



2018-2019 Staff Assembly Executive Board (SAEB)

Meeting Minutes

TUESDAY, DECEMBER 11, 2018

UC Mexus | 12:15 - 2:00 p.m.

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

In Attendance

| | | | |
|---|---------------------------------|---|-----------------------------------|
| | Dizon, Daisy (DD) | X | Petrini, Crystal (CrP) |
| X | Ebina, Penni (PE) | X | 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) | X | 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: 11

2. Number Absent: 1

Excused: 0

Approval of Previous Meeting Minutes

The minutes from November 27, 2018 were postponed for approval until January 2019 meeting.

Announcements

N/A

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
- Director of Events, Ricky Haro

"Many Talents, One Mission"

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

- Volunteer list from JL to RH
- Society 54 table
- Raffle throughout
- Trivia wheel, mystery box, scavenger hunt, photo booth
- Hot wings, candy, cupcakes, vegetables, drinks
- R'Pantry
- DJ with lighting
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - CPF Ticket
 - 1 Ipad for SA Director of Communications = SA inventory
- Director of Fundraising, Daisy Dizon
- Director of Involvement & Recognition, Johnathan Lozano
 - Vanessa Lee – staff recognition
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Scheduling events for next half of year
 - Trying to figure out item to giveaway
 - Reusable straws
- Director of Professional Development, Cherie Pierce
 - 1 scholarship for degree attainment per quarter
- Treasurer, Penni Ebina
 - No deposit
- Immediate Past President, Julie Salgado
 - Report to be reviewed by Victorino and Chancellor
- Vice President/President-Elect, Crystal Petrini
 - Attended CUCSA this past week with RF
 - NACADA/CUCSA/AMP 2020
 - Assistance Request
 - \$100 grocery card
 - Upcoming elections for SA – consider VP position
 - January 11 – March 2019 maternity meeting
- President, Ross French
 - Staff experience committee – SA
 - By-Laws and Manual changes
 - By-laws change requires proposal posted 30 days before a meeting to vote
 - Late Winter/Spring 2019
 - Add “doing business as” clause
 - CUCSA junior and senior delegates
 - Makes senior delegate immediate past president
 - Maintain junior delegate as VP
 - Outreach to staff
 - Food and Security Survey
 - RF to get backing of faculty and IRB approval

Agenda Items

Assistance Request

Holiday Party

Decisions/Votes

1. Assistance Request (\$100/grocery card)
 - 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 |

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, January 8, 2019

12:15 - 2:00 p.m.

UC Mexus Offices

Motion to adjourn was made by Ross French at 1:45 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

Jen Talbot

Secretary, UCR Staff Assembly Executive Board