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

UC Mexus | 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	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.

- Director of Communications, Jeff Girod
  - Website review and edits continue. New Board on there; may want to review and contact JG with feedback Would suggest not posting videos that aren't UCR-generated.
- Director of Fundraising, MaryAnn Gochicoa
  - Virtual 5K (Val, Jeff, Crystal). Fashion after UCLA website. UC Walks is May 6th.
- Co-Directors of Involvement & Recognition, Johnathan Lozano & Katherine Van Horn
  - 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)?
  - 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.
  - Work w/ Allura on Outreach events
- Director of Outreach, Allura Davis
  - No updates.
- Director of Professional Development, Charlie Rodnuson
  - Not present.
- Treasurer, Penni Ebina
  - No updates.
- Immediate Past President, Ross French
  - Search Committee for the Chief Human Resources Officer – still some interviews to do. Committee meeting for upcoming presentation to Chancellor.
- Vice President, Frank Figueroa:
  - 1st CUCSA of the year this week with Crystal.
- President, Crystal Petrini
  - 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
  - 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
  - Have reps for all but Chief's advisory committee council. Johnathan volunteered.
- Menu/food for the following: - Val
  - Chancellor - 23 people. Sandwiches - less formal.
  - Ordering food for General Meetings
  - Halloween Costume Contest – logistics mtg w/ Jeff 9/5/19
  - Staff Appreciation Week – logistics mtg w/ Johnathan & Kathy 9/5/19
  - 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.
      - No tickets. Table for questions and sign-ups.
- Website updates – Professional Development – Charlie
  - Completed by JG.
- Employee & Organizational Development: Course Fees - Charlie
  - 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).
  - 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. <u>Discussion/Debate</u>: None
    b. <u>Questions</u>: None
    c. <u>Motion</u> to approve by KV, second by AD
        i. Approved
    d. <u>Vote/Count</u>
        ii. Total Number of Members Voting: 9
        iii. Abstentions: 0
        iv. Recusals: 0

9	Approve/Accept/In Favor/Yea
0	Opposed/Nay

New Action Items

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

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

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, September 17, 2019

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

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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