



2019-2020 Staff Assembly Executive Board (SAEB)
Meeting Minutes
TUESDAY, OCTOBER 29, 2019

UC Mexus | 11:00a - 12:45p

Meeting was called to order by Crystal Petrini at 11:04 a.m.

In Attendance

Table with 4 columns: presence indicator (x), name, title, presence indicator (x), name, title. Rows include: Girod, Jeff (JG); Ebina, Penni (PE); French, Ross (RF)*; Rodnuson, Charlie (CR); Lozano, Johnathan (JL); Figueroa, Frank (FF); Petrini, Crystal (CrP); Gochicoa, MaryAnn (MG); Davis, Allura (AD); Heun, Chris (CH); Van Horn, Katherine (KV); 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

10/15 minutes reviewed and unanimously approved.

Announcements

Tentative HUB Board meeting, Nov 19, 2-3pm.

Discussion: Julie, Crystal, Kathy attended the one last week re: fee waiver removals. 1. Decided not to announce to customers; 2. Diff btwn depts; 3. Providing service that should be provided by HR. Didn't get them to reverse decision, but will get to present again at Nov 19th meeting. \$5k cost not anticipating that would not go to scholarships. Alternatively, could ask Chancellor for more funding, but even his budget requests have been declined so seems unlikely. Alternatives could be the University Theatre (food outside though).

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
 - Working on Staff Service Award certificates for Fall General meeting
 - Follow-up on half-sheet communication regarding UNEX course available to award recipients
 - Will print out list of Service Award Recipients to have at sign-in table; include column for phonetic pronunciation of their names
- Director of Events, Valerie Batlle
 - Flannels and Flapjacks theme. Society 54 - giveaways related to theme; to be discussed.
- Director of Communications, Jeff Girod
 - Tabled 5K for the moment. Cards are done - Costume Contest being pushed out now via multiple channels. Staff Assembly recognition on FB.
- Director of Fundraising, MaryAnn Gochicoa
 - Donation letter for sponsors submitted to Crystal; feedback pending. CBS will donate bags for Virtual 5K. Will have page on Giving Tuesdays thru Advancement.
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
 - Potluck for Thanksgiving: Meeting Nov 26th. Will send out Google sign-up form of what to bring. Pick names for gift exchange? Have another potluck in Dec as well.
- Director of Outreach, Allura Davis
 - Black Student Experience group finally started looking at candidates.
- Director of Professional Development, Charlie Rodnuson
 - Committee for Scholarship reviews - still waiting to hear back on confirmation of scholarship. Crystal: Seana had to cancel numerous trainings (dropped significantly after announcement of fees to be paid by depts).
- Treasurer, Penni Ebina
 - No updates
- Immediate Past President, Ross French
 - Not present
- Vice President, Frank Figueroa:
 - Online key form sent via email to Board members
- President, Crystal Petrini
 - **General Meeting To Do List**
 - Arrive at 11:30 to help
 - No speakers
 - Food request (now up to 400 people); tables and chairs
 - AV request
 - Tabling requests coming in: CBS, UPTE, Schools First
 - Do we want to assess a fee in the future? Now just asking for raffle prizes. Wait until SA learns if there will be a HUB fee assessed
 - Dept and Name on back of backing
 - Phonetic spelling column on table when people sign in at front
 - Names split by years of service
 - 4 volunteers
 - Half-sheet re: UNEX info handed out at check-in (Penni to help)
 - **CH to send Crystal list of Depts to edit**
 - Tear down after
 - Jeff to Live Stream it via FB
 - "Save the date card" distributed at Fall to entice them to come to Holiday Party for raffle tickets?
 - Might be better to promote it differently this year - make it available online to save expenses and easier for people to pull up
 - Alternative Work Arrangement Surveys: Only 40% aware. 13% had one. Provost Search Committee started - attended one forum (not many attendees). No JD even floated yet. Consulting firm - Issacson Miller

