



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, DECEMBER 10, 2019

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

Meeting was called to order by Crystal Petrini at 11:05 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: 9
2. Number Absent: 2
Excused: 2

Approval of Previous Meeting Minutes

11/26 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
- Confirm whether email from UNEX was sent to fall service award recipients
- Learned how to upload meeting minutes to SA website; drafted SOP for this task; need to finalized and upload to SharePoint

- Director of Events, Valerie Batlle
 - Snack preferences? Breakfast items?
- Director of Communications, Jeff Girod
 - See agenda items.
- Director of Fundraising, MaryAnn Gochicoa
 - Not present.
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
 - Commencement Committee put out recommendation to keep it on campus for now. Discussion about other matters postponed. No word on whether Chancellor accepted.
 - Johnathan: Need to order more bears and cards. Ross said PDFs of cards are on the SharePoint site. Steering Committee on student engagement met - wants to break up into smaller subcommittees. Board member can send to listserv - just needs approval from Dir of Communication
- Director of Outreach, Allura Davis
 - Contact Christina Wong about workgroup (Black Student Experience)? Had only met to discuss charge, but no decision made.
 - New Staff Orientation: Need for alternative presenter? Yes - based on changes to Allura's schedule. Kathy to volunteer.
- Director of Professional Development, Charlie Rodnuson
 - Not present.
- Treasurer, Penni Ebina
 - Needs receipts for purchases
- Immediate Past President, Ross French
 - Postponed Reddit AMA to January.
 - Healthy Campus Community - only got through 2 speakers; meet again next week. Other meetings after end of year.
- Vice President, Frank Figueroa:
 - Presented gift card to assistance request (Cardenas cards will be used for raffles)
- President, Crystal Petrini
 - Stayed on campus at hotel (\$185) "Faculty Club"; Speakers were good (Cynthia Cineres - worked at UCR - currently their CHRO). Have been able to grow what they do. Staff expansion program started by Chancellor in 2017. Employee Engagement Specialist position was created - implemented numerous things (Crystal to share presentation). Also Willy Brown spoke (AVC of Aux Svcs) - spoke on what it meant to be a good leader. Gary (their VC of PB&A) - spoke on importance of relationships. All speakers talked about progress made on campus. Regents have delayed vote on retirement until 2020; profiles of non-represented staff; raised awareness of staff situation.
 - Worth looking at their models for us.

Agenda Items

- Holiday Party – Val
 - Cue Book: When to open for setup? (12p). Opens to Soc 54 at 2pm. Teardown by 5:30pm
 - Lobby check in for donations; Society 54
 - Room setup: Round tables and family style - board games there.
 - Photo booths, cozy area
 - Citrus catering and doubled hot cocoa order
 - Total of 240 items
 - List of Society 54 - "Path to total of \$54" to determine eligibility
 - Find the Pickle Prize; will be put on tables along with Scavenger Hunt
 - Scavenger Hut - same guidelines as last year (take photos with items), upload to social media and tag SA
 - 30 raffle prizes; do giveaways throughout the night; don't need to be present; section them off by time
 - Val sent photos of what tables will look like
 - Option to have screens and show video
 - Signage: For sign in, etc.

- Staff Assembly Ambassador list - send out with reminder about Holiday Party
- JL to send to Erin Chapman (to reach Facilities).
 - All reminders that we need access to better communications across campus (even Chancellor's Town Hall attendance was lower than usual)
 - Fewer Facilities staff at the Fall General Meeting
 - Revamp J-list? Jeff to inquire.
- Donation in the name of Matt Sakaguchi (Ross);
 - Matt passed away in September
 - Contacted his wife about possible donation to his preferred charity
 - Send email out to anyone who attended his talk; link to his talk
 - JL motions; KV second to donate \$100; passes unanimously
- 1. Roles and responsibilities for next week's party – Jeff
 - Covered at start of meeting
- 2. Carryover item from the last meeting that was not discussed: Using the UCR Theatre as an alternative venue for our general meetings – Jeff
 - We would not be charged. Meetings would lend themselves to honoring service award recipients (come across stage) and featured speakers
 - Seats 480
 - How long would agreement be valid for? Unknown but policies change constantly
 - No food inside; sign in tables out front; some space at the lobby
 - Accommodations? Might need to change communications going out to Service Award recipients asking them if they need this.
 - Beta test Theater option for Winter General Meeting; announce at the Holiday Party
 - Get a drawing of layout/logistics. Invite Paul & Julie to our next meeting in January
 - Set up special meeting for whoever is available to discuss w/ Paul & Julie first
 - CPF will still take place at the HUB
- HUB Board voted to eliminate event fee waivers at the end of FY 18-19. However, the Board recognizes the financial impact this decision has had on UCR sponsored volunteer organizations as their budgets are not comparable to those of departments on campus. For Winter and Spring 2020, the Board will accept and review applications for event fee support from UCR volunteer organizations that are hosting events/programs at the HUB.
 - A staff representative on the board should report to Staff Assembly
- Regents Visit this week: Need to highlight staffing issues and proposed solutions
 - Develop SMART goals to address; discuss them at all public meetings/town halls; these should be SA goals in addition to those being discussed by larger campus efforts (Campus Climate)

Decisions/Votes

1. Meeting Minutes 11/26/2019
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by KV, second by VB
 - i. Approved
 - d. Vote/Count
 - ii. Total Number of Members Voting: 9
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

2. Donation to Guide Dogs for the Blind in the name of Matt Sakaguchi
 - e. Discussion/Debate: Justification for donation amount: In line with staff assistance requests.

- f. Questions: None
- g. Motion to approve by JL, second by KV
 - i. Approved for \$100.00
- h. Vote/Count
 - ii. Total Number of Members Voting: 9
 - iii. Abstentions: 0
 - iv. Recusals: 0

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

New Action Items

1. 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: 1/7/2020
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: 1/7/2020

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, January 7, 2020

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

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