Meeting was called to order by Dennis McIver at 11:11 a.m.

In Attendance

<table>
<thead>
<tr>
<th></th>
<th>Girod, Jeff (JG)</th>
<th>Petrini, Crystal (CrP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>Ebina, Penni (PE)</td>
<td>x Gochicoa, MaryAnn (MG)</td>
</tr>
<tr>
<td>x</td>
<td>French, Ross (RF)*</td>
<td>x Davis, Allura (AD)</td>
</tr>
<tr>
<td>x</td>
<td>Rodnuson, Charlie (CR)</td>
<td>x Heun, Chris (CH)</td>
</tr>
<tr>
<td></td>
<td>Lozano, Johnathan (JL)</td>
<td>x Van Horn, Katherine (KV)</td>
</tr>
<tr>
<td>x</td>
<td>Dennis McIver (DM)</td>
<td>x Batlle, Valerie (VB)</td>
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</table>

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

02/04/2020 minutes reviewed and unanimously approved.

Announcements

None.

Board Member/Committee Reports

Board Member/Committee Reports:

- Secretary, Chris Heun
  - Send out certificates to staff who didn't attend Winter Meeting

“Many Talents, One Mission”
• Director of Events, Valerie Batlle
  o Working on 5K and CPF
  o 1-sheet creative brief: Develop Online form. Starting discussion well in advance is very helpful
• Director of Communications, Jeff Girod
  o Working on 5K and CPF
  o 1-sheet creative brief: Develop Online form. Starting discussion well in advance is very helpful
• Director of Fundraising, MaryAnn Gochicoa
  o Only have 9 signed up for CPF. Not unusual for folks to wait until last minute. Bring up early bird registration (add'l $ for signing up after March xx). Last year, sent multiple emails prior to the event.
  o Schedule strategy meeting
  o Outreach to Chamber of Commerce? Grand openings of companies
  o Welcome packet: Wifi password (login), thank you candy bar
  o Virtual 5K: Website is ready to go. Waiting to promote until after CPF. Need to get form and talk co-sponsors.
• Co-Director of Involvement & Recognition, Katherine Van Horn
  o Jan Get Recognized - Margaret Stewart.
  o Start Feb voting.
  o Cleaning up ambassador list: Getting a good response rate to form
  o Next clean up volunteer list; also work on expanding opportunities for volunteers outside of committees, which are large commitments
  o Appreciation Outreach: Looking for inexpensive goodie bags. 15 of them had tickets (bonus for attending CPF).
    ■ Dennis has asked Extension and HR for numbers.
  o Working on nailing down a date for OSAs (depends largely on whether Chancellor will be here in June)
• Director of Outreach, Allura Davis
  o UNEX Outreach event: Dennis got us on staff meeting April 16th. 1:30pm. Looking for additional help (Allura is traveling).
  o RWomen - March 12 next meeting. Allura also traveling.
  o Staff Orientation: Next Tuesday
  o Event for new hires - Mixer
    ■ Thought about expanding to all staff
    ■ Could invite them at New Staff Orientation (getting new staff names is otherwise challenging)
• Director of Professional Development, Charlie Rodnuson
  o See agenda
• Treasurer, Penni Ebina
  o No updates
• Immediate Past President, Ross French
  o Friday afternoon presented Culture Climate Committee report
  o Overall, positive response. Push for continuation of committee based on UCSB model. Suggestion to push on to Staff Assembly (or other existing campus groups), but looking for a culture where staff are empowered to ask questions.
    ■ Faculty Equity Advisors (see Equity Inclusion website). Talk of creating something similar for staff.
    ■ There were action plans, but not timelines.
    ■ Value in Staff Assembly in hosting conversation on campus atmosphere. Consider providing focus for the meeting. Chancellor's Open Office Hours - promote that?
• Vice President, Dennis McIver:
  - University Theater: Post-meeting survey promoted via regular channels but also target volunteers etc to discuss logistics: Lighting, group photos (take backstage), having list of names to promote helped (email from Crystal); tabling location;
  - Push HUB to be more open to staff-related things.
  - Target recipients for survey (Per Dennis) rather than ListServ
  - Volunteer List, Voter List from IT Management (who is eligible and who is not) - could be used for email list. Also have Service Milestone file from Kathy Mosley. Options for data are otherwise limited.
• Gerry was excited we're using the Theater space
• John Steven Henderson meeting: Interested in working w/ us a partner.
• Point of concern that number of staff signing up for training has declined w/ cost
• Extension: April representation at their meeting.
• CHRO search: Hired UCSD search firm. Interviews scheduled for March.

• President, Crystal Petrini
  ○ Not present

**Agenda Items**

- LinkedIn Lunch N’ Learn event (Charlie)
  - Lunch 'N' Learn flyer created by Jeff
  - 12:30-1:30pm; 2/28 (Fri)
  - Looking for number of signups so far and cap, if any
- Assistance Requests (Dennis)
  - Both received votes for assistance. Dennis has already contacted them about disbursements.

**Decisions/Votes**

1. Meeting Minutes 02/04/2020
   a. Discussion/Debate: None
   b. Questions: None
   c. Motion to approve by JG, second by MG
      i. Approved
   d. Vote/Count
      ii. Total Number of Members Voting: 9
      iii. Abstentions: 0
      iv. Recusals: 0

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

None.

**Past Action Items**

1. 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: 3/3/2020

**Calendar & Notes/Comments**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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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>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Location</td>
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<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>
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<td>(pending confirmation)</td>
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<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, March 3, 2020
11:00 a.m. - 12:45 p.m.
Skye Hall 381e

*Motion to adjourn was made by Dennis McIver at 12:27 p.m. and was passed unanimously.*

Respectfully submitted,

**Chris Heun**

Chris Heun
Secretary, UCR Staff Assembly Executive Board