



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, NOVEMBER 26, 2019

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

Meeting was called to order by Crystal Petrini at 11:23 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: 10
2. Number Absent: 1
Excused: 1

Approval of Previous Meeting Minutes

10/29 and 11/12 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
- Service award pick-ups for Fall (59 sent/40 picked up); Number appears consistent with past meetings; Need to advertise meetings via Social Media and other campus events since Daily Digest is no longer available
Director of Events, Valerie Batlle

- Holiday Party: Could we move to AI? Or Rec Center? AI can't turn it around in time for us. Rec Center costs not feasible this year. We'll keep it at the HUB this year. 2:30-4:30; open to Soc 54 at 2pm. See flyer. Flannels and Frost on Dec 13.
 - Will try to slowly bring out food as the event progresses; more snacks
 - Can't use Dining to cater the event – the cost is too high (~\$7k)
 - Want to make it look like a family get together
 - Mystery boxes; Giant Jenga; Giant Connect Four; Corn hole
 - KUCR – previously receptive to idea to DJ this event; initial offer of \$200, then negotiate
 - Lighting; wrap presents as decoration and photo ops
 - Ask HUB if we can organize tables family style? Rather than rounds (can borrow from SRC)
 - Soc 54? What are we doing for members? Maybe for first 100 people? Need to have a sign of who they are. Talk to Justin about making a poster outside.
- **Director of Communications, Jeff Girod**
 - Will need to update Lab Builder before end of tenure; won't have the bandwidth to do this for a while
- **Director of Fundraising, MaryAnn Gochicoa**
 - Not present.
- **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
 - After Holiday event in January? Will discuss at next meeting
 - Commencement Committee: Leaning toward keep it on campus this year; low representation from students. Meet again Dec 2 to discuss next steps. Discussions about tickets provided (perhaps sell tickets if beyond the default). It seems inevitable that it will need to be moved off campus
 - 28/29 Nominations for Get Recognized; 1 week enough time to read them? Yes.
 - New Nominations open Dec 1st
 - Johnathan's UCPD Committee: Discussions re: body cameras; contact Johnathan for additional details; Naming of North District buildings based on indigenous peoples (per Dr. Hayes)
 - Unparalleled Student Experience: Make it better on and off-campus (360 degree view)
- **Director of Outreach, Allura Davis**
 - Attended Housing event; No new staff orientation in December.
- **Director of Professional Development, Charlie Rodnuson**
 - Scholarships Committee - January 10th deadline (Charlie to send link to Jeff).
- **Treasurer, Penni Ebina**
 - Two folks signed up for Society 54 at Benefits fair
- **Immediate Past President, Ross French**
 - 3:30 INTS N/S campus climate committee's work; opportunity for feedback; but not about students.
 - Might be doing a Reddit - opportunity to ask staff about what it's like being staff on campus.
 - Strategic Planning Committee - Presentation on Staff Assembly Data
- **Vice President, Frank Figueroa:**
 - TAPS - replied to Julian Gonzalez regarding his letter to the Advisory Committee;
 - HUB Governing Board meeting well represented by SA
- **President, Crystal Petrini**
 - Creating a Healthy Campus - looking for endorsement for upcoming Department Initiative. Should we back it? (Bronze Certification, etc.). Questions: Will they provide steps needed or resources on how to achieve them? Who will be confirming this? Based solely on the words of certain personnel? We need more information before deciding.
 - CUCSA next week (Frank and Crystal). Scheduled to present to CFAOs - per Jason Rodriguez, good to come back and have a discussion about the results.
 - HUB Meeting: Decided to stand by their decision. GSA representative spoke and said exceptions can be made; faculty representative also spoke up; the ASUCR representative chose not to comment on the matter.

Agenda Items

- University Theater to host General Meetings - Jeff; Postpone until next meeting
- Posting meeting minutes to SA website;
- Takeaways/implementation ideas from a Professional Development Conference – Charlie

- How they navigate meetings
- Staff Meetings: Being able to express oneself without having to justify/defend. Reframe listening to being willing to change your mind on things (Luma Institute)
- When talking to coworker or supervisor: repeat back them
- Being able to look at things from a different viewpoint. Alternate worlds perspective how would a different company think about this
- Reminder: Please send cover letter/resume samples
- Assistance Request: Grocery Card
 - JL full amount; VB second
 - Motion passes for full \$100.00
 - USDA-created 6-question survey about food insecurity. Should push to get it done here. Unions seem to be interested in running this survey (or one like it). Opportunity to work together to benefit all staff.

Decisions/Votes

1. Amend Agenda to include Assistance Request

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by JL, second by VB
 - 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. Meeting Minutes 10/29/2019 and 11/12/2019

- e. Discussion/Debate: None
- f. Questions: None
- g. Motion to approve by KV, second by JL
 - i. Approved
- h. Vote/Count
 - ii. Total Number of Members Voting: 10
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

3. Assistance Request

- i. Discussion/Debate: None
- j. Questions: None
- k. Motion to approve by JL, second by VB
 - i. Approved for full \$100.00 (Grocery Card)
- l. Vote/Count
 - ii. Total Number of Members Voting: 10
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

New Action Items

1. Holiday party "Flannels and Frost": Keep it at the HUB this year, 2:30-4:30pm, open to Society '54 at 2:00pm.
 - Need to ask HUB if we can organize the tables family style
 - Need to decide what we are doing for Society '54 members
 1. Responsible Person(s): Val Batlle/MaryAnn Gochicoa
 2. Due Date/Follow-Up: 12/10/2019

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: 12/10/2019
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: 12/10/2019

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, December 10, 2019

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

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Motion to adjourn was made by Crystal Petrini at 12:53 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board