



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, FEBRUARY 4, 2020

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 and 7 rows listing board members and their initials, including 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), and Dennis McIver (DM).

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

01/07/2020 minutes reviewed and unanimously approved.

01/21/2020 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun

“Many Talents, One Mission”

http://staffassembly.ucr.edu/

- Email to Supervisors & service award recipients: New location, food at end of meeting
  1. Tickets for staff attending? Not this time
  2. Food set up at side patio so not as visible: Food count set at 360
- Post-meeting survey
- Communicate reasons why we moved
- Will live-stream event; take photos as well
- Recipients to line up as usual; encourage them to sit near aisles when they sign-in
- Raffle between Years of service; runners to take prizes to people and sign off
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- **Director of Events, Valerie Battle**
  - What time to have Guillermo set up food for Winter Mtg? Set up by 12:45pm.
  - Menu options for Outstanding Staff Awards will go out
  - No food for UC Walks - we're only tabling. Might want a reusable 5K vinyl banner.
  - Food for Spring meeting? Tentative May 13 at the Theater; kept HUB reservation
  - Donating funds to KUCR for helping us at Holiday Party (\$100 to be consistent with similar services)
- **Director of Communications, Jeff Girod**
  - Still need to discuss the rest of the swag for the Virtual 5K
    - Winter General Meeting - Special Training for the "Shorts" travel app after the meeting (begins at 1:15pm)
- **Director of Fundraising, MaryAnn Gochicoa**
  - CPF: Currently working on responding to possible vendors; food order; no concerns
  - Virtual 5K: Jeff created website for event; Picture of medal made available, should be available in about 5 weeks. Will offer them at UC Walks as well (EventBrite coming up). UC Walks (May 6) occurs in the middle of the Virtual 5K (Apr 22 - May 13). Will have flyers at Winter meeting.
- **Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn**
  - December "Get Recognized" was voted on; January just went out
  - Working on Quarterly Supervisor Award for Fall 2020: Might be more likely to vote for a supervisor - the Get Recognized is mostly staff and seems to be perceived that way (did have 2 supervisors nominated recently)
  - Don't really need a theme for the OSA; voting to begin in March? Announce all nominations at Spring meeting, but announce winners via email. Everyone on voting committee needs to know they are not eligible to avoid poor optics.
    - In speaking w/ the Chancellor, OSA might be happening in early July instead of June due to his schedule
  - Slide for Get Recognized at Winter Meeting: KV/JL to send to Crystal by end of this week
  - Charlie provides numbers on scholarships
  - Volunteers to help; someone at HUB to direct staff to Theater
  - Signage on campus (A-frames) to direct staff: Inquire w/ TAPS? (Response: They don't) Can we borrow A-frames from Res Life (Chrissy Bender)? MaryAnn will inquire.
- **Director of Outreach, Allura Davis**
  - Not present
- **Director of Professional Development, Charlie Rodnuson**
  - See agenda
- **Treasurer, Penni Ebina**
  - No updates
- **Immediate Past President, Ross French**
  - No updates
- **Vice President, Dennis McIver:**
  - Working to set up 1:1 meetings. Also on North District naming committee. Set up series of engagements w/ local tribal leaders. Will keep us updated. Needs to be wrapped up by end of the year.
    - Highlander trivia history
- **President, Crystal Petrini**
  - Speakers for LEAD group on campus. Week of May 18th.

- Meet w/ Dylan Rodriguez this afternoon. Riverside Faculty Association - asked if we would do something similar for staff? 35K students by 2035 and impact on campus? However, RFA is NOT a sanctioned campus group; does include members of the Faculty Senate.
  - Not enough space right now for labs and classrooms. Has been this way for years. Campus has already acknowledged lack of staff to support current numbers, including staff:student ratio.
- Submitted Budget Request letter for SA; also asked for grace on this year's budget
  - Crystal: Might not be able to attend CUCSA (Mar 4-6)
- Ross: Proposed "Mixer/Networking no-host event at the Barn" as a meet'n'greet (Friend-raising)
- Karaoke w/ Chancellor at the Barn? Checking w/ Dining but also 3rd party

## Agenda Items

- LinkedIn Lunch N' Learn event (Charlie)
  - Feb 28th - Zoom meeting. Discussion w/ LinkedIn about making good use of how best to use it.
  - Likely just digital format
  - Did receive marketing materials from LinkedIn; can share w/ Jeff
  - Jeff can share in his upcoming CHASS Newsletter
  - KV: Since it's a first-time event, might want to make it an RSVP to better decide a proper venue
  - Brown-bag "lunch & learn"
  - Start time of 12:15pm to allow UNEX to attend
- Call for increased marketing of Scholarships for Spring Quarter (Charlie)
  - Provide examples: For Franklin Covey course on campus
- Assistance Request (Dennis)
  - No previous request; \$100
  - Grocery or gas cards are only option
  - Request for additional information from Board; inquire on type of funds

## Decisions/Votes

1. Meeting Minutes 01/07/2020
  - a. Discussion/Debate: None
  - b. Questions: None
  - c. Motion to approve by KV, second by MG
    - 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 01/21/2020
  - e. Discussion/Debate: None
  - f. Questions: None
  - g. Motion to approve by DM, second by KV
    - 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

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### New Action Items

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1. Members to vote on December get recognized nominees
  1. Responsible Person(s): All
  2. Due Date/Follow-Up: 02/18/2020

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### Past Action Items

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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

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### Calendar & Notes/Comments

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Date	Event	Time	Location
September 9, 2019	<b>Informal Luncheon w/ Chancellor</b>	12:00 p.m. — 1:00 p.m.	SSB 2201
September 12, 2019	<b>Chancellor's Staff &amp; Faculty Picnic</b>	11:30 a.m. — 1:00 p.m.	Hinderaker Lawn
November 7, 2019	<b>Fall General Meeting</b>	11:00 a.m. — 1:30 p.m.	HUB 302
December 13, 2019 (pending confirmation)	<b>Staff Assembly Holiday Party</b>	12:30 p.m. — 5:00 p.m.	HUB 302
February 13, 2020	<b>Winter General Meeting</b>	11:00 a.m. — 1:30 p.m.	HUB 302
April 14, 2020	<b>Community Partner Fair (CPF)</b>	8:00 a.m. — 5:00 p.m.	HUB 302 and 355
May 21, 2020	<b>Spring General Meeting</b>	11:00 a.m. — 1:30 p.m.	HUB 302

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### Next Meeting

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**Tuesday, February 18, 2020**

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

**Skye Hall 381e**

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*Motion to adjourn was made by Crystal Petrini at 12:44 p.m. and was passed unanimously.*

Respectfully submitted,

*Chris Heun*

Chris Heun

Secretary, UCR Staff Assembly Executive Board