



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

### Meeting Minutes

**TUESDAY, SEPTEMBER 11, 2018**

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

*Meeting was called to order by Ross French at 12:24 p.m.*

#### In Attendance

X	Dizon, Daisy ( <b>DD</b> )	X	Petrini, Crystal ( <b>CrP</b> )
X	Ebina, Penni ( <b>PE</b> )		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> )
	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: 10

2. Number Absent: 2

Excused: 2 (CrP, PM)

#### Approval of Previous Meeting Minutes

The minutes were reviewed and approved.

Fall General meeting Nov 6 and not on Nov. 7. Correct in 8/28 minutes.

#### Announcements

Thank you Paige for taking minutes at last meeting!

RF and CrP attended CUCSA at UCI this past week

#### Board Member/Committee Reports

Board Member/Committee Reports:

*"Many Talents, One Mission"*

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

- Secretary, Jen Talbot
  - Order badges
    - “no staff assembly” on badges
  - Last day for student worker (Jonathan) was today
  - Order Shirts
    - Wicking material, Blue, Staff Assembly UC logo
    - KV will help JT with order
- Director of Events, Ricky Haro
  - Halloween Contest
    - Social Committee met to discuss Halloween Contest
    - Categories as opposed to general winners
      - Scariest, most participants, theme, solo costume, and most likes on social media
      - List on flyer
      - Submit through Facebook with specific hashtag
  - Holiday Party
    - 2:30-5pm with setup at 8am on the day of
    - Theme: Harry Potter/Wizardry/Magical
      - Wizarding World of UCR
    - Raffle, RPantry, DJ
    - Society 54 to coordinate
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
  - Website is a work in progress
  - In production by end of September
- Director of Fundraising, Daisy Dizon
  - Corporate sponsorship
  - Crystal Sankey/Advancement meeting rescheduled
  - Drafting a joint letter for current vendors to notify of transition from WW to DD
  - Drafting a recognition letter
  - Determining thank you gift for Society 54
    - Approximately \$750/month in gifts from employees (down from previous years)
- Director of Involvement & Recognition, Johnathan Lozano
  - Needs 2 more volunteers
    - 9-11am and 11a-12pm
  - 9a-2pm Chancellor’s picnic volunteers (setup/teardown)
  - SA table will have ice cream coupons for Moo Moo truck
  - Will meet and greet with committee members
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
  - Officially taking over Orientation to new staff
  - Need more committee members
  - Need to discuss collaboration with communications
  - Budget is same as last year
  - Memorial Garden
    - Per KV, really important to continue and recognize 2017 and 2018
      - Consider every other year recognition event/reception
- Director of Professional Development, Cherie Pierce
  - Absent/Excused
- Treasurer, Penni Ebina
  - RF has PAN access

- Need Society 54 monies for 3 months
    - PE to remind Crystal Sankey
- Immediate Past President, Julie Salgado
  - Meeting with Chancellor regarding performance management, change management, and career development
- Vice President/President-Elect, Crystal Petrini
  - CUCSA
    - Workgroups
      - Parental Leave Policy
        - FMLA is law that saves your job while away but no pay/accumulation
      - Succession Planning
    - Union represented staff at SA for consideration
    - Dress code
    - 4H Club
    - Davis, San Diego, and Berkley next meeting sites
  - Thursday Night Live
    - Chill, lounge, music has been secured
    - October 4<sup>th</sup> is first event
- President, Ross French
  - BBQ/Chancellor Picnic
    - SA board to attend as long as possible. Circulate, talk to people about SA.
      - Event 11:30a-1pm
    - Supplies needed
      - Grab shirts from SA office to give to volunteers. SA members may grab shirts too if they would like
      - SA Banner, table cloths, clip boards, listserv/volunteer sign-up sheet, and Thank You Berry Much Card Box
        - Listserv sheet email from KV to RF and print 10 copies
  - 9/12 Meetings
    - Larive and Bomotti
      - Keep Staff in mind for all activities, plans, events, communications, etc.
    - Survey
      - RF will send results from Summer 2017 survey to SA board members
    - Bilingualism Matters
      - Staff and student event
        - Let CrP know if interested
    - SA Board Meetings for Nov 2018-Jun 2019
      - Please notify RF/CrP if can host

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## Agenda Items

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CUCSA

Chancellor Picnic

Leadership Meeting

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## Decisions/Votes

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1. August 28, 2018 Meeting Minutes

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

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

2. August 14, 2018 Meeting Minutes

- e. Discussion/Debate: None
- f. Questions: None
- g. Motion to approve by JL, second by DM
  - i. Unanimously approved
- h. Vote/Count
  - ii. Total Number of Members Voting:
  - iii. Abstentions:
  - iv. Recusals:

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

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## New Action Items

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- 1. Halloween Party Information for Marketing
  - a. Responsible Person(s): RH, VR, PM
  - b. Due Date/Follow-Up: 9/7/2018

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## Calendar & Notes/Comments

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Date	Event	Time	Location
September 12, 2018	<b>Provost Larive VC Bomotti SAEB Meeting</b>	3:00-3:45pm	Hinderaker 3 <sup>rd</sup> Flr Conference Room
September 13, 2018	<b>Chancellor's Picnic</b>	11:30am-1:00pm	Hinderaker Lawn
September 25, 2018	<b>Associate Chancellor Victorino Meeting</b>	12:15pm-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 23, 2018	<b>Vice Chancellor Hayashida Meeting</b>	12:15pm-1:15pm	TBD
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
December 14, 2018	<b>Staff Assembly Holiday Party</b>	2:00pm-5:00pm	TBD
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 20, 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, September 25, 2018**

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

**Hinderaker Basement Conference Room**

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*Motion to adjourn was made by Ross French at 2:03 p.m. and was passed unanimously.*

Respectfully submitted,

***Jen Talbot***

Jen Talbot

Secretary, UCR Staff Assembly Executive Board