



2018-2019 Staff Assembly Executive Board (SAEB)

Meeting Minutes

THURSDAY, MARCH 14, 2019

Hinderaker, 2020 | 12:15 - 2:00 p.m.

Meeting was called to order by Ross French at 12:28 p.m.

In Attendance

X	Girod, Jeff (JG)	X	Petrini, Crystal (CrP)
X	Ebina, Penni (PE)	X	Pierce, Cherie (ChP)
X	French, Ross (RF)	X	Ramirez, Veronica (VR)
	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 (RH)

Excused: 1 (RH)

Approval of Previous Meeting Minutes

The minutes from 2/28/2019 were reviewed and approved unanimously.

Announcements

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Jen Talbot
- Director of Events, Ricky Haro
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
 - Rspace graphic

- Will work on JL request
 - Online request form is working
- Director of Fundraising, Jeff Girod
 - Working on sign-ups for CPF
 - Will send follow-up emails next week
- Director of Involvement & Recognition, Johnathan Lozano
 - JL to send PM and VR Outstanding Staff website and verbiage
 - Once link is live; March 18 planned release date
 - JL recognized Trent
 - Get Recognized for February nominations
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
 - Drop in at Extension and full event with Arts Block
 - Giveaways; metal straws (QTY 500) for April 2019
 - SA board members to notify DM and KV if interested in attending New Staff Orientation; last Tuesday of month 10-10:30am
- Director of Professional Development, Cherie Pierce
 - Nothing to report
 - All Winter applicants were awarded
- Treasurer, Penni Ebina
 - PE received checks for new account
 - Will close out old account eventually
 - Need 2 signers/Chancellor's office for internal purposes
- Immediate Past President, Julie Salgado
 - CPF
 - JS to decide on passport and notify PM and VR
 - Ally's will setup night before event
 - Breakfast and Lunch
 - 28 Vendors (have reserved a spot)
 - JG to remind vendors via email to register
 - PE to monitor food room
 - 10/30 slots for volunteers (not counting board members)
 - RF asks all board members to reach out to a local vendor and inform JS/JG know to reach out and provide email/phone/name(s)
 - \$500/booth
 - JS to send packet to board members
 - JL to send out volunteer list to sign up to all board members
 - Attended Chief of Police meeting; crime reports-race part of description. Homeless issue came up, more CSO staff/cameras
- Vice President/President-Elect, Crystal Petrini
 - ChP possibly, KV possibly, DM for VP possibly, JL again, RF will return as Immediate Past President, JT possibly, JS possibly consider Events, JG possibly, PM and VR possibly, PE possibly; CrP President
 - Art Committee
 - Campus Art; possibly be with the city
 - Arts Walk Project (INTS/Art)
 - Red Carpet to move from storage
 - Bomotti meeting; will be sharing data
- President, Ross French

- VR to ask RW if new website can use old system for SA elections
- Go to CUCSA website and go to Delegate Resources/March 19 campus meeting updates to see what other campuses are doing and feedback
- UCR has a campus basic needs website; elaborate or relate to staff
- JG recommended to JS/RF; Feeding America or Cal Fresh partner at General Meeting Tables
- Staff Engagement Survey in Summer 2019
- Confirmed for CUCSA at UCR December 2-4, 2020; committee 2019-2020 for planning; RF to reach out to Andy Plumley
- SA board members to notify RF and recommend swag items for the next year (use CPF Vendors-Gorilla, Public Identity); spork, produce bags, hot/cold grocery bags
- Next meeting on 3/28 and move to 3/26
- Highlander Day of Service-SA board should do something different/ RF recommends a member can schedule an event for SA for Highlander Day of Service (April 19th)
- UC Walks-will need table volunteers
- Team Building Research/Sakaguchi (Google) talk May 23rd

Agenda Items

CPF

CUCSA

SA Executive Board Elections

Decisions/Votes

1. 2/28/2019 Minutes
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by DM, second by PM
 - i. Unanimously approved
 - d. Vote/Count
 - ii. Total Number of Members Voting: 10
 - iii. Abstentions: 0
 - iv. Recusals: 0

11	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 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 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

Tuesday, March 26, 2019

12:15 - 2:00 p.m.

Bannockburn D-102

Motion to adjourn was made by Ross French at 1:47 p.m. and was passed unanimously.

Respectfully submitted,

Jen Talbot

Jen Talbot

Secretary, UCR Staff Assembly Executive Board