



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, JANUARY 22, 2019

Bannockburn D-102 | 12:15 - 2:00 p.m.

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

In Attendance

X	Dizon, Daisy (DD)		Petrini, Crystal (CrP)
X	Ebina, Penni (PE)		Pierce, Cherie (ChP)
X	French, Ross (RF)	X	Ramirez, Veronica (VR)
X	Haro, Ricky (RH)	X	Salgado, Julie (JS)*
X	Lozano, Johnathan (JL)	X	Talbot, Jen (JT)
X	McGee, Paige (PM)		Van Horn, Katherine (KV)
X	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: 9

2. Number Absent: 2 (CrP, ChP)

Excused: 2 (CrP, ChP)

Approval of Previous Meeting Minutes

The minutes from December 11, 2018 and January 10, 2019 were reviewed and approved unanimously.

Announcements

None

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot

- Maybe consider staff assembly sending out service award packets instead of mail services. Need to purchase/acquire intercampus mail envelopes
 - JT to send RH list with locations of service award recipients to be sent out for all future service award packets
- Director of Events, Ricky Haro
 - Nothing to report.
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Staff Assembly members received link for new form for communications requests
 - Recognition awards will acknowledge nominees on website and awardees list.
 - Double check website after ITS updates
- Director of Fundraising, Daisy Dizon
 - CPF is confirmed for April 10, 2019
 - Executive Staff Assembly Members will all have individual assignments on day of
 - Staff Assembly Assignments
 - RF EventBrite
 - DD CPF Packets Updates & all CPF Management
 - RH to help with HUB
 - DD to provide CPF flyer or handout ½ sheet to VR and PM for printing and distribution at upcoming general meeting.
- Director of Involvement & Recognition, Johnathan Lozano
 - Has list from last year of volunteers for CPF. Sent out feeler email from volunteers and will send out assignments at a later date.
 - Has volunteers for Winter General Meeting.
 - Outstanding staff awards; JL going through list.
 - JL to send Communications request via online form.
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Next Wednesday meeting to attend outreach meeting with KV and DM in Sky
 - Palm Desert Outreach (gas and meal covered and/or a van)
 - RF offered to table from 11:30am-1:30pm next Wednesday (1/30/2019) for general meeting. Staff Assembly members invited to participate. Register to reserve table through Nick Oliveras at HUB.
- Director of Professional Development, Cherie Pierce
- Treasurer, Penni Ebina
 - Nothing to report.
- Immediate Past President, Julie Salgado
 - Met with Andy as past president, had some recommendations/ideas
 - Holiday Party
 - 2 years of one thing and move one
 - Consider game show, UCR Idol, or something else instead of dancing
 - Utilize food vendors (i.e. Habit, Panda) as sponsors
 - Virtual 5k
 - Memorial Garden
 - Designated ceremony
 - Andy would be willing to host/be speaker Holiday Party/Event
 - CUCSA delegate
 - Past President Meeting
 - Come up with a theme for the year for Staff Assembly
 - Brown bags, board game nights, and more social/networking activities

- Not specifically Staff Assembly just paying for food
 - Finding topics of interest to all staff members and a speaker; RF open to suggestions.
- Vegas and Laughlin turnarounds not really a fundraiser
- Market Day/Craft Fair Fundraiser
 - JS reached out to Rose Sanchez; talk to Kim Stotz for Staff Assembly to consider hosting/organizing.
 - Fundraising to consider organizing for next year.
- Vice President/President-Elect, Crystal Petrini
 - Will return February 27th
- President, Ross French
 - CPF communications ready
 - Past Presidents Council meeting will be March 14 from 10:00am to 11:00am; SA members invited to attend
 - Schools First
 - DD and RF met with Clyde Derrick (GSOE) about Schools First. Gave to Chancellor's dinner and will work on partnership with SA again on exactly where money goes/how designated. Mention, "sponsored in part by..."
 - Table in back of room during general meetings
 - Make presentations as speakers during Lunch and Learns/Brown Bags
 - DD to get proposal to Clyde
 - Spring Event
 - Consider afternoon (after 3:30/4pm) staff versus someone/? Softball Game in Spring (late May) with food and Post game tailgate. After hours alcohol/bar (hosted but not paid for by SA).
 - Arturo in athletics could help coordinate/setup
 - Participants would have to sign a waiver
 - No shade; if in May might not be as hot and at the end of the day instead of midday.
 - Could be staff only event or include students and/or faculty
 - Consider basketball inside
 - Corporate game
 - Carnival (without rides)
 - Kickball tournament with family for a later event/fundraiser to consider

Agenda Items

Winter General Meeting

Community Partner Fair (CPF)

Decisions/Votes

1. 12/11/2018 Minutes
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by DM, second by JL
 - i. Unanimously approved
 - d. Vote/Count

- ii. Total Number of Members Voting: 9
- iii. Abstentions: 0
- iv. Recusals: 0

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

2. 1/10/2019 Minutes

- e. Discussion/Debate: None
- f. Questions: None
- g. Motion to approve by DM, second by JL
 - i. Unanimously approved
- h. Vote/Count
 - ii. Total Number of Members Voting: 9
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

Calendar & Notes/Comments

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

October 23, 2018	Vice Chancellor Hayashida SAEB Meeting	12:15pm-1:15pm	Hinderaker, 3 rd Floor Conference Room
October 25, 2018	UCR Benefits Fair	10:00am-2:00pm	HUB 302
November 8, 2018	Fall General Meeting	12:00pm-1:00pm	HUB 302
November 17, 2018	Scot Fest Tabling/Homecoming	1:00pm-3:00pm	TBD
November 27, 2018	Chancellor Wilcox SAEB Meeting	12:15pm-12:45pm	Hinderaker Basement Conference Room
December 14, 2018	Staff Assembly Holiday Party	2:00pm-5:00pm	HUB 302
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 12, 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, February 12, 2019

12:15 - 2:00 p.m.

TBD

Motion to adjourn was made by Ross French at 1:52 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

Jen Talbot

Secretary, UCR Staff Assembly Executive Board