



2018-2019 Staff Assembly Executive Board (SAEB)  
Meeting Minutes  
**TUESDAY, NOVEMBER 13, 2018**

*SRC South* | 12:15 - 2:00 p.m.

*Meeting was called to order by Ross French at 12:30 p.m.*

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**In Attendance**

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X	Dizon, Daisy ( <b>DD</b> )	X	Petrini, Crystal ( <b>CrP</b> )
X	Ebina, Penni ( <b>PE</b> )	X	Pierce, Cherie ( <b>ChP</b> )
X	French, Ross ( <b>RF</b> )	X	Ramirez, Veronica ( <b>VR</b> )
X	Haro, Ricky ( <b>RH</b> )	X	Salgado, Julie ( <b>JS</b> )*
X	Lozano, Johnathan ( <b>JL</b> )	X	Talbot, Jen ( <b>JT</b> )
X	McGee, Paige ( <b>PM</b> )	X	Van Horn, Katherine ( <b>KV</b> )
X	McIver, Dennis ( <b>DM</b> )		

*There are currently thirteen (13) positions on the Board filled (12 voting), quorum is currently nine (9) people (2/3).*

*\* Not a voting member*

*Only majority is needed for votes*

1. Number of Voting Members Present: 12
  2. Number Absent: 0
- Excused: 0

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**Approval of Previous Meeting Minutes**

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The minutes from the October 9, 2018 and October 23, 2018 meetings were reviewed and approved.

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**Announcements**

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Thank you to all for Fall General Meeting!

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**Board Member/Committee Reports**

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Board Member/Committee Reports:

- Secretary, Jen Talbot

- Service Recognition packets to be picked up by Mails services and distributed via interoffice mail in next couple of weeks
- Don't hold breath for handbook
- Director of Events, Ricky Haro
  - General Meeting Recap
    - Clearly defining what SA does and value to staff on campus
  - RH will provide more SRC passes to Outreach
  - One social media platform and correct hashtag/FaceBook
  - Holiday Party
    - 2:30-5pm
    - Estimates for lighting, DJ, balloons and dance floor
    - Activities
      - Scavenger Hunt
      - Donations
      - Stick Your Hand In Box
      - Trivia Wheel
    - Food
      - Cupcakes
      - Scarecrow Popcorn
      - Witch Drink
      - Overbuy because we don't want to run out of food
        - Consider a roll with ham/cheese
        - Signs for food/individuals to notify of food restocking needs
        - Not just sweets/some options and variation
    - Gifts/donations for prizes
    - Society 54 Item
      - DD to order special holiday item (e.g. snow globe)
      - High Rollers list/poster
    - R Pantry List for Donations
      - Exchange receipt for items
      - How many tickets individuals get for each ticket
    - Costumes/Special Attire
      - How incorporate into Christmas/Holiday
      - Wear red shoes
    - Holiday Book/Bible
      - Cheat Sheet copy for SAEB
- Co-Directors of Communications, Veronica Ramirez & Paige McGee
  - Holiday Party
    - Flyer and preview for Holiday Party
    - Who is professional to review marketing materials?
      - RF to be more explicit on requests/design prior to creating materials
        - Be sure committees are ok with materials first and foremost
        - Be sure to get flyer onto R'Space, Localist, and maybe EventBrite
          - RH recommended link BearBuks to can food drive donations?
            - Can be holiday party themed
- Director of Fundraising, Daisy Dizon
  - General Meeting Recap
    - Received about 9 additional payroll deductions from staff

- Chancellor Wilcox gave a donation and VC Bomotti also gave a donation
    - Donation of \$700 at SA discretion
- Day of Giving (November 2018)
  - DD to meet with Crystal Sankey this afternoon
- CPF
  - Levels of corporate sponsorship to be completed
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- Director of Involvement & Recognition, Johnathan Lozano
  - Get Recognized
    - Will reach out to Get Recognized submitters
    - Select a winner
    - Schedule during a special meeting/event
- Co-Directors of Outreach, Dennis McIver & Katherine Van Horn
  - General Meeting Recap
    - KV recommend that we do a better job of reaching out to individuals, particularly if they have signed up/on listserv
    - DM worked with last minute changes; what is goal with Society 54?
  - DM reached out to Palm Desert for outreach meeting and facilities; no responses yet
  - KV reached out to UC Path with no response
  - New Staff Orientation time block is changed and interferes with SA attendance; preference would prefer very beginning or end
- Director of Professional Development, Cherie Pierce
- Treasurer, Penni Ebina
  - RF to let PE know if Halloween prizes out of checking account or not?
    - Prefer to have things come out of UCR account
- Immediate Past President, Julie Salgado
  - This week for Task Force meeting
    - December 12<sup>th</sup>
    - Will implement with a department on campus
  - JS to schedule a past president meeting/get-together
- Vice President/President-Elect, Crystal Petrini
  - General Meeting Recap
    - CrP recommend getting things done in a timely manner
  - Staff Assistance Request – Previous one with more information
    - 12 years, health issues; \$100 grocery cards
    - Discussion: DD recommend to provide something but inform may be last time in order to give others opportunity for assistance. DM, may cause un-needed stress. Approval of full amount or \$50.
- President, Ross French
  - General Meeting Recap
    - Positive responses
  - May need to make a change to By-Laws for Schools First
    - RF to research for By-Laws change

