



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, SEPTEMBER 17, 2019

UC Mexus | 11:00a - 12:45p

Meeting was called to order by Crystal Petrini at 11:04 a.m.

In Attendance

Table with 4 columns: presence indicator (x), name, presence indicator (x), and name. Rows include: Girod, Jeff (JG); Ebina, Penni (PE); French, Ross (RF)*; Rodnuson, Charlie (CR); Lozano, Johnathan (JL); Figueroa, Frank (FF); Petrini, Crystal (CrP); Gochicoa, MaryAnn (MG); Davis, Allura (AD); Heun, Chris (CH); Van Horn, Katherine (KV); Batlle, Valerie (VB).

There are currently twelve (12) positions on the Board filled (11 voting); quorum is currently seven (7) people (2/3).

* Not a voting member

Only majority is needed for votes

- 1. Number of Voting Members Present: 9
2. Number Absent: 2
Excused: 2

Approval of Previous Meeting Minutes

09/03 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
- Service awards posted to SAEB site. Thanks to Jeff and Ross!
- List of members needing badges collected. Will order before next meeting for the following:
1. Charlie Rodnuson

2. Allura Davis, M.Ed.
 3. MaryAnn Gochicoa
 4. Chris Heun
 5. Jeff Girod
 6. Valerie Batlle
 7. Johnathan Lozano
 8. Frank Figueroa
- **Director of Events, Valerie Batlle**
 - Not present.
 - **Director of Communications, Jeff Girod**
 - Printed save the date cards and distributed at Picnic. Revitalized Twitter. Updated years of service. Approved marketing for new Halloween Contest - ready for social media platforms. Systematically updating content on website.
 - **Director of Fundraising, MaryAnn Gochicoa**
 - One person signed up for Society 54. Talked to Samantha about poinsettias. Sit down w/ Crystal & Jeff re: virtual 5k after returning from conference/vacation.
 - **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
 - Staff Appreciation Week planning. Good feedback on the alternate work survey (went to Julie Chobdee). Board participation - let Kathy know if you won't be volunteering.
 - **Director of Outreach, Allura Davis**
 - Not present.
 - **Director of Professional Development, Charlie Rodnuson**
 - Working w/ Jeff on Prof Dev for Website; talked to Seanna in HR. Will be up this week.
 - **Treasurer, Penni Ebina**
 - Adjusted bill for Picnic Ice Cream (went down).
 - **Immediate Past President, Ross French**
 - Search Committee for the Chief Human Resources Officer – still some interviews to do. Committee meeting for upcoming presentation to Chancellor.
 - **Vice President, Frank Figueroa:**
 - TAPS meeting upcoming on Thursday; Mobility HUB governing board mtg in Oct; Crystal talking to HUB about fees - perhaps give us a year grace period since we didn't have time to budget for it. A permit to park anywhere on campus- talk to Tara if you have questions.
 - **President, Crystal Petrini**
 - Ordered shirts.

Agenda Items

- **Society 54: Tracking, data/stats, reports – MaryAnn**
 - Soc 54 promotes staff experience at UCR. 1/3 budget comes from Soc 54 (some from Chancellor, remainder from Community Partner Fair - so critical). By paying for scholarships using Schools First fund, no taxes. If you enjoyed attending our events and wish to support organization, sign up for Soc 54.
 - Campaign: Soc 54 month - did this about 3 years ago. Boosted contributions a bit. Best to do at beginning of FY. Good to do at our events (separate tables).
 - How do we present it? Especially at new staff orientation. "Be a part of Staff Assembly"
 - Budget for updated marketing materials for Soc 54? Minimal - \$100.00. Per Jeff - maybe a 1/2 sheet with the back listing accomplishments.
- **CUCSA Employee Engagement Survey - Next steps:**
 - Other campuses do a road show - present the results to departments. Highlight professional development efforts "at a local level" to address areas of opportunity rather than rely on a system-wide effort.
 - Also do a Town Hall
 - Diversity Culture
 - Align with Healthy Campus and Faculty Report

Decisions/Votes

1. Meeting Minutes 09/03/2019
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by KV, second by FF
 - i. Approved
 - d. Vote/Count
 - ii. Total Number of Members Voting: 9
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

New Action Items

1. Need to schedule meeting to plan for CPF before end of October (include Julie Salgado).
 - a. Responsible Person(s): CP, VB
 - b. Due Date/Follow-Up: 10/01/2019

Past Action Items

1. Polos/Name Tags: Confirm order status
 - a. Responsible Person(s): Crystal Petrini (Shirts) / Chris Heun (name tags)
 - b. Due Date/Follow-Up: 10/01/2019

Calendar & Notes/Comments

Date	Event	Time	Location
September 9, 2019	Informal Luncheon w/ Chancellor	12:00 p.m. – 1:00 p.m.	SSB 2201
September 12, 2019	Chancellor's Staff & Faculty Picnic	11:30 a.m. – 1:00 p.m.	Hinderaker Lawn
November 7, 2019	Fall General Meeting	11:00 a.m. – 1:30 p.m.	HUB 302
December 13, 2019 (pending confirmation)	Staff Assembly Holiday Party	12:30 p.m. – 5:00 p.m.	HUB 302
February 13, 2020	Winter General Meeting	11:00 a.m. – 1:30 p.m.	HUB 302
April 14, 2020	Community Partner Fair (CPF)	8:00 a.m. – 5:00 p.m.	HUB 302 and 355
May 21, 2020	Spring General Meeting	11:00 a.m. – 1:30 p.m.	HUB 302

Next Meeting

Tuesday, October 01, 2019

11:00 a.m. - 12:45 p.m.

Motion to adjourn was made by Crystal Petrini at 12:54 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board