Meeting was called to order by Crystal Petrini at 11:06 a.m.

In Attendance

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

03/17/2020 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
  o Sending links to cooking videos to post to SA social media
• Director of Communications, Jeff Girod
  o No updates
• Director of Fundraising, MaryAnn Gochicoa
  o No updates
• Co-Directors of Involvement & Recognition, Johnathan Lozano & Kathy Van Horn
  o Moving to new position in Facilities Services
• Director of Outreach, Allura Davis
  o No updates
• Director of Professional Development, Charlie Rodnuson
  o No updates
• Treasurer, Penni Ebina
  o No updates
• Immediate Past President, Ross French
  o No Updates
• Vice President, Dennis McIver:
  o Working on SAEB elections for early next week
• President, Crystal Petrini
  o No updates

**Agenda Items**

- Marketing push for Spring Scholarship submission – deadline April 3 - Charlie;
  - Extra marketing for scholarships (Jeff has time to assist?)
  - Based on Jeff's experience (minimal engagement on anything not COVID related), might want to consider pushing it back right now.
- Call for outreach ideas - Allura
  - Virtual 5k coming up: Next step is getting a t-shirt vendor. Some discussion about not proceeding, but precedent with other 5Ks happening. Talk to Jeff about marketing materials.
    - Changing categories (e.g., largest group could change) to more individual ones.
    - Val to inquire w/ SRC about potential vendors. Check back with another vendor who was originally uninterested.
    - Do we need approvals to proceed? Chancellor seems to be onboard as does Gerry (in response to email).
  - Jackbox; Scattergories; Skribbl.io
  - General Meeting coming up - May 13. Even if we can return to campus, probably won't be able to gather w/ 400 people
    - PowerPoint during the meeting: include pictures; might be faster online
    - Who to include? RSVP? Send photos?
    - Recognize formally at a later meeting? Still acknowledge them publicly (walk across the stage).
    - Future meeting will be impacted if we postpone.
    - Poll the Spring recipients about their preference? Craft message.
  - Zoom Pro has a meeting cap of 300 people. Zoom Webinar groups participants and attendees (total of 600 but extra cost of approx $1200/year); attendees cannot be seen on the screen and can see/listen (could elevate to participant).
- Charlie: What is awardee looking to get from this experience?
  - Survey them? Also contact supervisors to reach out to folks who might be on leave? [Ask instead: Is direct report working remotely? Trying to assess whether they could attend. We know since a number of staff are on admin leave; also reaching out to staff, but wanted to check in w/ you]
  - Crystal: What part is most important? Walk across, Certificate, name read?
  - Kathy: Important to ask and then make a decision
- Service Award Certificates: Create PDFs, send via email, print if they request it.
• May 18th - Possible Speaker (but haven't heard back)
  • LEAD (Jason Rodriguez left UCR; Natasha stepped down - took on a new role). Crystal reached out to Julie about possibility of them being under SA Director of Professional Development? Get them access to our resources.
  • Appears it would avoid some possible duplication of effort; goals align. Have budget of $10,000.
  • Would require a by-law change to make it happen; LEAD is semi-autonomous; used to have minutes/agenda in the past.
  • Johnathan: Rather than having them under SA, make their president part of SA?
  • Speaker: Was initially a joint effort (LEAD would have spent up to $1k for the speaker).
    • Shola: Reach out to him about training in a new environment. Have a direct channel to him.
    • Charlie can reach out. Crystal will provide web links and forms for him and others.
      • Explore individuals who specialize in presenting online
  • Chancellor's Office April 9th 3:30-4:30 is doing virtual office hours. Only room for 1st 30 respondents to Zoom link.
    • Push out link on SA social media
    • Likely won't be recorded - would make for a different conversation if it's made public
  • Discuss Staff (appreciation) Week
    • Move it online? Might be better to do a single event than an entire week (Kathy)
    • Ross: Previous week-long event made it challenging for folks to attend every day. Shift instead to what we can do over the next several weeks as a morale boost?
    • Dennis: How to engage folks on a virtual level?
    • Google Sheet w/ weekly ideas?
    • Online raffles? Get signatures via DocuSign.
    • Scheduling: Same time every week or two different times? Might need to adjust since people's schedules are changing.

Decisions/Votes

1. Meeting Minutes 03/17/20
   a. Discussion/Debate: None
   b. Questions: None
   c. Motion to approve by DM, second by JL
      i. Approved
   d. Vote/Count
      ii. Total Number of Members Voting: 11
      iii. Abstentions: 0
      iv. Recusals: 0

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<tbody>
<tr>
<td>11</td>
<td>Approve/Accept/In Favor/Yea</td>
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<tr>
<td>0</td>
<td>Opposed/Nay</td>
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New Action Items

1. CH to draft surveys to Spring General Meeting Service Award Recipients and their Supervisors
   a. Responsible Person(s): Chris Heun / Crystal Petrini / Dennis Mciver
   b. Due Date/Follow-Up: April 14, 2020
Past Action Items

None.

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>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>
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<tr>
<td>April 14, 2020 (postponed; Date TBD)</td>
<td>Community Partner Fair (CPF)</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>TBD</td>
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<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, 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 12:45 p.m. and was passed unanimously.

Respectfully submitted,

Chris Heun

Chris Heun
Secretary, UCR Staff Assembly Executive Board