



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, JANUARY 21, 2020

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

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

In Attendance

	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)
×	Dennis McIver (DM)		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: 9
- 2. Number Absent: 2
- Excused: 2

Approval of Previous Meeting Minutes

01/07/2020 minutes not reviewed.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
 - Michelle Jaramillo link to Research & Scholarly Distinction survey &
 - CBS Advisory Council invites during member updates

"Many Talents, One Mission"

<http://staffassembly.ucr.edu/>

- 1. 1/28/20: Glen Mor K106/K108, 11a-12p
 - Suggestion: Have runners deliver Raffle prizes to recipients during Winter General Meeting at University Theater
- Director of Events, Valerie Batlle
 - Not present
- Director of Communications, Jeff Girod
 - Not present
- Director of Fundraising, MaryAnn Gochicoa
 - Waiting on vendor packet this week. Virtual 5K - created EventBrite draft; got \$2k from Healthy Campus.
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
 - Staff recognition "Get Recognized" should be made available this week.
- Director of Outreach, Allura Davis
 - Staff Orientation is next Tuesday. Kathy to observe. Black Student Task force - some assignment of tasks/responsibilities.
 - Discuss mixer for new staff w/ Crystal (define "new staff")
- Director of Professional Development, Charlie Rodnuson
 - No updates
- Treasurer, Penni Ebina
 - Update on financial meeting. Submit a request for more funding to the Chancellor since we haven't in a while.
- Immediate Past President, Ross French
 - By-laws - got good feedback. Nothing previously recommended was shot down. Early Feb? Still time to review.
- Vice President, Dennis McIver:
 - Taking over some of what Frank had been working on. Met w/ Chancellor - develop a letter supporting staff to engage in things like Staff Assembly. Question of language and timing of this communication. More concrete list of current staff members - do have some permission (2x/year) to contact them. Felt that we've been communicating judiciously so far. Some uptick in staff signing up for training vs. HR sending it out. Bringing back Daily Digest - will need to keep talking about that. Some limitations to using Calendar.
- President, Crystal Petrini
 - Until we get 360 Reviews and Performance Mgmt. Can we add a "How do we positively impact campus culture?" question? Steering Committee meetings appear more aware of staff concerns. Spoke at search for UC President.

Agenda Items

- Campus Culture Task Force - Drew Hecht & Andrew Larratt-Smith (1 hr)
 - See also website on ucr.edu: Can find full report there. Can still provide feedback
 - Presentation etc to be finalized over next few weeks.
 - See Agenda and Expectations slide
 - Charge: Concrete recommendations
 - Four subcommittees: incl. Supervisors & Staff
 - Staff Engagement survey: Challenge: Concern over people not being able to speak up. Strengths:
 - Defining the future state: Collegial environment, constructive feedback
 - Recommendations for Sr. Leadership; Managers, supervisors, faculty; Individuals
 - Sr. Leadership: Focus on one value per year and develop speakers, resources, communication at all levels; Develop mechanisms to monitor abuse of power; ID why leaders fail to act when complaints come in
 - Discussion: HR to ID promotions being made quickly because of favoritism, High Turnover. Exit interviews - stressed for resources. Clery-Act style report on events across campus. Discussion about transparency vs confidentiality; need to provide general information about a department (not gossip about interactions btwn individuals). Example: IT layoffs and how the lack of communication was handled, resulting in rumor and innuendo. Process should be made transparent - makes it more credible. Lack of follow-up breeds distrust; level of detail to be discussed.

- Train individuals vs train units. Should be a standard - expectations of Sr. Leaders. Some who might be embarrassed - purpose is not to be, but to be a better leader.
 - Supervisors & Faculty: Foster ethical use of power
 - "Broad participation in leadership across campus" - needs more specificity.
 - Supervisors vs leaders on campus. Have to acknowledge you might not be where you want to be.
 - Faculty code of conduct: Differentiate btwn academic freedom and managerial freedom.
 - Changes to be made by faculty for faculty (senate). Chairs or Deans are put into roles they may not be equipped for (people skills vs research skills). Current campus culture is that the most technically adept become supervisors, but that's not what's needed.
 - Online trainings: Some need to be evaluated and updated.
 - Culture right now is one of fear and retaliation. Need accountability.
 - Individuals: Exercise personal role in improving climate
 - What would help empower people to report misconduct?
 - Clearly define misconduct here. What's misconduct vs bad behavior/manners
 - Unclear on where to go.
 - Reframe behaviors as performance issues?
 - Ask "How will Sr. Leadership empower staff to speak up?" Shift the focus to what's really good? Be a model on a particular **trait**.
 - UCSB has a group that focuses on Employee Engagement - UCR would benefit from a permanent committee like that. Appears initial pushback to this idea has diminished.
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- Board photo. Wear your Staff Assembly shirts! (Ross) – postponed due to two missing Board members
 - 1) Contact to UCSB to learn about their staff mentoring program, 2) Ideas from board on what they would like to see in a mentoring program – Charlie
 - Mentoring program for staff members. Looking for details. Waiting on a date - Charlie to follow-up
 - STEM High School update – Crystal
 - Strategic Planning update and input - Crystal

Decisions/Votes

No vote taken on 01/07/2020 meeting minutes due to time constraints.

New Action Items

1. Members to vote on December get recognized nominees
 1. Responsible Person(s): All
 2. Due Date/Follow-Up: 02/04/2020

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: 1/21/2020
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: 1/21/2020

Calendar & Notes/Comments

Date	Event	Time	Location
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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 21, 2020

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