



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, AUGUST 20, 2019

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

Meeting was called to order by Crystal Petrini at 11:00 a.m.

In Attendance

Table with 4 columns: presence indicator (x), name, presence indicator (x), and name. Rows include: 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); 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: 11
2. Number Absent: 0
Excused: 0

Approval of Previous Meeting Minutes

08/09 minutes reviewed and amended to reflect that quorum is currently seven (7) NOT eight (8) people.

Announcements

Pending.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
o Service awards. Send list to JG when ready to post
Director of Events, Valerie Batlle

- Gathering list of events. Holiday party. YE event. Considering Spring Staff appreciation week (like donuts and coffee event) and end of the week do something similar to happy hour. Offered to help with fundraising events.
  - Discussion w/ JG, MG about virtual 5K as fundraising event
  - AI: Email Val dietary restrictions
  - Decide on Halloween hashtag. Meet w/ JG and RF
- **Director of Communications, Jeff Girod**
  - Website being modified. New Board on there; may want to review and contact JG with feedback Would suggest not posting videos that aren't UCR-generated.
- **Director of Fundraising, MaryAnn Gochicoa**
  - Nothing additional to report.
- **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
  - Kathy: Look into in-person training. Get Recognized event - perhaps use listserve to market (can be sent by anyone, needs approval of JG, CP, FF)
  - Johnathan: Nothing to report.
- **Director of Outreach, Allura Davis**
  - EH&S Staff meeting presentation tomorrow morning. New Staff Orientation. ECS and several other Auxiliary units.
- **Director of Professional Development, Charlie Rodnuson**
  - Professional development - would like to add more content (trainings) and videos of interest
- **Treasurer, Penni Ebina**
  - One expense in July (UCLA billed for virtual 5K).
- **Immediate Past President, Ross French**
  - Thursday Night Live committee. It will change to Barn at some point. Supported through Provost's Office (to offset costs of hiring talent). Very up in the air right now, lots of varied ideas of what it should be. Search Committee for the Chief Human Resources Officer, but didn't use a search firm. Candidates weren't good. Committee on Culture - difficult to document concerns over power iniquity.
- **Vice President, Frank Figueroa:**
  - 1st CUCSA of the year upcoming; will be one more SA Board meeting before that. Chancellor's Picnic (Sept 12).
- **President, Crystal Petrini**
  - Healthy Campus Oct 10-11. Red Folder email and attachment.

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## Agenda Items

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- **Gerry Bomotti and the STEM High School advisory committee - All**
  - Co-chair w/ Mary. 8 faculty, 1 dean. Focus internally on communication.
  - Info on website: FAQ. Went live this summer.
  - Had looked at several sites in the past, but were rejected.
  - Current sites include field on Watkins - concerns about traffic, proximity to Res Halls. 5 to 6 acres of over 100 UCR has; not seen as a significant percentage.
  - School Board would like to do due diligence on Blain site on Canyon Crest. UCR owns, but lease with city. Going to review that.
  - UCR contribution is land. No cash outlay. They'd finance via long-term lease. We'd have to manage CEQA, etc.
  - School District announced yesterday they'd like to begin CEQA, which takes a year.
    - Predict it would get less pushback from neighbors on traffic.
    - Purpose of today's visit: Communicate website to various groups on campus. Highlight next year will focus on activities with Blain site. Open public hearings - first in Oct, 2nd in Jan. Required because of litigation. EH&S was delayed at the time. Anything on the outskirts of campus (about 1/4 mi) would need notification.
    - Would get 10 slots per year for students going into STEM HS via a lottery (most likely; in development). Total of 40 over successive years (10 per grade level).
    - Limited parking on site
    - Expectation is UCR would actively recruit from the HS.
  - Not the first of its kind on UC property.

