



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, APRIL 14, 2020

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

Meeting was called to order by Crystal Petrini at 11:05 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)
	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: 10
 2. Number Absent: 1
- Excused: 1

Approval of Previous Meeting Minutes

03/31/2020 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
 - No updates
- Director of Fundraising, MaryAnn Gochicoa
 - No updates
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Kathy Van Horn
 - No updates
- 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:
 - Provost virtual meetings - invites sent out. 30 minutes to meet w/ SA Leadership. Also consider "Vision" seminars and what they'll bring to campus. Getting face time w/the provost is a golden opportunity.
- President, Crystal Petrini
 - Crystal:
 - Get Recognized:
 - Would go to all OSA nominees for March; February business as usual
 - Design something new and attach as a PDF or build it directly into the email. Work w/ Jeff and Ross to jazz it up.
 - Kathy and Crystal to continue organizing Get Recognized and digitizing of the Thank you beary much cards.
 - Branching off the co-director position during this virtual time.
 - Other Spring Events:
 - Each Director hosts a different type of event
 - Planned events tab in worksheet
 - Does it have to be live every time? No - would be good to provide something weekly; an opportunity for engagement.
 - Please refer them to our website...you will see "Live Events" this is how they can access all our classes.
<https://recreation.ucr.edu/>
 - One idea I had: a Zoom session for meeting candidates during the week before elections
 - Invite people who had previously served to create messages
 - Do a "Bigger Picture" video for board nominees
 - Charlie looking into new presentations and speakers to address what is happening to staff on campus now (not 5-year-old content)
 - CUCSA Alumni delegate meeting (last 45 years).
 - Virtual 5k - MaryAnn hasn't heard from Brad recently. Attended UC Walks w/ Julie Chobdee. Started their marketing and they are moving ahead w/ it. If MaryAnn doesn't hear from Brad this week, we'll reach out to other potential vendors. Per Kathy, already some confusion about distinction between UC Walks and Virtual 5K - need to further clarify. Per Jeff - suggest we beta test the sign-up page; may have been some technical issues. Need to provide runners w/ a list of specific items for swag bag. Need to pitch the items we definitely have and can always add add'l items later.

- Virtual Spring general meeting (top, all);
 - Still need to reach out to speakers
 - Jeff: Might not be able to congregate in large groups when we return
 - Ross: Going back w/a business as usual outlook might not be what we should do
 - Survey results: Receiving the certificate was the most important thing to service award recipients
 - Kathy: Option to have certificate printed for them (via follow-up survey)
 - Dennis: Being accountable for this process
 - Crystal: Will have "Live Meeting" on May 13
 - Meeting content:
 - Speaker: Chancellor, Dean Pena, EH&S Director (Sheila) or Lisa Martin
 - Could pre-record the Chancellor's message for time
 - Restrict speakers to 7 minutes and allow for Q&A
 - Suggestion: PPT slides from those tabling the event? - Perhaps those with updates? Resources page? Post in chat and then to SA website.
 - Announce award winners by # of years
 - Raffle from folks in chat (randomly selected). Wheelofnames.com
- Elections for 2020-2021
 - Process: Info on site and Qualtrics forms ready
 - Email going out asking for nominations. Nominations open until April 27th; Applications open until April 27th. Election ballot avail until May 4th; New Board announced at Spring General meeting
- New Staff Orientation at 9:45 am April 28th - Allura
 - Possible times: Original time at 9:45am, but Allura can't attend at that time. They might be able to move to a new time (10:15 to 10:30am).

Decisions/Votes

1. Meeting Minutes 03/31/20
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by JL, second by DM
 - 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

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 28, 2020

12:00 a.m. - 1:00 p.m.

To be conducted via Zoom until further notice

Motion to adjourn was made by Crystal Petrini at 12:47 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board