



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, OCTOBER 9, 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

X	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: 12

2. Number Absent: 0

Excused: 0

Approval of Previous Meeting Minutes

The minutes from 9/11/18 and 9/25/18 were reviewed and approved.

Announcements

AVC Andy Plumley informed SA Board members of the following items:

Old family housing/North District Development

Lot 22/Dundee-Glasgow site

Dundee Residence Hall (Undergraduates)

Construction begins December 2018; Fall 2020 completion

Glasgow Dining

Will replace ANI

Will enhance to become a smaller HUB 302
Old Family Housing/Phase 1
Undergraduate and Transfer students; apartments
Constructions begins May 2019; Fall 2021 completion
November 8th General Meeting Table
Gift cards/Dining services

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
 - JT to send Service Award Recognition emails to November recipients and supervisors
 - JT to send request for flyers to Schools First rep
 - JT to send service recognition names for PowerPoint to RF
 - JT to send PDF of updated Contact list to all SA Board Members
 - JT to send PE list of name tags for SA members
- Director of Events, Ricky Haro
 - Wizard of Oz theme for Holiday Party
 - “There’s No Place Like UCR”
 - R Pantry
 - Photo Booth/Wall
 - Snapchat/Geofilter
 - Halloween
 - Finalizing rules
 - Activities pending
 - Scarecrow relay race, wizard of Oz bingo, courage mystery box, mocktails
 - RH to setup meeting with DD for prizes
 - RH to share list of potential prizes
 - Food order placed for General Meeting
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Website work in progress; will submit today
 - RH to respond to Communications about Halloween details
 - Communications to send out General Meeting flyer
 - Thursday, November 8th
 - Video for media communication for outreach, advertising, etc.
 - Convey messages on video
 - YouTube channel
 - Testimonials
- Director of Fundraising, Daisy Dizon
 - Meeting with Lisa Wilson/Development 10/11/18
 - Will have corporate levels, Society 54 pitch, recognition gifts/thank you
 - DD to send levels to Communications for website
 - Cardenas Markets Sponsorship/Supporting
 - Holiday specific request; RH recommended gift cards tied to holiday party theme
 - DD to send out Save the Date for CPF by end of October
 - Day of Giving/Crystal Sankey
 - Color copy version of Society 54 is correct/not black and white

- DD to send a copy of PDF to all Board members
- Director of Involvement & Recognition, Johnathan Lozano
 - DM and JL spoke about volunteer list
 - Once we get someone to signup, send thank you for signing up and send out volunteer opportunities/committees
 - Get Recognized for October
 - Qualtrics training with RF and JL
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - New Staff Orientation
 - Outreach and Communications teams to work together on New Staff Orientation
 - No Hershey Kisses since it gets hot in Riverside; will look into alternatives
- Director of Professional Development, Cherie Pierce
 - Scholarships and voting is in; decisions by the end of the week
 - 20-30 applications
- Treasurer, Penni Ebina
 - Not spending any money
 - RF submitted request to Schools First to change signers
- Immediate Past President, Julie Salgado
 - Met with Chief of Police Board
 - Policy that you cannot ride scooters, etc. on campus (does not apply to sidewalks); considered an infraction
 - Working with an attorney to get municipal code which will allow ticketing/citation
 - October 15th at noon in the HUB – Chancellor’s Task Force on Staff Engagement
- Vice President/President-Elect, Crystal Petrini
 - SA Polo Shirts
 - KV to get sizes from SA board members
 - Ontario Rain Hockey Team
 - Not a fundraising event
 - Director of Wellness position on SA Board
 - Financial, personal, professional, etc.
 - UCLA Oktoberfest event
 - Healthy Campus Inaugural Celebration – October 11, 2018 – 11a-1pm
 - Mayor will be speaking at 11:20am
 - RF and CrP will be speaking
 - Fill out alternative work schedule questionnaire
- President, Ross French
 - Please share Get Recognized Announcements to all colleagues
 - Thursday Night Live – October 11, 2018 – HUB Plaza
 - SA Thursday Night Live
 - UCOP Roadshow – Oct. 15-16 – EH & S
 - Benefits Fair – October 25, 2018
 - JL to provide volunteers
 - Communications to provide flyers/promotional materials for SA
 - October 23rd in Hinderaker Basement
 - RF asked JS to tell Paul Richardson for a fundraising cooking class in Spring 2019
 - APM should be a Staff Assembly group versus LEAN group?

Agenda Items

N/A

Decisions/Votes

1. September 25, 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: 12
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

2. September 11, 2018 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: 12
 - iii. Abstentions: 0
 - iv. Recusals: 0

12	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	12:15pm-2:00pm	UC Mexus Offices

October 11, 2018	Thursday Night Live	5:00pm	HUB Patio
October 11, 2018	Healthy Campus Inaugural Celebration	11:00am-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	TBD
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	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 8, 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, October 23, 2018

12:15 - 2:00 p.m.

Hinderaker 3117

Motion to adjourn was made by Ross French at 2:09 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

Jen Talbot

Secretary, UCR Staff Assembly Executive Board