



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, FEBRUARY 18, 2020

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

Meeting was called to order by Dennis McIver at 11:11 a.m.

In Attendance

x	Girod, Jeff (JG)		Petrini, Crystal (CrP)
x	Ebina, Penni (PE)	x	Gochicoa, MaryAnn (MG)
x	French, Ross (RF)*	x	Davis, Allura (AD)
x	Rodnuson, Charlie (CR)	x	Heun, Chris (CH)
	Lozano, Johnathan (JL)	x	Van Horn, Katherine (KV)
x	Dennis McIver (DM)	x	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

02/04/2020 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
 - Send out certificates to staff who didn't attend Winter Meeting

- Director of Events, Valerie Batlle
 - Working on 5K and CPF
 - 1-sheet creative brief: Develop Online form. Starting discussion well in advance is very helpful
- Director of Communications, Jeff Girod
 - Working on 5K and CPF
 - 1-sheet creative brief: Develop Online form. Starting discussion well in advance is very helpful
- Director of Fundraising, MaryAnn Gochicoa
 - Only have 9 signed up for CPF. Not unusual for folks to wait until last minute. Bring up early bird registration (add'l \$ for signing up after March xx). Last year, sent multiple emails prior to the event.
 - Schedule strategy meeting
 - Outreach to Chamber of Commerce? Grand openings of companies
 - Welcome packet: Wifi password (login), thank you candy bar
 - Virtual 5K: Website is ready to go. Waiting to promote until after CPF. Need to get form and talk co-sponsors.
- Co-Director of Involvement & Recognition, Katherine Van Horn
 - Jan Get Recognized - Margaret Stewart.
 - Start Feb voting.
 - Cleaning up ambassador list: Getting a good response rate to form
 - Next clean up volunteer list; also work on expanding opportunities for volunteers outside of committees, which are large commitments
 - Appreciation Outreach: Looking for inexpensive goodie bags. 15 of them had tickets (bonus for attending CPF).
 - Dennis has asked Extension and HR for numbers.
 - Working on nailing down a date for OSAs (depends largely on whether Chancellor will be here in June)
- Director of Outreach, Allura Davis
 - UNEX Outreach event: Dennis got us on staff meeting April 16th. 1:30pm. Looking for additional help (Allura is traveling).
 - R'Women - March 12 next meeting. Allura also traveling.
 - Staff Orientation: Next Tuesday
 - Event for new hires - Mixer
 - Thought about expanding to all staff
 - Could invite them at New Staff Orientation (getting new staff names is otherwise challenging)
- Director of Professional Development, Charlie Rodnuson
 - See agenda
- Treasurer, Penni Ebina
 - No updates
- Immediate Past President, Ross French
 - Friday afternoon presented Culture Climate Committee report
 - Overall, positive response. Push for continuation of committee based on UCSB model. Suggestion to push on to Staff Assembly (or other existing campus groups), but looking for a culture where staff are empowered to ask questions.
 - Faculty Equity Advisors (see Equity Inclusion website). Talk of creating something similar for staff.
 - There were action plans, but not timelines.
 - Value in Staff Assembly in hosting conversation on campus atmosphere. Consider providing focus for the meeting. Chancellor's Open Office Hours - promote that?
- Vice President, Dennis McIver:
 - University Theater: Post-meeting survey promoted via regular channels but also target volunteers etc to discuss logistics: Lighting, group photos (take backstage), having list of names to promote helped (email from Crystal); tabling location;
 - Push HUB to be more open to staff-related things.
 - Target recipients for survey (Per Dennis) rather than ListServ
 - Volunteer List, Voter List from IT Management (who is eligible and who is not) - could be used for email list. Also have Service Milestone file from Kathy Mosley. Options for data are otherwise limited.

- Gerry was excited we're using the Theater space
- John Steven Henderson meeting: Interested in working w/ us a partner.
- Point of concern that number of staff signing up for training has declined w/ cost
- Extension: April representation at their meeting.
- CHRO search: Hired UCSD search firm. Interviews scheduled for March.
- President, Crystal Petrini
 - Not present

Agenda Items

- LinkedIn Lunch N' Learn event (Charlie)
 - Lunch 'N' Learn flyer created by Jeff
 - 12:30-1:30pm; 2/28 (Fri)
 - Looking for number of signups so far and cap, if any
- Assistance Requests (Dennis)
 - Both received votes for assistance. Dennis has already contacted them about disbursements.

Decisions/Votes

1. Meeting Minutes 02/04/2020
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by JG, second by MG
 - 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

New Action Items

None.

Past Action Items

1. 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: 3/3/2020

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, March 3, 2020

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

Skye Hall 381e

Motion to adjourn was made by Dennis McIver at 12:27 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board