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## Agenda Items

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Fall General Meeting

Attendance: 400

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## Decisions/Votes

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1. October 9, 2018 Meeting Minutes

- a. Discussion/Debate: None
- b. Questions: None
- c. Motion to approve by DM, second by ChP
  - i. Unanimously approved
- d. Vote/Count
  - ii. Total Number of Members Voting: 12
  - iii. Abstentions: 0
  - iv. Recusals: 0

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

2. October 23, 2018 Meeting Minutes

- e. Discussion/Debate: None
- f. Questions: None
- g. Motion to approve by DM, second by ChP
  - i. Unanimously approved
- h. Vote/Count
  - ii. Total Number of Members Voting: 12
  - iii. Abstentions: 0
  - iv. Recusals: 0

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

3. Staff Assistance Request – Full Amount (\$100)

- i. Discussion/Debate: DD recommend to provide something but inform may be last time in order to give others opportunity for assistance. DM, may cause un-needed stress. Approval of full amount or \$50.
- j. Questions: None
- k. Motion to approve by JL, second by DD
  - i. Unanimously approved
- l. Vote/Count
  - ii. Total Number of Members Voting: 8
  - iii. Abstentions: 4
  - iv. Recusals: 0

7	Approve/Accept/In Favor/Yea
1	Opposed/Nay

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## Calendar & Notes/Comments

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Date	Event	Time	Location
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September 12, 2018	<b>Provost Larive Vice Chancellor Bomotti SAEB Meeting</b>	3:00pm-3:45pm	Hinderaker 3 <sup>rd</sup> Floor Conference Room
September 13, 2018	<b>Chancellor's Picnic</b>	11:30am-1:00pm	Hinderaker Lawn
September 25, 2018	<b>Associate Chancellor Victorino SAEB Meeting</b>	12:15-1:00pm	Hinderaker Basement Conference Room
October 8 - October 31, 2018	<b>Halloween Office Costume Contest</b>	Entries Deadline 12:00pm on 10/31/2018	Online
October 9, 2018	<b>Vice Chancellor Plumley SAEB Meeting</b>	12:15-2:00pm	UC Mexus Offices
October 11, 2018	<b>Thursday Night Live</b>	5:00pm	HUB Patio
October 11, 2018	<b>Healthy Campus Inaugural Celebration</b>	11am-1:00pm	Bell Tower/Upper Plaza
October 15, 2018	<b>UCOP Travel Roadshow</b>	TBD	HUB
October 23, 2018	<b>Vice Chancellor Hayashida SAEB Meeting</b>	12:15pm-1:15pm	Hinderaker, 3 <sup>rd</sup> Floor Conference Room
October 25, 2018	<b>UCR Benefits Fair</b>	10:00am-2:00pm	HUB 302
November 8, 2018	<b>Fall General Meeting</b>	12:00pm-1:00pm	HUB 302
November 17, 2018	<b>Scot Fest Tabling/Homecoming</b>	1:00pm-3:00pm	TBD
November 27, 2018	<b>Chancellor Wilcox SAEB Meeting</b>	12:15pm-12:45pm	Hinderaker Basement Conference Room
December 14, 2018	<b>Staff Assembly Holiday Party</b>	2:00pm-5:00pm	HUB 302
February 6, 2019	<b>Winter General Meeting</b>	12:00pm-1:00pm	HUB 302
April 10, 2019	<b>Community Partner Fair (CPF)</b>	10:30am-1:30pm	HUB 302 and 355
April 19, 2019	<b>Highlander Day of Service</b>	12:00pm-1:00pm	TBD
May 7, 2019	<b>Self-Care Fair</b>	11:30am-1:30pm	TBD
May 15, 2019	<b>UC Walks</b>	11:30am-1:30pm	TBD

April 30 - May 6, 2019	<b>Staff Assembly Elections</b>	Winners will be announced at Spring General Meeting	Online
May 22, 2019	<b>Spring General Meeting</b>	12:00pm-1:00pm	HUB 302
June 4, 2019	<b>Staff Assembly Volunteer Luncheon</b>	12:00pm-1:00pm	Alumni & Visitors Center
June 20, 2019	<b>Outstanding Staff Awards</b>	5:30pm-7:00pm	Chancellor's House
July 18, 2019	<b>Staff Assembly End of Year Event</b>	2:00pm-4:00pm	TBD

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### Next Meeting

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**Tuesday, November 27, 2018**

**12:15 - 2:00 p.m.**

**Hinderaker Basement Conference Room**

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*Motion to adjourn was made by Ross French at 2:02 p.m. and was passed unanimously.*

Respectfully submitted,

***Jen Talbot***

Jen Talbot

Secretary, UCR Staff Assembly Executive Board