



2019-2020 Staff Assembly Executive Board (SAEB)  
Meeting Minutes  
TUESDAY, OCTOBER 15, 2019

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

Meeting was called to order by Crystal Petrini at 11:05 a.m.

In Attendance

x	Girod, Jeff (JG)	x	Petrini, Crystal (CrP)
x	Ebina, Penni (PE)	x	Gochicoa, MaryAnn (MG)
x	French, Ross (RF)*		Davis, Allura (AD)
	Rodnuson, Charlie (CR)	x	Heun, Chris (CH)
x	Lozano, Johnathan (JL)	x	Van Horn, Katherine (KV)
x	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: 8
- 2. Number Absent: 3
- Excused: 3

Approval of Previous Meeting Minutes

10/01 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
  - MH Subcommittee - Yes, we could post information about events impacting staff; encourage them to use existing channels of communication.

- Suggestion: Creation of a "Partners" page on our SA website? One consideration is where do we draw the line? Might be better to promote resources than departments/groups.
- For General Meeting Agenda - Present CUCSA survey results and let everyone know SA is the owner of the data. Provide link/QR code to allow for feedback.
- Director of Events, Valerie Battle
  - Not present, but submitted an email to discuss the following concerns:
  - Could we change the time of the Holiday party to 2:30pm-4:30pm?
    - Might be best to keep the time the same, but instead do a raffle for latecomers or set aside some food. Build an atmosphere where staff will know there will be something there for them. There is a consideration of more time is more money being paid out, but this is an event staff look forward to; cutting hours would set a poor precedent.
    - **Decision: Go back to them about options for latecomers.**
  - This year we wanted to steer away from any "copyright" issues and give the party our own theme. What does the Board think of a Holiday morning theme? Names: Holiday Rise and Shine, Flannels and Flapjacks, Holiday Morning, UCR Family Holiday. We are open to ideas.
    - We want it to feel like a family gathering in a winter wonderland. Like the morning you wake up to open presents.
    - **Flannels and Flapjacks got support from the Board.**
  - Lots of games to play, like giant jenga, corn hole, beer pong (without the beer), toss across, rockem sockem robots, who can wrap a person as a present the fastest and more.
  - Cookie decorating
  - Photo op stations with different holiday props
  - For extra raffle tickets attendants can show up in pajamas like onsies, flannels, robes (over their clothes of course). Alternatively we can wear ugly holiday sweater parties.
  - For extra raffle tickets we can ask for donations for R'pantry, R'closet and R'kids. Donator's choice.
  - We can serve breakfast buffet foods. Coffee, water and a hot cocoa bar.
  - Candy table – made by me this time. It may be less expensive and better candy.
  - No DJ, we can make a playlist.
  - We want to keep cost down if we have to pay for the HUB reservation. Focusing on raffle prizes, food and décor/games.
- Here are a few ideas we had for the Spring Appreciation week
  - Instead of donuts at popups, maybe serve fresh fruit, coffee and Iced tea (An iced beverage for hot weather would be a great idea)
  - Wellness popups (calming yoga, stretching or meditation) (SRC Fitwell's idea)
  - Smoothie bike popups ( I have a food tent if necessary for these popups)
  - Massage popups (SRC Fitwell's idea)
  - Having a casual get together at the barn at the end of the week.(When does the Barn reopen? Cost?)
  - We need to make sure any spring event is not during the week of fiscal closing.
  - Virtual Raffle is a agreed to be a wonderful idea. Does Jeff know how we can make something like this happen?
- Halloween Contest
  - We do have some language about making considerations for diversity and inclusion
  - We will now be vetting photos
- We solidified prizes
  - Solo/Duo photo winner will receive either a massage or personal training
  - Donuts
  - Ice Cream
  - Pizza
  - Free group fitness class (yoga, Zumba, etc.)
- Director of Communications, Jeff Girod
  - New marketing materials for Society 54
    - Clearly delineates where funding goes
  - Beth in Chancellor's Office. Staff event on Oct 24th to get feedback on what people are looking for in a provost? Facilitated by us to take notes. They oversee numerous faculty. There is a search firm involved in the process.

- Ross: This needs to come from the Chancellor's office. Might be able to send out a survey and do a focus group.
- Director of Fundraising, MaryAnn Gochicoa
  - No updates.
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
  - 39 nominations for 2 months. Thinking about 3-4 winners given the number of nominations.
  - Announce how many we received at the general meeting.
  - Seems that direct staff listserv was effective. Most we've ever received
  - Deadline to vote is this Friday
- Director of Outreach, Allura Davis
  - Not present.
- Director of Professional Development, Charlie Rodnuson
  - Not present.
- Treasurer, Penni Ebina
  - Schools First - worked on different templates, waiting to hear back from them.
- Immediate Past President, Ross French
  - Will be out until Nov 5th
  - HR Complaints - Sometimes symptoms of campus atmosphere
  - Campus Climate Committee discussing this as well
- Vice President, Frank Figueroa:
  - Parking Enforcement Supervisor hiring committee
  - On vacation in NY for about a week
  - Keys: Need to take inventory
- President, Crystal Petrini
  - Meeting w/ VC Cruz on Daily Digest and communication
  - Nov 6 - Advisory committee to select next UC President
  - UC Mexico partnership in Jalisco. Will be working remotely.

---

## Agenda Items

---

- Dr. Tanya Nieri **joining us at 12:25pm** – Crystal
  - Faculty Wellness Study. Health Campus. Received grant for add'l funding.
  - Sociology. Study highlighted staff issues.
  - Reframe for administration - get them to see it's all one story
  - Raised concerns about understaffing, low pay, and extent to which it impacts research. Was unexpectedly sympathetic and understanding the need for institutional support of staff
  - Long-term prioritization of research and lack of staff and individualized view of health
  - Rethinking prioritization of research - reassess research expectations given the resources we have
  - Town Hall - Riverside Faculty Association: To discuss growth and Christopher Chase Dunn (no date yet; this quarter)
- Request for resume/cover samples from Board to begin working on Upward Mobility samples for website – Charlie
  - Charlie would like to provide staff with access to samples they can post as part of their resource and pool of online tools. **Please send him samples if you can.**
- Communication to service award recipients re: UNEX class and pins from HR – Chris
  - Chris to draft communication re: UNEX class and HR pins. Have them review. Pass out half-sheet at General Meeting table
- SA Office Keys - Frank

---

## Decisions/Votes

---

1. Meeting Minutes 10/01/2019

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by FF, second by JL
  - i. Approved
- d. Vote/Count
  - ii. Total Number of Members Voting: 8
  - iii. Abstentions: 0
  - iv. Recusals: 0

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

### New Action Items

- 1. CH to draft communication re: UNEX class and HR pins; fwd: to Cristina Sanford et al. for UNEX approval
  - a. Responsible Person(s): Chris Heun / Jeff Girod (post to SA website)
  - b. Due Date/Follow-Up: 10/29/2019

### Past 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: 10/29/2019

### Calendar & Notes/Comments

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

### Next Meeting

**Tuesday, October 29, 2019**

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

*Motion to adjourn was made by Crystal Petrini at 12:52 p.m. and was passed unanimously.*

Respectfully submitted,

***Chris Heun***

Chris Heun

Secretary, UCR Staff Assembly Executive Board