



2018-2019 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, AUGUST 14, 2018

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

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

In Attendance

X	Dizon, Daisy (DD)	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

Excused: 1 (ChP)

Approval of Previous Meeting Minutes

The minutes from the July 24, 2018 meeting were unanimously approved.

Announcements

N/A

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
 - JT to get a list together for student duties

"Many Talents, One Mission"

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

- Gifts and items can be locked in cage in SA office
 - PM to do minutes for 8/28; JT to send minutes and agenda template to PM
- Director of Events, Ricky Haro
 - Solidified list of Committee members
 - Next step is intro to the Year meeting
 - RH to let CrP, Rf, JS know date/time
 - Halloween Costume Contest
 - Need clear rules for Halloween contest for inclusion in handbook
 - Pick one form of entry
 - Flyer, website details, digest, etc.
 - RH to provide to VR and PM for circulation
 - Finalize pieces in September for release in 1st week of October
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Meeting with JK next week for hand-off
 - Website updates in progress
 - Pictures on SA Google Drive
 - Still plan to meet with Co-Directors of Outreach
 - Printing separate from individual event budget for communications
 - Update JS new position for website
 - Years of service at UC for website
 - All SAEB members to send email to SAEB group with Years of Service at all UC campuses
- Director of Fundraising, Daisy Dizon
 - Met with WW last Thursday and will have a series of meeting; long handoff
 - Has had electronic communication with Crystal Sankey
 - Society 54
 - Crowd funding idea
 - All Board members should give from payroll; please sign up
 - Will reach out to vendors/organizations to
 - Corporate sponsorship level proposal for posting to website
 - RF goal is to improve/increase annual giving from staff
 - Committee to send out perks
 - Tabling requires a gift in exchange for corporate sponsors
 - JS to formalize and include in handbook
 - CPF
 - Plans on outreach occurring in September
 - Solidified fundraising committee
 - JS, JL, and WW
- Director of Involvement & Recognition, Johnathan Lozano
 - Met with FF for handoff
 - Thank You Beary Much
 - Will be sent intercampus and not in intercampus envelope
 - Chancellor's Picnic
 - Need 6 volunteers for Ice Cream
 - Before 3pm and after 3pm
 - Tabling and Ice Cream
 - Master List of Volunteers
 - All Directors to send names/emails to JL

- Daily Digest call for volunteers
- JL to send Outstanding Staff Award Event Summary to JT
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Update to UCR New Staff Orientation slides
 - Last Tuesday of the month (9a-10a) at University Village
 - Considering outreach to Arts block and UC Path
 - Anticipate collaboration and communication with Co-Directors of Communication
- Director of Professional Development, Cherie Pierce
- Treasurer, Penni Ebina
 - PE to send check reimbursement form to all SA Board members
- Immediate Past President, Julie Salgado
 - Still getting PANs; Kareem to make change
 - FY 17-18 complete
- Vice President/President-Elect, Crystal Petrini
- President, Ross French
 - Chancellor's Picnic
 - Ice cream will be purchased as part of food order; SA to provide FAU for \$1,005 for 650 units
 - Vendor change
 - Consider Moo Moo truck or Kona Ice truck
 - JT and RH to check in on an ice cream vendor
 - Send suggestions to RF
 - Staff Memorial Garden
 - SA responsible for upkeep
 - There used to be a brick program
 - Plan in 2019 cast bronze 4x6 plaques for 2017 and 2018 and reception
 - Make sure a line item in budget
 - Student Assistant
 - \$1,000 towards budget item
 - Ad-hoc use
 - Please send list of items needing help with to JT for support/work for student assistant
 - UC Benefits Fair
 - 10a-12:30p HUB 302
 - SA may promote and interact with staff/tabling
 - PE and JS have already volunteered
 - Thursday Night Live
 - SA will participate as a sponsor
 - RF requests SA board members to attend at least 1-2
 - Assistance Request
 - \$100 request

Decisions/Votes

1. July 24, 2018 Meeting Minutes
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by VR, second by CrP
 - i. Unanimously approved by Board members present

- d. Vote/Count
 - i. Total Number of Members Voting: 11
 - ii. Abstentions: 0
 - iii. Recusals: 0
- e. Other
 - i. None

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

- 2. Chancellor's Picnic \$1,005 Ice Cream Purchase
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by DM, second by CrP
 - i. Unanimously approved by Board members present
 - d. Vote/Count
 - i. Total Number of Members Voting: 11
 - ii. Abstentions: 0
 - iii. Recusals: 0
 - e. Other
 - i. None

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

- 3. Staff Assistance Request
 - f. Discussion/Debate: Received previous assistance in past year. Request for groceries. Requested \$100 but Board recommends only providing \$50. Need to clarify language and criteria. Should be distress/catastrophic/emergency. Need to do a better job of communicating this program to all staff
 - g. Questions: No, the individual has not received or requested any other form of assistance other than UCR SA. No, not very often that SA receives requests but up to Board to approve; \$1,700/year
 - h. Motion to approve by DM, second by PM
 - i. Vote/Count
 - i. Total Number of Members Voting: 11
 - ii. Abstentions: 3
 - iii. Recusals: 0
 - j. Other
 - i. \$50 final amount approved

