



## 2018-2019 Staff Assembly Executive Board (SAEB)

### Meeting Minutes

**TUESDAY, JANUARY 10, 2019**

*SOM Dean's Conference Room | 1:00 - 2:00 p.m.*

*Meeting was called to order by Ross French at 1:07 p.m.*

#### In Attendance

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

*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: 11

2. Number Absent: 1 (CrP)

Excused: 1 (CrP)

#### Approval of Previous Meeting Minutes

The minutes from November 27, 2018 were reviewed and approved unanimously.

#### Announcements

Holiday Party Debrief

#### Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
  - Double check with mail services if fall service awards sent out.

*"Many Talents, One Mission"*

<http://staffassembly.ucr.edu/>

- Director of Events, Ricky Haro
  - Leftover gift
  - RH to send receipts to PE
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
  - Working on request form for SA requests
  - CPF ticket for raffle
- Director of Fundraising, Daisy Dizon
  - CPF committee will help to plan the fair (JS, RH, and JL on planning committee)
    - RF would like to be invited on meetings and WW as ex-officio
    - April 10, 2019
    - DD will divide subcommittees to meet with communications for plans and advertisement prior to end of January
    - DD gift receipt for Cardenas to PE
  - Holiday Party
    - Society 54 table; 28 people signed-up on site
    - Cardenas donated 4 \$25 gift cards
  - Day of Giving
    - \$80 so far; Staff Assembly will be one of the featured buttons/programs next year
- Director of Involvement & Recognition, Johnathan Lozano
  - Modify page to show nomination and winner; JL to send info to PM and VR
  - JL requested to RF to speak to leadership to showcase on UCR website and UCR Today
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
  - Scheduled Palm Desert Outreach on Wednesday, January 30<sup>th</sup> around 3pm
  - KV and DM to send Board calendar invite
- Director of Professional Development, Cherie Pierce
  - Scholarship deadline 1/11/19
- Treasurer, Penni Ebina
  - PE to send RF and Kareem/SEAT email; December ledgers approval (not CrP since on leave)
  - Scholarships sent out for Fall
  - PE to check on meeting location in Bannockburn
- Immediate Past President, Julie Salgado
  - Met with Jadie Lee about pilot program for accountability, roadmap for career development, performance management training to middle managers to be presented to VC and faculty separately.
  - Past president committee meeting confirmed attendance by Julie, Erin, Janna, Victorino, Tim, Andy, (Robert and Veronica TBD) and open to Board.
- Vice President/President-Elect, Crystal Petrini
- President, Ross French
  - Assistance requests (no cash)
    - 12/3/2018
      - \$100; Approved unanimously at previous meeting
    - 12/13/2018
      - \$100 for operation; ChP motioned and JL seconded; unanimous approval
  - Met with Chancellor and Victorino in December 2018
    - Talked about CUCSA at UCR in 2020, culture change with faculty buy-in
  - Met with Jadie Lee (January 2018)
    - Engagement survey update (June 2019), Bomotti new role, and staff profile updates
  - UCR Board By-Laws Updates

- 30 day notice for a specific meeting to vote
- Please look at by-laws and let RF know if any recommendations
  - Fundraising Director responsibility – memorial garden; DD to send request to RF
    - Fundraising not to be in charge/lead for Memorial Garden. Only for brick purchases if applicable.
- Past presidents committee meeting with JS next week
- Idea to coincide with end of year events that involves, fun, music, food/drink but not during fiscal close, commencement, and not at end of academic year. Possibly consider prior to/leading into Thursday Night Live with catering.