Agenda Items

- Christine Victorino (Assoc Chancellor) and Jorge Ancona (Alumni Assoc) will be joining us at the beginning of our meeting to talk about commencement - Crystal
 - Proposed changes to commencement 2020
 - Historically, Student Rec Center or Pierce Lawn (for most of them)
 - Pierce lawn is graded/not level
 - Challenge is the weather; been lucky so far
 - Graduating more and more students every year. Up to 75% now.
 - Add more students to existing ceremony which means fewer tickets for families
 - Add more ceremonies during "dead week" - might not be the best long-term solution
 - Off-campus and indoor venue: Better line of sight, climate control, larger screens to show student crossing, overall better experience. Better to secure an indoor location an enforce ticketing
 - Students not happy (ASUCR meeting); felt weren't consulted
 - Have NOT signed any contracts to do this off-campus; still gathering info from campus community. Taking it off-campus isn't a bad thing if it's a more comfortable setting for family. Do recognize that they'd have greater access to more tickets. 10k arena.
 - Not reading names (1800 names per ceremony, 3 ceremonies) not acceptable to students. Reading all names would take 3+ hours
 - Top 3 consideration (also procession and the length of ceremony).
 - School of Public Policy considered Arts/Dance
 - Bourns considering Winston Chung reception area
 - Still looking at other ceremonies that take place (LGBTQIA, black student, etc.)
 - Have looked at feedback - overwhelmingly support moving it indoors; but perspective of graduates may differ from those not yet graduating
 - Having it on Pierce requires a lot of assistance to organize event; Will Staff still volunteer to help if it's off campus?
 - FF: It would most likely continue
 - KV: Hourly employees still need to get paid for their time (not really volunteers). But who pays that? The department?
 - Volunteers would still be needed; onsite event staff would not be sufficient
 - UCLA, for example, 2 campus-wide events, but look forward to department-organized events.
 - Did consider other venues besides Ontario
 - Riverside Convention Center is 2500; CBU is 5000
 - Honda Center is 12K, but further away and more expensive to rent and parking is even more per car
 - Email went out after last Spring, but limited communication; perception is that a decision had already been made.
 - Grad & Family Night event would be for everyone
 - Could cut it so many ways (dept, school, etc.)
 - School of Med their own
 - Hooding their own
 - CHASS is so large - have 3 of their own
 - Might include some smaller schools to reduce it from 7 ceremonies to 3(ish)
 - Encourage staff to complete online registration form to gather add' information.
- Staff Assembly Holiday Party - MaryAnn
 - Changing the hours - Discussion at previous SAEB meeting
 - Discussion w/ ECS - changing the hours would not result in their staff attending
- Assistance Request: No prior
 - JL motion, VB seconded
 - Motion passes (Jeff/Kathy not yet here)
 - Could offer grocery cards that were donated to us.
- Potluck for SAEB around Thanksgiving - Kathy
- TAPS Advisory Meeting - Frank
 - PS1 in Lot 13. Net new 800 spaces
 - Be aware of changes to after 6pm
- Roles & Responsibilities - Jeff
- Discussion of Upward Mobility at UCR and ideas for creating Resume/Cover Letter Samples - Charlie
 - Focus on how to move up w/in UCR or even outside UCR
 - Need to tailor resumes and cover letters based on the position, but provide a specific UCR job description
 - Please provide Charlie with samples (variety of roles would be appreciated)

Decisions/Votes

1. Meeting Minutes 10/15/2019
 - a. Discussion/Debate: None
 - b. Questions: None
 - c. Motion to approve by FF, second by JL
 - 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: None
 - f. Questions: None
 - g. Motion to approve by JL, second by VB
 - i. Approved
 - h. Vote/Count
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New Action Items

1. CH to send CP list of Fall Service Award recipients so she can edit department names for inclusion on Award Certificates
 - a. Responsible Person(s): Chris Heun / Crystal Petrini
 - b. Due Date/Follow-Up: 11/01/2019 [Completed]
2. FF sent inventory survey request 10/29/2019. Board members to complete & submit
 - a. Responsible Person(s): Frank Figueroa
 - b. Due Date/Follow-Up: 11/12/2019

Past Action Items

1. CH to draft communication re: UNEX class and HR pins; fwd: to Cristina Sanford et al. for UNEX approval. [Update: No response from Cristina after follow-up communication on 10/29; Course of action: Submit to CP and FF for approval as part of half-sheet communication at the Fall General Meeting.]
 - a. Responsible Person(s): Chris Heun / Jeff Girod (post to SA website)
 - b. Due Date/Follow-Up: 10/29/2019
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: 10/29/2019

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	Community Partner Fair (CPF)	8:00 a.m. – 5:00 p.m.	HUB 302 and 355
May 21, 2020	Spring General Meeting	11:00 a.m. – 1:30 p.m.	HUB 302

Next Meeting

Tuesday, November 12, 2019

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

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Motion to adjourn was made by Crystal Petrini at 12:54 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun

Secretary, UCR Staff Assembly Executive Board