5	Approve/Accept/In Favor/Yea
3	Opposed/Nay

New Action Items

- 1. 8/28/2018 Agenda/Minutes Templates to PM
 - a. Responsible Person(s): JT & PM
 - b. Due Date/Follow-Up: 8/28/2018

2. Intro to Year Meeting - Events
 - a. Responsible Person(s): RH, RF, CrP
 - b. Due Date/Follow-Up: 8/28/2018
3. Years of Service Email for SA Website
 - a. Responsible Person(s): All SA Board Members
 - b. Due Date/Follow-Up: 8/28/2018
4. Tabling Procedure for SA Handbook
 - a. Responsible Person(s): JS & JT
 - b. Due Date/Follow-Up: 8/28/2018
5. Chancellor's Picnic Volunteers
 - a. Responsible Person(s): All SAEB Members
 - b. Due Date/Follow-Up: 8/28/2018
6. Volunteer Master List Updated by JL
 - a. Responsible Person(s): All SAEB Directors
 - b. Due Date/Follow-Up: 8/28/2018
7. Check Reimbursement Form to SAEB
 - a. Responsible Person(s): PE
 - b. Due Date/Follow-Up: 8/28/2018
8. Staff Memorial Garden Budget Line Item
 - a. Responsible Person(s): PE
 - b. Due Date/Follow-Up: 8/28/2018
9. Student Assistant Tasks List
 - a. Responsible Person(s): SAEB Members
 - b. Due Date/Follow-Up: 8/28/2018
10. UC Benefits Fair Volunteers
 - a. Responsible Person(s): All SAEB Members
 - b. Due Date/Follow-Up: 8/28/2018
11. Thursday Night Live Representatives List
 - a. Responsible Person(s): RF
 - b. Due Date/Follow-Up: 8/28/2018

Past Action Items

1. SA Halloween Events/Activities Planning & Marketing
 - a. Responsible Person(s): RH, VR, & PM
 - b. Due Date/Follow-Up: 8/28/2018
2. SA Budget Report FY 18-19
 - a. Responsible Person(s): PE & JT
 - b. Due Date/Follow-Up: 8/14/2018
3. Website Updates
 - a. Responsible Person(s): VR & PM
 - b. Due Date/Follow-Up: 8/28/2018
4. Handover of Events Binder
 - a. Responsible Person(s): JT & RH
 - b. Due Date/Follow-Up: 8/28/2018
5. New Board Photos
 - a. Responsible Person(s): VR & PM
 - b. Due Date/Follow-Up: 8/14/2018

6. Professional Development Website Updates
 - a. Responsible Person(s): VR & PM & ChP
 - b. Due Date/Follow-Up: 8/14/2018
7. Staff Assembly Handbook
 - a. Responsible Person(s): RF, CrP, & JT
 - b. Due Date/Follow-Up: 8/14/2018
8. SAEB Meetings Host
 - a. Responsible Person(s): All SAEB Members
 - b. Due Date/Follow-Up: 8/14/2018
9. Outstanding Staff Awards Event Summary
 - i. Responsible Person(s): FF & JT
 - ii. Due Date/Follow-Up: 6/15/2018
10. 2018-2019 General Meeting Vendor "Thank You" Cards
 - i. Responsible Person(s): RF & CrP
 - ii. Due Date/Follow-Up: July 2018
11. Staff Listserv
 - iii. Responsible Person(s): RF & CrP
 - iv. Due Date/Follow-Up: 6/12/2018
12. SA Event Pictures for SA Office
 - v. Responsible Person(s): JT
 - vi. Due Date/Follow-Up: 5/1/2018
13. SA Event Picture Framing for SA Office
 - vii. Responsible Person(s): JT
 - viii. Due Date/Follow-Up: 5/1/2018
14. Schools First 2019 Funding Request
 - i. Responsible Person(s): JT
 - ii. Due Date/Follow-Up: 4/17/2018
15. 2018-2019 SA Calendar
 - i. Responsible Person(s): SAEB Members
 - ii. Due Date/Follow-Up: 4/3/2018
16. Lunch & Learn to Jadie Lee
 - i. Responsible Person(s): JS & RF
 - ii. Due Date/Follow-Up: 4/3/2018
17. Chancellor Office SA Budget FY 18-19
 - ix. Responsible Person(s): PE
 - x. Due Date/Follow-Up: 4/3/2018
 1. Banners
 2. Office Computer
 3. Prizes
 4. Food
 5. Button Maker
18. Revisions/Updates to Board Position Job Duties/Descriptions
 - i. Responsible Person(s): JT
 - ii. Due Date/Follow-Up: 4/3/2018

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
October 8 - October 31, 2018	Halloween Office Costume Contest	Entries Deadline 12:00pm on 10/31/2018	Online
November 7, 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, August 28, 2018

12:15 - 2:00 p.m.

UC Mexus Office - Olmstead Hall, Room 3324

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