

**UCLA Staff Assembly Executive Board Meeting  
Tuesday, October 18, 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 ( <b>ABSENT</b> )
Megan Eigenbrod, Vice President, Programs	

**Agenda**

- 1. Meeting Minutes** – Approved by Joe Luk & Megan Eigenbrod
- 2. President Updates:**
  - Michelle & Mike attended the Tobacco Free Task Force Meeting on 9/28/16. President Napolitano awarded a fellowship to a UCLA student to tackle the Tobacco Free Initiative. The Tobacco Free committee is working on a program to enforce the smoke-free policy.
  - Staff Advisors to the Regents will be visiting UCLA on October 20<sup>th</sup>. Board members are encouraged to inform their colleagues to attend the Town Hall. Board members are invited to attend a luncheon with the Staff Advisors.
  - 13 staff members were selected for the Breakfast with the Chancellor on 10/28/16. Pending eligibility with CHR. There are alternates on stand-by if eligibility is not approved. Board members Vivienne Lee & Rex Lorenzo will be in attendance.
- 3. President-Elect/Immediate Past President Updates**
  - Requesting adding a link to the SA website on the UCLA Campus Services page to make SA more visible.
  - Walen and Laona are brainstorming ideas to network with the Staff Affiliate Groups to support all groups on campus. Develop a plan to have regular, quarterly meetings to discuss how Staff Assembly can collaborate with them.
  - Bylaw change to allow staff member who has completed 6 months' employment probation to be eligible to run for Staff Assembly board member position. Board members unanimously approved the motion to move forward with the bylaw amendment. Next steps will be to post the change to the bylaws for 30 days, and provide a voting link on CCLE to the general staff assembly. 2/3<sup>rd</sup> of the vote will pass the bylaw change.
- 4. VP Updates:**
  - Albert/VP Development** – Infographic to provide to vendors at the Small Business Fair completed. Infographic will also be used as marketing material for UCLA 5K. Vendors who purchase booths for

both events will be given a discount.

- b. **Vivienne/VP Events** – Michelle, Walen, and Vivienne met with Purchasing regarding the Small Business Fair. Purchasing proposed promoting small businesses this year, restructuring the budget and pricing for the tables. Still ironing out the details, updates to follow.
- c. **Joe/Information Systems** – Updated SA website to incorporate social media links to get more exposure. Will confirm with CHR to give ok to shutdown old server. All info has been migrated to the new server.
- d. **Lisa/VP Outreach** – RideShare event was successful, thank you to the volunteers who helped. Reminder 10/23/16 is the Aids Walk. Lisa was able to secure a team meeting station with Aids Walk fundraiser. SA raised \$370 for the Aids Walk. Veterans Day Ceremony Info Fair scheduled for 11/10/16.
- e. **Megan/Programs** – Open Enrollment, November 10th. Waiting for Camille to provide a blurb to include on the announcement. Date is still pending for the Celebration of Giving. Once date is confirmed, Megan will reach out to the acapella group. Survey suggestions have been finalized, will be submitting to the SA newsletter.
- f. **Rex Lorenzo/ VP Special Projects** – Thank you Ramces, for helping out at the Mrs. Block VIP Volleyball event on 10/9/16. There were 46 people in attendance. The next event is the Emerging Research Speaker Series event on November 7th. Dr. Pedro Noguera will be speaking. Rex will work on brochures for the event and also create Staff Assembly Eventbrite for the ERSS.
- g. **Eugene Acosta/ VP Strategic Communications** – Overwhelming amounts of content is being requested to the SA newsletter. Content for the previous newsletter had to be turned away and added into the next newsletter. Overflow content is being added to SA Facebook page. Eugene will send out the True Blue Fan Friday today.
- h. **Shirley Rayner/Secretary** – Attended Health Campus Initiative Steering Committee meeting 10/4/16. Tyler Watson & Tony Sandoval presented about the Food Insecurity Workgroup. Janet Napolitano approved funding and programs on campus have benefitted from the funds.
- i. **Ramces Jimenez, Treasurer** – Scholarship are being processed. Ramces will look into pending charge for Marina Aquatics Center. PO's for Megan & Vivienne will need to be updated. Transfer from Health Campus Initiative has come through. Confirmation received from HCI, they will provide \$10k for this year's 5K.
- j. **Laona Lebeouf/Member-at-Large** – Working with the Staff Affiliate groups.

## 5. Upcoming Events

- a. Staff Advisors to the Regents Visit – October 20, 2016
- b. AIDS Walk – October 23, 2016
- c. Breakfast with the Chancellor – October 28, 2016
- d. Emerging Research Speaker Series – November 7, 2016
- e. November Learn-at-Lunch: Open Enrollment – November 10, 2016
- f. Veteran's Day Ceremony – November 10, 2016

## 6. Next Meeting - Tuesday, November 15, 2016 (Moore 3340 - Reading Room)