



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
THURSDAY, MAY 9, 2019

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

Meeting was called to order by Ross French at 12:26 p.m.

In Attendance

	Girod, Jeff (JG)	×	Petrini, Crystal (CrP)
×	Ebina, Penni (PE)	×	Pierce, Cherie (ChP)
×	French, Ross (RF)	×	Ramirez, Veronica (VR)
	Haro, Ricky (RH)	×	Salgado, Julie (JS)*
×	Lozano, Johnathan (JL)		Talbot, Jen (JT)
×	McGee, Paige (PM)		Van Horn, Katherine (KV)
×	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: 8

2. Number Absent: 4

Excused: 3

Approval of Previous Meeting Minutes

The minutes from 4/25/2019 were reviewed and approved unanimously. Motion to approve Dennis, second Johnathon. Minutes approved unanimously yes.

Announcements

Guest call in Vice provost Ken Baerenklau call at 1:30pm

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot

"Many Talents, One Mission"

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

- Absent, nothing to report
- Director of Events, Ricky Haro
 - Absent, Nothing the report
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Proposal for external hard drive (1Tb)
 - Start pricing and get reimbursement
 - Proposal for creative cloud account
 - Look into pricing
 - Proposal for new computer
 - start pricing out
 - Meeting with Johnathan for the outstanding staff award
- Director of Fundraising, Jeff Girod
 - Absent, nothing to report
- Director of Involvement & Recognition, Johnathan Lozano
 - Need names for volunteer of the year award
 - You can still vote for OSA as it is still open and will be closed tonight
 - Send a list for who actually volunteered for your committee as soon as possible but drop dead May 16, 2019
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - New staff orientation this past week went well
 - Trying to get everything aligned with events for next month
- Director of Professional Development, Cherie Pierce
 - Scholarships have gone out and sent to Penni
- Treasurer, Penni Ebina
 - Nothing to report
 - Get items to her if you new something bought before she has to write a check to the endowment
- Immediate Past President, Julie Salgado
 - Spring general meeting /google event food is ordered
 - Volunteer lunch at royal vista café buffet on June 4th
 - Don't let anyone take the center pieces from the buffet
 - June 12th outstanding staff award, Mexican theme
 - Memorial garden event June 4th
 - Will follow up with what is happening with the Task force
- Vice President/President-Elect, Crystal Petrini
 - Alex Najara Meeting HR
 - Has a good sense that we will have a good partnership with HR next year? Talks about employee morale
 - Constantly thinking of how to create a better sense of community and belonging
 - Tasked some of the business committee to think of how we can have a sense of community
 - Art committee is working on bringing art around the campus
 - Looking for more opportunities to partner
 - Respect noon idea, where mandatory meetings connected to job do not have to be during lunch.
 - Staff Survey coming out again this year
 - The Sandoval case to mitigate issues that were brought up. What can we do in the future to prevent this from happening again? How do we empower staff when it comes to abuse of power, sexual harassment, etc.

- How can we help the culture change on campus
- President, Ross French
 - Google event is the day after general meeting. We are paying for the cost of renting the theater. There will be a reception prior to the event about 11:00am. Post event reception outside.
 - Ross will be doing the queue book for the outstanding staff award
 - Possible meal with chancellor and their supervisors, opportunity to get the supervisors to see we are actually working. The chancellor is on board with having this meeting.
 - For the voting, no longer able to use old system due to the site changes. We are going to look into qualtrics for voting measures. We have not done it before but we will try to make it work.
 - We need to promote everyone to fill out the survey. It is a pulse survey. We need to make sure that everyone who does get the survey takes it.
 - As an organization we have an opportunity to help fix the image of HR
 - Merit Promotions: take the merit pool and make it a yes/no proposition. We all get the same amount for an increase. This solidifies the merit. Star awards are for incentives for the high achievers. Encourages supervisors to change their perspective.
- Guest Ken Baerenklau (zoom)
 - Upcoming change to class start time
 - Not a huge change, classes will start and end 10 mins early
 - Help get the word out and if we have any questions about the start times
 - Will send ross some electronic communications to remind people of the time change
 - Think about how this might affect operation and if we need to make adjustments.
 - Let know if hearing any resistance so we can address

Agenda Items

Upcoming Events

- 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

None

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
TBD	Staff Assembly End of Year Event	2:00pm-4:00pm	TBD
June 27, 2019	Transition Old/New Board	12:15pm-2:00pm	UC Mexus

Next Meeting

Thursday, June 13, 2019

12:15 - 2:00 p.m.

UC Mexus

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

Respectfully submitted,

Jen Talbot

Jen Talbot

Secretary, UCR Staff Assembly Executive Board