



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, MARCH 26, 2019

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

Meeting was called to order by Ross French at 12:16 p.m.

In Attendance

X	Girod, Jeff (JG)	X	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)	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 (ChP)

Excused: 1 (ChP)

Approval of Previous Meeting Minutes

The minutes from 3/14/2019 were reviewed and approved unanimously.

Announcements

None

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot

- JT to let Communication team know if any updates (additions to update website) to Service Award Recipients for Spring
- Director of Events, Ricky Haro
 - At this time no spring event but can change
 - May 7th staff growth and engagement meeting in HUB
 - UC Walks
 - May 23rd Google presentation
 - Memorial – TBD
 - Year End Event at Chancellors
 - Outreach and RH to meet to discuss spring stand(s)/pop-ups idea
 - CPR course discount/taught by RH and sponsored by SA
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - OSA publications almost finalized; ETA 3/28
 - Passports for CPF; met with JS
 - Will provide JT Service Award laminated mini posters for photos at Spring General meeting
- Director of Fundraising, Jeff Girod
 - Nothing but Nets
- Director of Involvement & Recognition, Johnathan Lozano
 - OSA publications completed pending communications for release on 4/1
 - Imran Gorey meeting to showcase Get Recognized nominees
 - Volunteer lunch date TBD
 - All SA Board members to provide JL with list of their volunteers and provide a rating/identify nominees
 - Get Recognized suggestion to recognize all nominees in final general meeting/add a power point slide; JL to provide RF Power Point slide
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Monthly orientation meeting, 3/26; questions related to: outreach for flex schedule workers (not normal 9-5)/clinical hours, if stuck in office until 5pm, how SA different from OE, LEAD, AMP
 - Need KV fill-in for April 30th (10a-10:30a) new staff orientation at Extension Training Center; arrive at 9:30am
 - Friday, April 5th 9a-12p Extension Outreach to invite to CPF
 - Message/story for straws; KV and DM to discuss with communications
 - Planning ahead for a summer/fall event
 - Spring event → Ice cream/doughnuts/coffee/lemonade stand to be handed out at parking lots for SA outreach
 - KV and DM to work with RF on SA giveaways
 - KV to provide list with price points and recommendations
 - Insulated bags, portfolio, pens, society 54 pin, phone chargers, post-it notes, etc.
- Director of Professional Development, Cherie Pierce
- Treasurer, Penni Ebina
 - Nothing to report
- Immediate Past President, Julie Salgado
 - CPF
 - CPF 9 booths remain
 - JS gave packets to HUB vendors
 - JG to follow-up with Marriott
 - Communications met with JG and JS regarding passport; will be more like an alphabetical BINGO card; ETA April 5th

- JS has Lot 19 driver cards for JL for day of
 - JS requested Sidewalk signs from communications
- Vice President/President-Elect, Crystal Petrini
 - Nothing to report
- President, Ross French
 - CPF
 - Need RED, Society 54 and New Orientation Flyer/straws, flyer of ask about SA board positions for SA table
 - JS to setup meeting with RH, JG, RF, JL, ChP, Outreach, and Communications to walk-through CPF event one-more time
 - Elizabeth Heiss meeting for HUB 302 to waive fees for Staff Engagement May 7th
 - UC Walks pending volunteers; inquire about soccer team
 - Encourage everyone to attend UC Walks; will need remaining items from CPF
 - Google visit with reception prior to event/location TBD
 - Checking account update, old account separated into 5 separate funds. RW to contact bank to follow-up
 - Thursday Night Live will start back up beginning on April 4th; SA to attend on April 11th
 - Election nominations will begin mid-April (can self-nominate) and winners to be announced at Spring meeting
 - Chancellor Past/Future SA Board event with Supervisors
 - Changing By-Laws/Handbook and new SA Board Member of Wellness
 - By-laws update still pending
 - Wellness may not be a Board member position but possibly a volunteer to report to Outreach or Past President role. Liaison for interacting and dedicated to connecting on campus

Agenda Items

CPF

SA Board Elections

Decisions/Votes

1. 3/14/2019 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: 10
 - iii. Abstentions: 0
 - iv. Recusals: 0

10	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 13, 2019	Highlander Day of Service	All Day	On-Campus
May 7, 2019	Self-Care Fair	11:30am-1:30pm	TBD
May 8, 2019	UC Walks	11:30am-1:30pm	Track

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

Thursday, April 11, 2019

12:15 - 2:00 p.m.

UC Mexus

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