-1:00pm	HUB 302
June 4, 2019	Staff Assembly Volunteer Luncheon	12:00pm-1:00pm	Alumni & Visitors Center
June 20, 2019	Outstanding Staff Awards	5:30pm-7:00pm	Chancellor's House
July 18, 2019	Staff Assembly End of Year Event	2:00pm-4:00pm	TBD

Next Meeting

Tuesday, September 11, 2018

12:15 - 2:00 p.m.

Olmstead Hall, Room 3324

Motion to adjourn was made by Ross French at 2:01 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

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Secretary, UCR Staff Assembly Executive Board