- Measure O concerns - invest in existing HS rather than a STEM HS and the busing of students in to the STEM school.
- Financial Benefits to UCR: Extra points for grants if we have a collaboration of this sort.
- Existing STEM school in the area - might become a middle school (starts at 5th) while new site becomes 9-12 focus.
- Benefits to staff: Lottery for 10 slots per year. Increased grants and associated revenue - more staff needed. Would prefer to have 10% of population rather than flat 10 slots. Most direct benefit would be GSOE.
- **Presentation re-vamp - Allura**
  - Current one appears at New Staff Orientation (an all-day event) and Outreach events
  - Have staff review especially about Staff Assembly; look for enhancing the presentation
    - Send out and edit using Track Changes in PowerPoint
  - Brand.ucr.edu: Downloads tab > 1/2 way down page for letterhead and other approved art
- **Info for polos/name tags; Staff Ambassador List; Volunteer List; Updated 19-20 Event List - Chris**
  - Crystal to send sample of name tags - more general rather than SA
  - Shirts - Need vendor sizing guide
  - Vendors: Penni to look up Image Apparel cost of shirts
  - List Serves are most up-to-date. Files on SharePoint are outdated.
    - Historically maintained by most tech savvy person.
  - Quarterly meetings and CPF have been reserved. Waiting on last Friday of Fall for Holiday Party (Nick @ HUB)
- Discuss Committees (e.g., ACCA Meeting) – Crystal
- Events list for 2019-20 - Val
- Reiterated contract questions that rose on 8/9/19 retreat about tenants like Sub Station and Getaway who have been on the same contract for 15 years and did not want to comply with Fair Wages.
- **Board Members/Committee Reports**
  - Get many calls from campus, but do not feel obligated to say yes unless you have the bandwidth for it.
  - Committees with departing members to be filled:
    - Transportation Services Advisory: FF volunteers
    - Arts Committee: 1x/month. Discuss new art installations. Mostly there to discuss pieces meet community pieces. JG volunteers
    - Chiefs Community Advisory Board (Police): CP to send out more information on this. 1x quarter
    - UC Walks Committee: VB volunteers. Bi-weekly.
    - Coordinated Community: Meets maybe 2x/year
- **Budget discussion: Attachment provided for review/discussion**
  - Still operating at a deficit
  - Highlight need to be more responsible when spending funds
  - Want to avoid cutting existing events
  - Assistance and Scholarship funds: Come from Schools First account. Limited with what we can do with University funds. Society 54 funds go to support Staff Assembly - not directly to scholarships. It frees up funds that allow us to do that. Last year, realized we could not have more than \$25k in an external bank account. Also have a Foundation account that is an endowment collecting interest; interest can be reinvested.

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## Decisions/Votes

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1. Meeting Minutes 8/9/2019
  - a. Discussion/Debate: Redo vote on assistance request as quorum as stated in original minutes document was not reached
  - b. Questions: Amend quorum from 8 to 7 based on number of current voting members
  - c. Motion to approve by FF, second by JL
    - i. Approved
  - d. Vote/Count
    - ii. Total Number of Members Voting: 11
    - iii. Abstentions: 0
    - iv. Recusals: 0

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

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### New Action Items

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1. Staff Service Award List – Finalize and send to JG to post to SA website
  - a. Responsible Person(s): Chris Heun
  - b. Due Date/Follow-Up: 9/3/2019
2. Polos/Name Tags: Confirm names of board members needing either
  - a. Responsible Person(s): Chris Heun (confirm names); Penni Ebina (look up Image Apparel’s cost of shirts)
  - b. Due Date/Follow-Up: 9/3/2019
3. Email Val dietary restrictions, if any
  - a. Responsible Person(s): All
  - b. Due Date/Follow-Up: 9/3/2019

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### Past Action Items

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1. List New Action Item
  - a. Responsible Person(s):
  - b. Due Date/Follow-Up:

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### Calendar & Notes/Comments

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Date	Event	Time	Location
Confirmed w/ HUB	<b>Fall General Meeting</b>	TBD	HUB 302
Confirmed w/ HUB	<b>Winter General Meeting</b>	TBD	HUB 302
Confirmed w/ HUB	<b>Community Partner Fair (CPF)</b>	TBD	HUB 302 and 355
Confirmed w/ HUB	<b>Spring General Meeting</b>	TBD	HUB 302

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### Next Meeting

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**Tuesday, September 3, 2019**  
**11:00 a.m. - 12:45 p.m.**  
**UC Mexus**

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*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