

**UCLA Staff Assembly Executive Board Meeting
Tuesday, September 20, 2016, 12pm – 1:30pm
3461 Franz Hall**

Board Members:

Michelle Chen, President

Walen Ngo, President-Elect

Mike Lee, Immediate Past President

Alberto Alquicira, Vice President, Development

Vivienne Lee, Vice President, Events

Joseph Luk, Vice President, Information Systems

Megan Eigenbrod, Vice President, Programs

Lisa Lee, Vice President, Outreach **(ABSENT)**

Rex Lorenzo, Vice President, Special Projects

Eugene Acosta, Vice President, Strategic
Communications

Shirley Rayner, Secretary/Historian

Ramces Jimenez, Treasurer

Laona Lebeouf, Member-At-Large **(ABSENT)**

Agenda

1. Meeting Minutes – 8/16/16 approved by Megan Eigenbrod & Albert Alquicira

2. President Updates:

- a. The Fall Quarter CUCSA (Council of University of California Staff Assemblies) Meeting was held on September 7 – 9th, 2016 at the Lawrence Berkeley Lab. Michelle Chen, Walen Ngo, and Mike Lee were in attendance.
- b. SA Board Mini-Retreat will be held on September 25, 2016 at the Marina Aquatics Center. A facilitator will be present to lead the Board in kayaking and stand up paddle boarding.
- c. Staff Advisors to the Regents will be visiting UCLA on October 20th.
 - i. They will be meeting with specific leaders on campus and the presidents of USAC (UCLA Undergraduate Students Association) and GSA (UCLA Graduate Students Association).
 - ii. Staff Advisors to the Regents will also hold a breakfast meeting for early career professionals. Target audience is employees with less than 5 years of service.
 - iii. Staff Assembly Board members are invited to attend a luncheon meeting.
 - iv. A Town hall will be scheduled for the Advisors to speak upon staff issues. All UCLA staff will be invited to attend.
 - v. Michelle will vet all of the agenda items with Lubbe Levin and will forward information to the Board.
- d. Michelle & Walen met with Staff Affiliate groups, namely the Native American Staff Association and the Emeriti/Retirees Relations Center.
 - i. The groups would like to collaborate more with Staff Assembly but are undecided in what form.
 - ii. Michelle will explore what SA can do to partner with staff affiliate groups. Possible next step is to organize a meeting with different affiliate groups and brainstorm.
 - iii. Staff Assembly currently assists the LSSA group by advertising on our newsletter.
 - iv. Major needs of these affiliate groups is funding. Mike suggested for the affiliate groups to talk to Vice Chancellor for Equity, Diversity and Inclusion, Jerry Kang. Groups should form their own board and ask for sponsorship to assist in support of these diversity programs, ideas and events.
 - v. Michelle will follow-up with Laona for assistance in coordinating with staff affiliate groups.
- e. Michelle will send out a call for campus committee appointments. Staff Assembly needs 3 people for the Student Conduct Committee and 1 for Committee on Disability. Please forward info to anyone who will be interested to sit on these committees.

3. President-Elect/Immediate Past President Updates

- a. CUCSA
 - i. *UC Systems Wide People Management Series & Certificate Course.*
 - a. Terry Barton, UCOP Training & Development, shared information about the new certificate course

- that is to roll out November 30th.
- b. Regina is currently working on identifying classes that might be transferrable and aligns with the curriculum.
 - c. Walen will work with Megan on the information to be rolled out and added to the SA newsletter.
 - ii. Diversity person from the Lawrence Berkley National Lab developed a workplace gender transition guidelines that is available for members of UC campuses. This robust guidelines can be used as a great resource for employers who may have employees going through this transition.
 - iii. UCOP Human Resource speaker talked about the importance of psychical wellness, mental health and financial wellness in UC culture and the need for the information to trickle down to all UC campuses.
 - a. UCLA is doing well in promoting this by programs on campus like Fitwellll, Fidelity and other resources at CHR.
 - b. Walen spoke at the UC Regents conference and emphasized the importance of CUCSA and their continued to support.
 - c. Thank you Rex for joining UCLA Extension at Volunteer day. No student volunteers were provided at their site, but the other volunteers helped with completing the project.
 - d. UC Information Center, this site provides a wealth of information on data and statistic in your region.
 - e. Faculty Regent Speaker – advocates for faculty but also partners with staff. Spoke about the growth of UC campuses and the lack of staffing and the challenges it brings. The speaker explained at CUCSA, the impact the international students population has and its influence on the UC budge across all campuses.

