



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, MARCH 17, 2020

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

Meeting was called to order by Crystal Petrini at 11:08 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 | 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: 11
2. Number Absent: 0
- Excused: 0

Approval of Previous Meeting Minutes

03/03/2020 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
 - No updates
- Director of Communications, Jeff Girod
 - Include phone # staff can call if they are feeling sick (make clear only for UCR personnel).
- Director of Fundraising, MaryAnn Gochicoa
 - No updates
- Co-Director of Involvement & Recognition, Johnathan Lozano
 - Moving to new position in Facilities Services
- Director of Outreach, Allura Davis
 - No updates
- Director of Professional Development, Charlie Rodnuson
 - Scholarships - Apr 3rd (per usual). Met w/ Seana in HR about LinkedIn
- Treasurer, Penni Ebina
 - No updates
- Immediate Past President, Ross French
 - Two latest CHRO finalists (via Zoom) both seem to be strong candidates
 - Provided Gerry w/ feedback. Would like to see them on campus.
- Vice President, Dennis McIver:
 - No updates
- President, Crystal Petrini
 - Will confirm w/ Gerry and Kim about meeting next week
 - Provost search: Two other UC searches going on right now, so delaying due to COVID-19 doesn't seem wise. Would want to continue them online
 - CUCSA: Kevin McAulley award
 - Virtual 5k: Talk of getting UCLA to participate in ours.

Agenda Items

- Reschedule CPF;
 - Postponed until late Spring or Summer, but possibly until Fall depending on upcoming announcements
 - Notification that this might go longer - possibly until October
 - Ross had previously suggested postponing this until Fall to allow for more time to reach out, swag companies to produce.
 - Refunded everyone who's submitted payment; offered to return or destroy uncashed checks based on vendor preference; Burgess still pending.
 - Looking for a new piping vendor as well (Allie's couldn't come until 5:30am); Allie's responded to MaryAnn
 - Schools First: Waiting on check for \$5k
 - JZPC also does piping and is an approved vendor
- Discussion point regarding things we can do to engage staff at this time (virtual options, raffles, etc.?) - Dennis;
 - Stress but opportunities to engage staff
 - Framework for virtual raffles
 - Training through LinkedIn learning
 - How will process change for Get Recognized if social distancing continues for longer than April 3rd
 - Jeff: In light of Financial tightening, prioritize supporting staff over raffles. Need to get ahead of things.
 - Allura - Staff aren't feeling supported when working remotely. Messages to go out to supervisors?
 - MaryAnn - Hold on raffles. Consider gas/grocery cards. Not every department will have remote work figured out. Concerns about decision that we don't need certain positions.
 - Johnathan:
 - Kathy: May want to be cautious given that some departments are bending over backwards to accommodate. While UCR is doing a good job, significant others might not be in the same situation.
 - Ross: Lowest Common Denominator - here's what to expect from staff working from home. Make it so staff and managers think it's a benefit. At the same time, staff need to take it seriously so that when we return to normalcy, it will be seen as a viable option.

- Crystal: Excellence isn't contingent on circumstances. Currently undergoing the largest work at home experiment.
- Ross: Assistance fund comes from Schools First account - limits flexibility as an org moving forward. Concerned about the aftermath and what we can do to prepare for that time.
- Kathy: Still want to celebrate successes. Need to consider impact and resources for people who don't thrive being isolated at home for extended periods. Importance of consistency and stability - need to let nominees know who they are.
- Ross: Not just professional development outlets, but more social outlets. Consider some kind of 2006 Time Magazine cover w/ the mirrored image
- Charlie: Work on getting access to Zoom Pro. Time limits are only on events set up by planner (e.g., someone w/ Pro could organize events that will go beyond 40 minutes)
 - MS Teams is also an option; already integrated
- Crystal: Unfortunately, not all campus work can be equitable based on the nature of work.
- Ross: Post-employment benefits. Use CA rainy day fund to backfill deficit in retirement funds. Given current situation, this might be off the table.
- Working remotely - Charlie;
 - Have some guidelines in place; good that we're documenting things
 - Gathering info on alternative work schedules and examples of what it looks like
 - Similar to what CUCSA put together to put a face to name
 - Project Tracking software - not to track time, but also to think more about available resources.
 - Allura: Current concern is that projects depend on clients that aren't currently in session. Looking into making use of Zoom Pro, but productivity is being impacted.
 - Office of the President sent new communication about 128 hours (15 days) now available for Admin Leave
 - How to continue advocacy and build a case for this after COVID-19 - Dennis
 - Virtual Happy Hour next week

Decisions/Votes

1. Meeting Minutes 03/03/20

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by DM, second by CP
 - 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. Assistance Request

- e. Discussion/Debate: \$100 for gas card; provide catastrophic leave info
- f. Questions: None
- g. Motion to approve by DM, second by CR
 - i. Approved
- h. Vote/Count
 - 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

None.

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 12:52 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board