Meeting was called to order by Crystal Petrini at 11:05 a.m.

In Attendance

| × | 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) |
| × | Figueroa, Frank (FF) |   | 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: 9
2. Number Absent: 2
   Excused: 2

Approval of Previous Meeting Minutes

08/20 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
  - Service awards. Sent list to JG; RF to assist.
- Director of Events, Valerie Batlle
  - Not present.

“Many Talents, One Mission”

http://staffassembly.ucr.edu/
• Director of Communications, Jeff Girod
  o Website review and edits continue. New Board on there; may want to review and contact JG with feedback.
  o Would suggest not posting videos that aren't UCR-generated.

• Director of Fundraising, MaryAnn Gochicoa
  o Virtual 5K (Val, Jeff, Crystal). Fashion after UCLA website. UC Walks is May 6th.

• Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
  o Presented at ECS outreach. Feedback - since they don't get done until 5pm, can we have at least 1 event that
  goes until 7pm (15 of 30 said they would)?
  o Discuss w/ Johnathan volunteers and sign-ups. Working on new system (what they will and won't volunteer
  for; easier opt-in/opt-out). Have a good list now, but anticipate it'll drop more. Start "Get Recognized"
  program again; need to discuss best way to communicate it to campus.
  o Work w/ Allura on Outreach events

• Director of Outreach, Allura Davis
  o No updates.

• Director of Professional Development, Charlie Rodnuson
  o Not present.

• Treasurer, Penni Ebina
  o No updates.

• Immediate Past President, Ross French
  o Search Committee for the Chief Human Resources Officer – still some interviews to do. Committee meeting
  for upcoming presentation to Chancellor.

• Vice President, Frank Figueroa:
  o 1st CUCSA of the year this week with Crystal.

• President, Crystal Petrini
  o New payroll deduction form; will be sending to Jeff & MaryAnn. Can we get out donation form into the New
  Staff Orientation? Should be on payroll stub how much you're donating (monthly vs bi-weekly).

Agenda Items

• Feedback on new Presentation sent 8/27/19 - Allura

• Staff Clubs - Crystal
  o Met with Adam from Student Life. Had reached out re: staff clubs that reached out to him about having a
  place to live online. "Highlander Link" - could link to that on the SA site. Removes review or oversight from
  SA. Crystal will provide Jeff w/ a link.

• F/U on Board Committee participation – Crystal
  o Have reps for all but Chief's advisory committee council. Johnathan volunteered.

• Menu/food for the following: - Val
  o Chancellor - 23 people. Sandwiches - less formal.
  o Ordering food for General Meetings
  o Halloween Costume Contest – logistics mtg w/ Jeff 9/5/19
  o Staff Appreciation Week – logistics mtg w/ Johnathan & Kathy 9/5/19
  o Chancellor's picnic. Going w/ Moo Moo Truck. Last year, had to get tickets from the table to encourage
    engagement with staff.
    • Concerns w/ last year: Having 2 lines was long. Where the truck was in relation to the table was
      disjointed.
    • This year: Have 1 table, closer to truck. Time spent talking to everyone made the line take longer.
      Decide to capture names/emails or give out tickets: Need to pick one. Talk to Moo Moo about
      signage re: novelty item vs soft serve.
  o No tickets. Table for questions and sign-ups.

• Website updates – Professional Development – Charlie
  o Completed by JG.

• Employee & Organizational Development: Course Fees - Charlie
  o Emp & Org Dev - the dept will be charged for training. Will need an FAU (may be there or will be prompted
    for it). New Staff Orientation still no fee (but a cancellation fee).
  o Timing seems poor since it's after budget season.
- What's enrollment like for these classes? Perceived increase in cost may discourage enrollment.
  - AI: Have group put together list of questions for G. Bomatti
- Resume, Cover Letter, and Interview Examples for Staff Upward Mobility – Charlie
  - To put up on the SA website
- Updated SAEB contact list – Chris
  - Let Chris know change or not
- SA Volunteers and Ambassadors for 2019-20 - Chris
  - Ambassadors: Was updated last year (under purview of VP). Disseminate info to their areas.
  - Discussed changing Volunteers to Ambassadors to make them more invested in the role. Also Listserv
    - Listserv: Ambassador list was created to encourage communication. Not just disseminate info, but to build a rapport.
    - Campus Digest is gone. But not comprehensive and could be revoked at any time since it's not official. ScotMemo and Inside UCR email on Wed.
  - Rebrand Volunteers as ambassadors
- Shirt Samples from Image Apparel – Penni
  - Decision: Not Snag-resistant. Going with last year’s style and design.
  - Crystal will look for sizing materials.
  - Vendor = On Target
- Discussion: Staffing, HR, how SA could help – All (10 min.)
  - Staffing levels: What can we do as an organization?
  - Reasons? Management, Pay, Culture
    - Previous issues not addressed
    - Undoing previous changes put forward by Ron Coley. But for what reason?
  - What are recruiters doing to entice quality employees?
  - Outcome of CUCSA Survey becomes available this week. Expanded meeting to discuss results: Provide solutions.
  - Important for everyone to attend Town Halls and ask questions - not just rely on the President & VP

**Decisions/Votes**

1. Meeting Minutes 8/20/2019
   a. Discussion/Debate: None
   b. Questions: None
   c. Motion to approve by KV, second by AD
      i. Approved
   d. Vote/Count
      ii. Total Number of Members Voting: 9
      iii. Abstentions: 0
      iv. Recusals: 0

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<thead>
<tr>
<th>9</th>
<th>Approve/Accept/In Favor/Yea</th>
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<tr>
<td>0</td>
<td>Opposed/Nay</td>
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**New Action Items**

1. Employee & Organizational Development: Have group put together list of questions for G. Bomatti re: Course Fees
   a. Responsible Person(s): All
   b. Due Date/Follow-Up: 9/17/2019
2. SAEB Contact List: Email Chris indicating changes or no changes
   a. Responsible Person(s): Chris Heun
   b. Due Date/Follow-Up: 9/17/2019
Past Action Items

1. Staff Service Award List – Finalized and sent to JG to post to SA website. RF will assist.
   a. Responsible Person(s): JG/RF
   b. Due Date/Follow-Up: 9/17/2019

2. Polos/Name Tags: Confirm names of board members needing either
   a. Responsible Person(s): Crystal Petrini (Shirts) / Chris Heun (name tags)
   b. Due Date/Follow-Up: 9/17/2019

3. Email Val dietary restrictions, if any
   a. Responsible Person(s): All
   b. Due Date/Follow-Up: 9/17/2019

Calendar & Notes/Comments

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

Tuesday, September 17, 2019
11:00 a.m. - 12:45 p.m.
UC Mexus

Motion to adjourn was made by Crystal Petrini at 12:49 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun
Secretary, UCR Staff Assembly Executive Board