4. VP Updates:

- a. **Albert/VP Development** – Met with Vivienne regarding the vendors that she will be inviting to the Small Business Resource Fair and 5K. Will continue to work on creating the press package.
- b. **Vivienne/VP Events** – Cashnet is ready for the Small Business Fair. Working with Purchasing to provide an updated vendors list. Will work with Albert for information about the 5K to include in the Small Business Fair email. Brainstorming on how to logistically work out a discount for vendor if they sign up for both events. Vendor packets will be moved online. Signups for the 5K Committee will be forthcoming, emails will be sent out.
- c. **Joe/Information Systems** – Has been in touch with CHR IT group about shutting down the old Staff Assembly server. Joe copied all historical information from the server and archived it on: archive.staffassembly.ucla.edu. This archive server will be used to house new data as well. Joe will hand out logins for the new server. Suggested board members to review the Staff Assembly website and check all info is current.
- d. **Lisa/VP Outreach** – Michelle provided updates for Lisa. RideShare Week event is on 10/6/16. Lisa needs help with the tabling from 10am – 2pm. As a reminder, the AIDS Walk is on 10/23/16. SA will be tabling at the Veterans Day Ceremony on November 10th from 10am – 12pm.
- e. **Megan/Programs** – Has been communicating with Camille and Robert for the Open Enrollment L@L. Looking into reserving the same space (Student Activity Center) that was used last year. Walen will connect Megan with Dion to help with reserving the space. Aiming for November 9th for event date. Megan will send out info for the survey, she will touch base with Eugene once finalized. Regarding the Celebration of Giving, Walen will connect Megan to Lisa from ASUCLA and will forward event information.
- f. **Rex Lorenzo/ VP Special Projects** – Mrs. Block VIP Reception will be for the Women’s Volleyball game, scheduled for 10/9/16 from 9:30 – 11am. Rex is still working on confirming the speaker for the Emerging Researcher Speaker Series.
- g. **Eugene Acosta/ VP Strategic Communications** – working on updating SA newsletter. Eugene will contact Athletics for football tickets for Fan Fridays.
- h. **Shirley Rayner/Secretary** – attended Health Campus Initiative Steering Committee meeting. Committee member Amy Rowat, co-leader of the EATwell Pod talked about upcoming Food Day/Week event. Amy’s audience is student focused. Faculty/HCI committee member, Dr. Roshan Bastani suggested opening it up to a broader audience. Shirley proposed using the SA newsletters to reach out to staff and will be working with Eugene to get the graphics and info out. SA/AMG happy hour to be finalized. A few AMG members confirmed, will send out dates/time.
- i. **Ramces Jimenez, Treasurer** – Working on reimbursing scholarships. 6 out of the 21 recipients have redeemed

their scholarships. Challenge has been employees following up and submitting their reimbursements on time. Has been reviewing historical information on the account and the transactions coming in and out. Spoke with Michelle about cleaning up the accounts and using Project codes and Source codes for future transactions. This will help to identify transactions easily on the ledger. Worked with member from HCI to transfer over their scholarship funding. Mike suggested sending out reminders around the 1st of the year to awardees who have not used their scholarships. Emphasize to awardees that scholarships, if not used within the 6 months will expire. Funding does not rollover and extensions are not permitted.

j. **Laona Lebeouf/Member-at-Large:** N/A

5. Upcoming Events

- a. Staff Assembly Potluck on 9/22/16 at Joe's. Walen will create a startup list for potluck items.
- b. SA Board Retreat on 9/25/16 from 9am-12pm
- c. RideShare tabling on 10/6/16 from 10am – 12pm
- d. Mrs. Block VIP Reception on 10/9/16 from 9:30am – 11am
- e. AIDS Walk on 10/23/16
- f. Veteran's Day Ceremony on 11/10/16 from 10am – 12pm

6. Next Meeting - Tuesday, October 18, 2016 (Location 186 Powell Library)