



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
THURSDAY, APRIL 25, 2019

Glenmor RSO Conference Room | 12:15 - 2:00 p.m.

Meeting was called to order by Ross French at 12:27 p.m.

In Attendance

	Girod, Jeff (JG)	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: 2

Excused: 2 (JG, KV)

Approval of Previous Meeting Minutes

The minutes from 3/26/2019 were reviewed and approved unanimously.

Announcements

None

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
 - Service award list sent to extension for packets

"Many Talents, One Mission"

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

- Service award emails to be sent
- Director of Events, Ricky Haro
 - Meeting to discuss awards ceremony – TBD theme
 - Working on food orders for upcoming events
 - RH reached out to TAPS but no return yet and submitted a request for Scotty
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Working on General meeting flyer and meet with JL
 - Working on JT request
- Director of Fundraising, Jeff Girod
- Director of Involvement & Recognition, Johnathan Lozano
 - JL to reach out to Chobdee regarding UC Walks and Staff Assembly tabling
 - JL to create a SignUp genius for SA table or check in volunteers
 - JL to set date/location for Volunteer Luncheon
 - All SA board members to send their volunteer list to JL
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - New staff orientations
- Director of Professional Development, Cherie Pierce
 - Gave out all scholarship money
 - 1 decline
 - Support advance degrees in some way (e.g. books)
- Treasurer, Penni Ebina
 - CPF
 - Net revenue \$13,681.04 (missing 2 checks of \$500/ea) \$7,543 total expenses
 - UCLA SA 5K
 - ALL SA members to be registered
 - Endowment to be created by Advancement; apprx. \$40K
- Immediate Past President, Julie Salgado
 - No report
- Vice President/President-Elect, Crystal Petrini
 - Reach out to committee volunteers to run for SA elections
- President, Ross French
 - Google/Sakaguchi
 - Event is a chance for AMP/LEAD/SA to host event together
 - Memorial Event, June 4th (3-4:30pm)
 - To be held at memorial garden
 - CY 2017 & 2018 (3 individuals)
 - Faculty & Staff Giving
 - \$5,000 challenge gift for Month of May
 - SA Elections
 - Try and nominate at least 1 person

Agenda Items

Upcoming Events

- Staff Engagement & Growth Seminar
- UC Walks
- Elections
- General Meeting

- Dean of Extension and VC Peter Hayashida
- Google/Sakaguchi
- Memorial Event, June 4th (3-4:30pm)
- Volunteer Luncheon (date/location TBD)
- Awards Ceremony

Decisions/Votes

1. 3/26/2019 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: 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
April 30 - May 6, 2019	Staff Assembly Elections	Winners will be announced at Spring General Meeting	Online
May 7, 2019	Self-Care Fair	11:30am-1:30pm	TBD
May 7, 2019	Elizabeth Heiss/Staff Engagement & Growth Seminar	12:00pm-1:00pm	HUB 302
May 8, 2019	UC Walks	11:30am-1:30pm	Track
May 22, 2019	Spring General Meeting	12:00pm-1:00pm	HUB 302
May 23, 2019	Matt Sakaguchi (Google) – AMP/LEAD/UCRSA cosponsored event	12:00pm-1:00pm	University Theater
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, May 9, 2019

12:15 - 2:00 p.m.

UC Mexus

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

Respectfully submitted,

Jen Talbot

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Secretary, UCR Staff Assembly Executive Board