

**UCLA Staff Assembly Executive Board Meeting  
Tuesday, November 15, 2016, 12pm – 1:30pm  
3340 Moore Hall**

**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 ( <b>ABSENT</b> )
Alberto Alquicira, Vice President, Development	Shirley Rayner, Secretary/Historian
Vivienne Lee, Vice President, Events ( <b>ABSENT</b> )	Ramces Jimenez, Treasurer
Joseph Luk, Vice President, Information Systems	Laona Lebeouf, Member-at-Large
Megan Eigenbrod, Vice President, Programs	

**Agenda**

- 1. Meeting Minutes** – Approved by Joe Luk & Albert Alquicira
- 2. President Updates:**
  - Great turn out at the Breakfast with the Chancellor. Chancellor spoke about his research on sleep and baby monitoring. Other topics included: telecommuting and a possible new Downtown LA campus, new requirements for MSO/CAO/Supervisors to attend supervisory training and to extend training to faculty who manage staff. Expected roll out of UC Path and the go live date. Suggestions on getting the VC of Research involved to encourage faculty to be compliant with proposal submission deadlines.
  - Michelle & Mike met with Michael Beck regarding food security. A study conducted by the Teamsters Union and Occidental College discovered 7 out of 10 UC clerical workers struggle to put adequate food on the table. Tony Sandoval from the Community Programs office was also in attendance at this meeting and he spoke about the food closet on campus. Food closet is mostly targeted for students but the participants are anonymous. It is a resource available to anyone who is food insecure and could benefit from program. SA & CPO brain stormed ideas on hosting an event to invite local food pantries to campus and bring awareness to staff on what programs are available in their community.
  - HCI Steering Committee will host their annual celebration at the living amphitheater up on the Hill near Sunset. Students from TFT will put on Shakespeare’s Mid-Summer Nights Dream.
  - Michelle & Walen met with the Senate Chair, Vice Chair and president of the graduate student & undergraduate student associations. Members talked about general collective issues that everyone faces at UCLA. This meeting was suggested by the Staff Advisors to the Regent from their recent visit to UCLA. Discussion were mainly on student issues but there were some commonalities across food and housing security, pressures of increased student enrollment and parking. Michelle will talk to Lubbe about how SA could or should get more involved with staff advocacy.
  - Eugene acquired 12 tickets for Staff Assembly Board to attend the UCLA vs USC football game. Game will be on 11/19/16.
  - 5 PDP group members have been assigned to SA project. Michelle will invite them to attend a board meeting to talk about how best to advertise SA resources to staff on campus.
  - Michelle will be on vacation from 11/24 – 11/30/16. Email Walen during this time.
  - Michelle, Walen, and Mike will be at UC Riverside at CUCSA 12/7 – 12/9/16.

### 3. President-Elect/Immediate Past President Updates

- a. With the help of Michael Beck and CHR, Walen was able to get the Staff Assembly page more visibility. The link to SA website is now accessible on UCLA Campus Gateway page
- b. Walen's CUCSA workgroup is working on staff diversity. The focus is on training opportunities throughout all UC campuses, succession planning and cultivating a standardization of development opportunities for staff across the board. Rachel Karl from the Lawrence Berkeley lab is leading the group and is looking into the equity of opportunities and the availability to a variety of positions.
- c. Survey data released from the Emergency Response Task Force regarding the shooting on campus. Mike represented staff on the task force. The task force looked at building safety, preparation, mental health, and communications. Locks have now been implemented in classrooms. New BruinAlert system will be coming out soon.

### 4. VP Updates:

- a. **Albert/Development** – Will reach out to Jamba Juice.
- b. **Vivienne/Events** – 1<sup>st</sup> round of invites have been sent out for the Small Business Fair. 10 Vendors are currently signed up. The 2<sup>nd</sup> round of invites will be sent out on December 2<sup>nd</sup>. A \$100 discount was offered for new sign-ups, the promo code was included in the invite. Vivienne, Michelle, Mike, Walen & Albert will meet on 11/16/16 to discuss the 5k planning.
- c. **Joe/Information Systems** – Processing video from the last few events, will be posted at the end of this week.
- d. **Lisa/Outreach** – Lisa participated in the Aids Walk. Attendance from SA community was low. Suggestion for future years, to merge SA & Volunteer center into one team.
- e. **Megan/Programs** – Open Enrollment, L@L November 10<sup>th</sup> attendance was lower than expected. Celebration of Giving will be held on November 30<sup>th</sup> 12-1pm in Ackerman. Four acapella groups have been confirmed and will be performing 15 minute sets. Michelle will forward contact info for the Toy Drive & bins. No L@L will be held in December due to winter break closure. L@L with Professor Evelyn Cater to be scheduled in January, topic on diversity.
- f. **Rex Lorenzo/Special Projects** – Emerging Researchers Speakers Series event on November 7<sup>th</sup> with Dr. Pedro Nogera was very successful. The topic was on Racial Inequality Education the Future of American Democracy, 75 participants in attendance. VIP with Mrs. Block will be the next event, Women's Basketball on 1/29/17 game starts 2pm. Reception starting 12:30 – 1:30p.
- g. **Eugene Acosta/Strategic Communications** – No participants for the last Fan Friday of the year, unfortunately tickets were unused.
- h. **Shirley Rayner/Secretary** – No updates.
- i. **Ramces Jimenez/Treasurer** – 6 scholarships have been given to recipients. Will follow-up with the remaining scholarships that need to be processed. Will send out reminders to submit receipts before May 31<sup>st</sup>. Gift for emerging speaker Pedro Nogera was processed and purchased.
- j. **Laona Lebeouf/Member-at-Large** – Working on a final list for staff interest groups. Will be reaching out to them on how SA can collaborate with them. 3 confirmed groups are; Native American Staff Association, Latino Staff & Faculty, Emeriti & Retiree Relation Center. Mike or Michelle will forward contact info for the LGBT Faculty Staff Network/Committee.

### 5. Upcoming Events

- a. Celebration of Giving – November 30, 2016
  - b. Breakfast with the Chancellor – January 23, 2017
  - c. VIP with Mrs. Block: Women’s Basketball – January 29, 2017
  - d. Small Business Resource Fair – January 31, 2017
  - e. True Bruin Move & Groove 5K – March 5, 2017
- 6. Next Meeting** - Tuesday, December 20, 2016 – holiday luncheon and white elephant (location TBD)