2019-2020 Staff Assembly Executive Board (SAEB)

Meeting Minutes

TUESDAY, MARCH 31, 2020

Via Zoom | 11:00a - 12:45p

Meeting was called to order by Crystal Petrini at 11:06 a.m.

In Attendance

x	Girod, Jeff **(JG)**	x	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)**
x	Lozano, Johnathan **(JL)**	x	Van Horn, Katherine **(KV)**
x	Dennis McIver **(DM)**	x	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: 11

2. Number Absent: 0

      Excused: 0

Approval of Previous Meeting Minutes

03/17/2020 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
  - No updates

- Director of Events, Valerie Batlle
  - Sending links to cooking videos to post to SA social media
- Director of Communications, Jeff Girod
  - No updates
- Director of Fundraising, MaryAnn Gochicoa
  - No updates
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Kathy Van Horn
  - Moving to new position in Facilities Services
- Director of Outreach, Allura Davis
  - No updates
- Director of Professional Development, Charlie Rodnuson
  - No updates
- Treasurer, Penni Ebina
  - No updates
- Immediate Past President, Ross French
  - No Updates
- Vice President, Dennis McIver:
  - Working on SAEB elections for early next week
- President, Crystal Petrini
  - No updates

Agenda Items

- Marketing push for Spring Scholarship submission – deadline April 3 - Charlie;
  - Extra marketing for scholarships (Jeff has time to assist?)
  - Based on Jeff's experience (minimal engagement on anything not COVID related), might want to consider pushing it back right now.
- Call for outreach ideas - Allura
  - Virtual 5k coming up: Next step is getting a t-shirt vendor. Some discussion about not proceeding, but precedent with other 5Ks happening. Talk to Jeff about marketing materials.
    - Changing categories (e.g., largest group could change) to more individual ones.
    - Val to inquire w/ SRC about potential vendors. Check back with another vendor who was originally uninterested.
    - Do we need approvals to proceed? Chancellor seems to be onboard as does Gerry (in response to email).
  - Jackbox; Scattergories; Skribbl.io
  - General Meeting coming up - May 13. Even if we can return to campus, probably won't be able to gather w/ 400 people
    - PowerPoint during the meeting: include pictures; might be faster online
    - Who to include? RSVP? Send photos?
    - Recognize formally at a later meeting? Still acknowledge them publicly (walk across the stage).
    - Future meeting will be impacted if we postpone.
    - Poll the Spring recipients about their preference? Craft message.
    - Zoom Pro has a meeting cap of 300 people. Zoom Webinar groups participants and attendees (total of 600 but extra cost of approx $1200/year); attendees cannot be seen on the screen and can see/listen (could elevate to participant).
    - Charlie: What is awardee looking to get from this experience?
      - Survey them? Also contact supervisors to reach out to folks who might be on leave? [Ask instead: Is direct report working remotely? Trying to assess whether they could attend. We know since a number of staff are on admin leave; also reaching out to staff, but wanted to check in w/ you]
      - Crystal: What part is most important? Walk across, Certificate, name read?
      - Kathy: Important to ask and then make a decision
  - Service Award Certificates: Create PDFs, send via email, print if they request it.

- May 18th - Possible Speaker (but haven't heard back)
  - LEAD (Jason Rodriguez left UCR; Natasha stepped down - took on a new role). Crystal reached out to Julie about possibility of them being under SA Director of Professional Development? Get them access to our resources.
  - Appears it would avoid some possible duplication of effort; goals align. Have budget of $10,000.
  - Would require a by-law change to make it happen; LEAD is semi-autonomous; used to have minutes/agenda in the past.
  - Johnathan: Rather than having them under SA, make their president part of SA?
  - Speaker: Was initially a joint effort (LEAD would have spent up to $1k for the speaker).
    - Shola: Reach out to him about training in a new environment. Have a direct channel to him.
    - Charlie can reach out. Crystal will provide web links and forms for him and others.
      - Explore individuals who specialize in presenting online
- Chancellor's Office April 9th 3:30-4:30 is doing virtual office hours. Only room for 1st 30 respondents to Zoom link.
  - Push out link on SA social media
  - Likely won't be recorded - would make for a different conversation if it's made public
- Discuss Staff (appreciation) Week
  - Move it online? Might be better to do a single event than an entire week (Kathy)
  - Ross: Previous week-long event made it challenging for folks to attend every day. Shift instead to what we can do over the next several weeks as a morale boost?
  - Dennis: How to engage folks on a virtual level?
  - Google Sheet w/ weekly ideas?
  - Online raffles? Get signatures via DocuSign.
  - Scheduling: Same time every week or two different times? Might need to adjust since people's schedules are changing.

Decisions/Votes

1. Meeting Minutes 03/17/20
   a. <u>Discussion/Debate</u>: None
   b. <u>Questions</u>: None
   c. <u>Motion</u> to approve by DM, second by JL
      i. Approved
   d. <u>Vote/Count</u>
      ii. Total Number of Members Voting: 11
      iii. Abstentions: 0
      iv. Recusals: 0

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

New Action Items

1. CH to draft surveys to Spring General Meeting Service Award Recipients and their Supervisors
   a. <u>Responsible Person(s)</u>: Chris Heun / Crystal Petrini / Dennis Mciver
   b. <u>Due Date/Follow-Up</u>: April 14, 2020

Past Action Items

None.

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 (postponed; Date TBD)	**Community Partner Fair (CPF)**	8:00 a.m. – 5:00 p.m.	TBD
May 21, 2020	**Spring General Meeting**	11:00 a.m. – 1:30 p.m.	HUB 302

Next Meeting

Tuesday, April 14, 2020

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

To be conducted via Zoom due to COVID-19

_____

Motion to adjourn was made by Crystal Petrini at 12:45 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board