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## Agenda Items

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### Holiday Party Debrief

Board members cannot win prizes

Student workers were great and helpful

### 2 Assistance Requests

### Winter General Meeting

Brian Haynes (Student Affairs) and Alex Nahera (HR)

RH to repeat previous food order

Tabling

OMBUDS

DD to speak about CPF

PE for check-in with raffle tickets

JL to do photos

KV and DM Thank you Beary Much Cards

VR and PM flyers, tripod and bucks

DD and KV to alternate (JS to backup) will announce Service Award names

### Community Partner Fair (CPF)

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## Decisions/Votes

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### 1. 11/27/2018 Minutes

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by DM, second by KV
  - i. Unanimously approved
- d. Vote/Count
  - ii. Total Number of Members Voting: 11
  - iii. Abstentions: 0
  - iv. Recusals: 0

11	Approve/Accept/In Favor/Yea
0	Opposed/Nay

2. 12/13/2018 Assistance Request (\$100/grocery card)
- e. Discussion/Debate: None
  - f. Questions: None
  - g. Motion to approve by DM, second by KV
    - i. Unanimously approved
  - h. Vote/Count
    - ii. Total Number of Members Voting: 11
    - iii. Abstentions: 0
    - iv. Recusals: 0

11	Approve/Accept/In Favor/Yea
0	Opposed/Nay

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## Calendar & Notes/Comments

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Date	Event	Time	Location
September 12, 2018	<b>Provost Larive Vice Chancellor Bomotti SAEB Meeting</b>	3:00pm-3:45pm	Hinderaker 3 <sup>rd</sup> Floor Conference Room
September 13, 2018	<b>Chancellor's Picnic</b>	11:30am-1:00pm	Hinderaker Lawn
September 25, 2018	<b>Associate Chancellor Victorino SAEB Meeting</b>	12:15-1:00pm	Hinderaker Basement Conference Room
October 8 - October 31, 2018	<b>Halloween Office Costume Contest</b>	Entries Deadline 12:00pm on 10/31/2018	Online
October 9, 2018	<b>Vice Chancellor Plumley SAEB Meeting</b>	12:15-2:00pm	UC Mexus Offices
October 11, 2018	<b>Thursday Night Live</b>	5:00pm	HUB Patio
October 11, 2018	<b>Healthy Campus Inaugural Celebration</b>	11am-1:00pm	Bell Tower/Upper Plaza
October 15, 2018	<b>UCOP Travel Roadshow</b>	TBD	HUB
October 23, 2018	<b>Vice Chancellor Hayashida SAEB Meeting</b>	12:15pm-1:15pm	Hinderaker, 3 <sup>rd</sup> Floor Conference Room
October 25, 2018	<b>UCR Benefits Fair</b>	10:00am-2:00pm	HUB 302
November 8, 2018	<b>Fall General Meeting</b>	12:00pm-1:00pm	HUB 302
November 17, 2018	<b>Scot Fest Tabling/Homecoming</b>	1:00pm-3:00pm	TBD

November 27, 2018	<b>Chancellor Wilcox SAEB Meeting</b>	12:15pm-12:45pm	Hinderaker Basement Conference Room
December 14, 2018	<b>Staff Assembly Holiday Party</b>	2:00pm-5:00pm	HUB 302
February 6, 2019	<b>Winter General Meeting</b>	12:00pm-1:00pm	HUB 302
April 10, 2019	<b>Community Partner Fair (CPF)</b>	10:30am-1:30pm	HUB 302 and 355
April 19, 2019	<b>Highlander Day of Service</b>	12:00pm-1:00pm	TBD
May 7, 2019	<b>Self-Care Fair</b>	11:30am-1:30pm	TBD
May 15, 2019	<b>UC Walks</b>	11:30am-1:30pm	TBD
April 30 - May 6, 2019	<b>Staff Assembly Elections</b>	Winners will be announced at Spring General Meeting	Online
May 22, 2019	<b>Spring General Meeting</b>	12:00pm-1:00pm	HUB 302
June 4, 2019	<b>Staff Assembly Volunteer Luncheon</b>	12:00pm-1:00pm	Alumni & Visitors Center
June 12, 2019	<b>Outstanding Staff Awards</b>	5:30pm-7:00pm	Chancellor's House
July 18, 2019	<b>Staff Assembly End of Year Event</b>	2:00pm-4:00pm	TBD

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### Next Meeting

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**Tuesday, January 22, 2019**

**12:15 - 2:00 p.m.**

**Bannockburn**

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*Motion to adjourn was made by Ross French at 2:25 p.m. and was passed unanimously.*

Respectfully submitted,

***Jen Talbot***

Jen Talbot

Secretary, UCR Staff Assembly Executive Board