

UCLA Staff Assembly Executive Board Meeting
Tuesday, July 19, 2016, 12pm – 1:30pm
186 Powell Library

Board Members:

Michelle Chen, President	Lisa Lee, Vice President, Outreach
Walen Ngo, President-Elect	Rex Lorenzo, Vice President, Special Projects
Mike Lee, Immediate Past President	Eugene Acosta, Vice President, Strategic Communications
Alberto Alquicira, Vice President, Development	Shirley Rayner, Secretary/Historian
Vivienne Lee, Vice President, Events	Ramces Jimenez, Treasurer
Joseph Luk, Vice President, Information Systems	Laona Lebeouf, Member-At-Large
TBD, Vice President, Programs	

Agenda

A. Staff Assembly Overview

1. Kick-off First Executive Board Meeting.

B. Bylaws

1. Discuss to amend Staff Assembly Bylaws.
2. Current eligibility to become a member of the Staff Assembly (staff members represented by a collective bargaining unit not eligible) one (1) year of employment at UCLA must be completed.
3. Amend eligibility bylaw to; completion of 6 month probationary period of employment.
4. Ratify Megan Eigenbrod as VP Programs in September 2016.

C. Calendar of Events Overview

1. Staff Assembly Picnic 7/28/16.
2. Dates TBD for upcoming events: LGBTQ Committee Meeting, Disability Awareness, Veterans Day, I Heart Walking & Health & Wellness Day.

D. President's Updates

1. All Staff Picnic/ Staff Appreciation Week

- a. All hands on deck.
- b. Coordinate with Walen Ngo, President-Elect, for volunteer assignments. SA Board to recruit 1 volunteer to help at SA Picnic.
- c. Meet at SA booth day of picnic at 10am.
- d. Wear SA shirts and name tags.
- e. Staff without tickets may pick up lunch boxes after 1:30p.

2. Technology/Social Media

- a. As of August 1st 2016 new Staff Assembly Website will go live.
- b. Joe Luk, VP Information Systems, will setup Box account for SA Board to access and share files.
- c. Joe will manage YouTube page, Facebook, Twitter, Instagram and CCLE signups for events with Mrs. Block and elections for 2017-18.
- d. Eugene Acosta, VP Strategic Communication, will update SA newsletter to advertise Extension discount for staff during Staff Appreciation Week.

3. Team Building Activity

- a. Discuss mini-retreat at next board meeting.

4. Luskin Conference Center – Test Guest

- a. Sign up for Breakfast or Lunch service 7/26/16. Limit to groups of 4.
- b. Sign up for Doodle poll for Test Guest free night stay.
- c. Provide feedback about services, rooms, amenities & valet.

E. VP Updates

- 1. Ramces/Treasurer:** Ramces Jimenez work with Teresa Valenzuela to order more SA name tags for new board members.

- 2. Megan Eigenbrod/Interim VP Programs** suggested we use EventBrite to create and organize SA events and Learn at Lunches. Explore new topics for L@L such as:
Marketing Strategy 101, Event Planning 101, Investment Option 101, Purchasing a Home, Deskercise, Nutrition, Graduate School, Return to Work, Host Networks, Deal with Daytime Fatigue & Active Shooter just to name a few.

- 3. Shirley Rayner/Secretary:** will coordinate Happy Hour events for SA and include AMG.

F. Next Meeting - Tuesday, September 20, 2016 (Location 186 Powell Library)