



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, NOVEMBER 12, 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: 8
2. Number Absent: 3
Excused: 3

Approval of Previous Meeting Minutes

Vote on 10/29 minutes postponed until next meeting.

Announcements

Tentative HUB Board meeting, Nov 19, 2-3pm. Note: Fees were reduced from \$800 to \$500.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
o See New Business
Director of Events, Valerie Batlle
o Not present.

- **Director of Communications, Jeff Girod**
 - Pivot and work on Holiday Party. Still need to confirm the time. Flannels and Frost is the name.
- **Director of Fundraising, MaryAnn Gochicoa**
 - Not present.
- **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
 - JL and JG met about nominations. What about rolling them over for the year? Questions from supervisors about the amount of time it takes to complete the nomination form and leaving them in queue for next time? However, the nomination was intended to be for people who had done something during a certain window of time? It might be beneficial to respond to nominators and let them know it was received at the very least. Consider the wording of our nomination process and how it's worded?
 - Feeling toward nominations come from faculty? As long as the nominations are FOR staff, should be fine. Provide a PDF of the form so people can plan.
 - October is open. Normalizing the monthly timeline. Would make it less reliant on channels of communication.
 - Commencement workgroup.
- **Director of Outreach, Allura Davis**
 - Val provided box of outreach gifts (gift cards and other items from the Rec Center). Black Student Group for Climate based on summer incident. ME Director position - faculty member missed all the meetings except the most recent one; didn't appreciate student feedback. No outcome decided upon.
- **Director of Professional Development, Charlie Rodnuson**
 - Haven't heard back from scholarship recipients. Career Center - hired 2 people. Still 3 to fill.
- **Treasurer, Penni Ebina**
 - Connexus announcement - emphasized do not contact UCR Travel about travel app; can't do it on work time. Using travel benefits for personal trips. Mostly for individual travel, but can't use app for family trips, but there's a fee now
- **Immediate Past President, Ross French**
 - Campus Climate Committee & Strategic Planning (Vibrant Campus Climate) - New Beyond Brilliant campaign at Festival of Lights. No mention of staff in the campaign. Perhaps draft a memo to send to VC Cruz to add (Faculty, students, alumni). No CHRO position decision made.
- **Vice President, Frank Figueroa:**
 - Online key form sent via email to Board members
- **President, Crystal Petrini**
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Agenda Items

- **Fall General Meeting feedback**
 - Raffle during service awards: overall, positive feedback on the change. People who left at the end mostly likely had to leave anyway and there are more people there earlier so we're not reading names of those who've left
 - Promotion of event: Daily Digest not available is a factor on attendance.
 - Pictures of Get Recognized winners? Yes, we can add.
 - Facebook engagement was up 2000%; plus 40 new followers
- **AKA Strategy Meeting - All**
- **Quarterly HR updates on separated staff - Chris**
 - Follow-up with Kathy as Winter meeting approaches
- **Cutoff Criteria in Spring - staff receiving award in Spring also appearing in Fall list – Chris**
 - Secretary to compare files received from Kathy
 - Update SOP
- **11/18 HR Annual Benefits Fair – Staff Assembly Table Assistance - Allura**
 - Need help 10a-3p.
- **11/20 Housing Services Staff Meeting Presentation – Allura will cover, but if anyone else is interested in attending let me know**

- 1:30 to 2:00
- 11/26 New Staff Orientation – Staff Assembly Presentation Coverage Needed – Allura
 - 10am (arrive at 9:45am); goes for about 30 minutes
- Reply All function on Staff Assembly emails (Curtailment days) - Allura
 - The list is supposed to be moderated, so there was something that had gone wrong
 - Crystal spoke with ITS about fixing a setting
 - Jeff & Ross received over 200 bounced emails. SA needs to raise this issue (again) with the Chancellor's office because we don't have an accurate list of staff
 - Curtailment days: Concerns about policies not being applied consistently across campus. Other concerns about policies that are no longer relevant, but are still being applied. Would be difficult to implement change based on acceptance by unions; low priority.

Decisions/Votes

None.

New Action Items

None.

Past Action Items

1. CH drafted communication re: UNEX class and distributed to Service Award Winners at Fall General Meeting. Post to SA Website prior to Winter General Meeting.
 - a. Responsible Person(s): Chris Heun / Jeff Girod (post to SA website)
 - b. Due Date/Follow-Up: 11/26/2019
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: 10/29/2019

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, November 26, 2019

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

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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