



2019-2020 Staff Assembly Executive Board (SAEB)
 Meeting Minutes
TUESDAY, OCTOBER 1, 2019

SSB 3210 | 11:00a - 12:45p

Meeting was called to order by Crystal Petrini at 11:08 a.m.

In Attendance

×	Girod, Jeff (JG)	×	Petrini, Crystal (CrP)
×	Ebina, Penni (PE)		Gochicoa, MaryAnn (MG)
×	French, Ross (RF)*	×	Davis, Allura (AD)
×	Rodnuson, Charlie (CR)	×	Heun, Chris (CH)
×	Lozano, Johnathan (JL)	×	Van Horn, Katherine (KV)
×	Figueroa, Frank (FF)	×	Battle, 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: 10
2. Number Absent: 1
- Excused: 1

Approval of Previous Meeting Minutes

09/17 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
 - Badges ordered [10/2/19 update: Badges delivered!]
 1. Charlie Rodnuson
 2. Allura Davis

3. MaryAnn Gochicoa
 4. Chris Heun
 5. Jeff Girod
 6. Valerie Batlle
 7. Johnathan Lozano
 8. Frank Figueroa
- **Director of Events, Valerie Batlle**
 - What to call Spring event?
 - Elaborate on donut hole popup? SOM? Bannockburn? Raffle at end of week for those attending stations? Holding virtual raffle for those not on campus (Palm Desert, UNEX, UCPATH)? Feel like they get left out of events like this. Need to come up with ways for them to earn raffle tickets. Have it the week of Spring General Mtg (May 18th)
 - Halloween flyer - start social media push. Similar prizes this year. Rec passes, pizza, donuts. Meeting next week w/ subcommittee to plan party. Will discuss theme then.
 - **Director of Communications, Jeff Girod**
 - Halloween marketing ready for FB, Twitter, IG, R'Space; Society 54 - concern that the photo was from a few years ago, but new photos don't fit as well due to sizing. Could set up a photo shoot w/ current staff (limited to 8-9 people due to small size). Jeff will coordinate with MaryAnn.
 - **Director of Fundraising, MaryAnn Gochicoa**
 - Not present.
 - **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
 - Email to staff about Get Recognized. Will talk to Jeff about it. Will roll June/July into this round of voting.
 - **Director of Outreach, Allura Davis**
 - New staff orientation (last Tuesday of every month) in October. Was able to obtain SRC gift cards (variety pack), plus water bottles and stretch bands.
 - **Director of Professional Development, Charlie Rodnuson**
 - Have resources on site. Promote to staff interested in online development. Suggestion: Post to social media and get a raffle ticket
 - Scholarship committee
 - Promote other grants happening on campus, e.g, Healthy Campus. Benefits staff - seems appropriate.
 - **Treasurer, Penni Ebina**
 - Schools First - worked on different templates, waiting to hear back from them.
 - **Immediate Past President, Ross French**
 - Remaining 2 CHRO candidates were underwhelming. Either continue search or perhaps give more responsibility to John Stevenson.
 - Presenting CUCSA to Campus Climate committee this afternoon. Suggestion: Bring the Digest back - seems event attendance is down..
 - **Vice President, Frank Figueroa:**
 - SEATS (financial group) and Crystal and Frank: Trying to convince them to use WorkFront to handle requests. Met w/ Tom Smith and Brian Haynes.
 - Also met w/ Dylan (Academic Chair); is supportive of Staff Assembly.
 - Date for HUB Governing Board - will work on getting it confirmed. Assessment of minutes regarding referendum fee and waivers; How are fees being used for department events? Fee Waiver policy - meet w/ SRC to make more consistent across campus.
 - Student Success Center - 800k request plus funds from Auxiliary Services (1.3 million carry forward). No notice was given - was simply announced in minutes. Lack of transparency and lack of staff input.
 - Jeff: Campus needs to make a conscious effort to improve the staff experience. This plus cuts to development/training contribute to what we see in the survey
 - **President, Crystal Petrini**
 - Will meet w/ leadership to discuss CUCSA survey and strategies to address.

Agenda Items

- Healthy Campus celebration 10/10 - Crystal
 - Would be good to have SAEB there to represent

- 11am - 1pm
- Will cover w/ Board participation. Penni and Allura will be there; others will help cover.
- General Meeting budgets, the growing attendance, and food - Val
 - Participation growing, but current budget won't cover it. About 400 at last few meetings (up from 300).
 - \$1242 instead of approx. \$900 in the past.
 - Crystal and Frank approved the November food increase. Reevaluate for future meetings.
 - Increased number of chairs to 400.
 - JG: Having food there is a draw, not the purpose
 - RF: Getting staff there is key. We could shift budget around. Cost of food - can we have a discussion about food prices? Ricky managed to get chips from off the regular menu and at a lower cost. Contact Brendan about HUB governing board meeting getting posted to their site.
 - Pro of using Dining is setup/takedown plus staff working event.
- HUB 302 fees: How much? Effect on budgets? - Val
 - HUB 302 is \$800/meeting (but they do setup/takedown).
 - Trying to offset overhead and student referendum/governing board
 - New locations? Run into similar issues w/ setup/takedown. University Theatre might be a little less, but poses other logistics issues with food.

Decisions/Votes

1. Meeting Minutes 09/17/2019

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by FF, second by KV
 - i. 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

2. SAEB to promote other grants happening on campus, e.g., Healthy Campus.

- a. Discussion/Debate: Action benefits staff - seems appropriate
- b. Questions: None
- c. Motion to approve by KV, second by FF
 - v. Approved
- d. Vote/Count
 - vi. Total Number of Members Voting: 10
 - vii. Abstentions: 0
 - viii. Recusals: 0

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

New Action Items

None.

Past Action Items

1. Polos/Name Tags: Both items ordered. Name tags arrived 10/2/19; CH to communicate to members
 - a. Responsible Person(s): Crystal Petrini (Shirts) / Chris Heun (name tags)
 - b. Due Date/Follow-Up: 10/15/2019
2. 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: 10/15/2019

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 15, 2019

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

UC Mexus

Motion to adjourn was made by Frank Figueroa at 12:38 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board