



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, SEPTEMBER 25, 2018

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

Meeting was called to order by Ross French at 12:50 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)		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: 1 (KV)

Approval of Previous Meeting Minutes

The minutes from 9/11/18 postponed for review and approval at the next meeting.

Announcements

N/A

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
 - Budget template; final estimate

"Many Talents, One Mission"

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

- Pick shirt; golf shirt, wicking shirt. JT to pick shirt and request all sizes. Send Penni order request and proper logo (UC Riverside)
 - Order name tags for DDT (Daisy Dizon Thomas), JL, RH, PM, KV, DM, VR
 - No Staff Assembly recognition
 - JT to add name legend for initials on SA Agenda
- Director of Events, Ricky Haro
 - Will finalize holiday theme
 - Halloween contest and Halloween week set
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - SA website is under construction
- Director of Fundraising, Daisy Dizon
 - Cost efficient thank you to sponsors
 - 2 tickets for Grand Prize for Holiday Party
 - Working with Cardenas for food insecurities
 - Will secure meeting with Lisa Wilson
 - Levels: Blue, Gold, Tartan
- Director of Involvement & Recognition, Johnathan Lozano
 - Will send out staff nominations; Oct-Jun for Outstanding Staff Awards
 - Can SA sponsor clubs in order to reserve rooms?
 - Need a network of staff to help book rooms
 - Once JL get volunteer names from DM get them on the list and out to start volunteering for SA
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - New Staff Orientation went well
 - Listserv signups
 - Currently provide to RF
 - Communications and Outreach meeting next week
- Director of Professional Development, Cherie Pierce
 - Call went out for Scholarships
 - 13 applications
 - Priority will be for those without a degree/first degree
 - Vote at next meeting regarding degrees/professional development
- Treasurer, Penni Ebina
 - Nothing to report
- Immediate Past President, Julie Salgado
 - Staff Engagement Task Force
 - Career Development
 - Roadmap and manager training
 - Coaching guidelines/training for supervisors
 - Organizational Change
 - Planning pieces, stakeholders
 - Performance Management
 - Revise language and outcomes for each category
 - Transparency in calibration process
 - Coaching for effective goal writing; middle management
 - General Forum for all on October 15, 2018; 12-1pm at HUB 355
- Vice President/President-Elect, Crystal Petrini
 - Thursday Night Live
 - Flyer will be released strategically

- SA Ambassador revamp
 - Consider title change from “Ambassador”
 - Consider giving more responsibilities
 - Consider recognition gift, lunch, etc.
 - Leave: 1/11/2019 – beginning of March 2019
 - JS will assume responsibilities of VP during this period
- President, Ross French
 - No Warner Brothers themes (i.e. no Harry Potter specific theme)
 - GSOE, Clyde Derrick, responsible for all School’s First Credit Union Development Officer contact. Don’t feel there is much value from SA. They would like to see people opening accounts.
 - Insert flyer in packets for general staff assembly meeting (ask to include a spot on flyer to “bring back to School’s First and mention you got the information at the UCR Staff Assembly meeting”).
 - UCOP Travel Roadshow
 - October 15, 2018 at the HUB
 - AMP Conference
 - April 26-28, 2020 at UCR (at the convention center)
 - SA Thursday Night Live
 - October 11 at 5pm
 - Consider drink tickets
 - Communicate on website
 - Benefits Fair
 - October 25, 2018
 - SA to supply food/beverage at \$100 towards event. Vote approved.

Agenda Items

N/A

Decisions/Votes

1. Benefits Fair Food/Beverage Budget
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by ChP, second by DM
 - i. Unanimously approved
 - d. Vote/Count
 - ii. Total Number of Members Voting:
 - iii. Abstentions:
 - iv. Recusals:

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

New Action Items

1. SA Board Polo Shirts Order

- a. Responsible Person(s): JT, KV, PE
 - b. Due Date/Follow-Up: 10/8/18
2. SA Board Name Tags Order
 - a. Responsible Person(s): JT, PE
 - b. Due Date/Follow-Up: 10/8/18
3. SA Board White Binders
 - a. Responsible Person(s): JT
 - b. Due Date/Follow-Up: 10/8/18
4. Holiday Theme
 - a. Responsible Person(s): RH
 - b. Due Date/Follow-Up: 10/8/18
5. School First Flyers in November General Meeting Service Award Recognition Packets
 - a. Responsible Person(s): JT
 - b. Due Date/Follow-Up: 10/8/18
- 6.

Calendar & Notes/Comments

Date	Event	Time	Location
September 12, 2018	Provost Larive VC Bomotti SAEB Meeting	3:00-3:45pm	Hinderaker 3 rd Flr Conference Room
September 13, 2018	Chancellor's Picnic	11:30am-1:00pm	Hinderaker Lawn
September 25, 2018	Associate Chancellor Victorino Meeting	12:15pm-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 11, 2018	Thursday Night Live	5:00pm	HUB Patio
October 15, 2018	UCOP Travel Roadshow	TBD	HUB
October 23, 2018	Vice Chancellor Hayashida 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
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 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 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 9, 2018

12:15 - 2:00 p.m.

UC Mexus Offices

Motion to adjourn was made by Ross French at 2:06 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

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Secretary, UCR Staff Assembly Executive Board