

UCLA Staff Assembly Executive Board Meeting
Tuesday, January 17, 2017 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
Megan Eigenbrod, Vice President, Programs	

Agenda

- 1. Meeting Minutes** – Approved by Ramces Jimenez & Megan Eigenbrod
- 2. UCLA PDP Group Staff Assembly Project (group name: Some Assembly Required)** – 2 members from the PDP team, Atsuro Kagawa, Anderson School of Management IT, and Kamaria Heru, External Affairs Training Manager, attended the meeting to present the PDP Project updates. They will be conducting a needs assessment of Staff Assembly and exploring what opportunities we have to grow our engagement. They will also brainstorm fundraising ideas in comparison to other campuses. The focus is to try and engage other members outside of campus, such as the Health Systems and Facilities to create a pipeline of communication. The group will work with Human Resource departments on how to reach out and build a relationship with off-campus staff members. Next steps will be to set up meetings with UCLA affiliate groups and how to get them more involved. Will follow-up with SA in May/June with all the research findings.
- 3. President Updates**
 - Michelle attended HCI Steering Committee meeting on 12/1/16. The committee discussed the HCI Celebration Event that will take place on May 4, 2017, and Michelle is working on tying in Staff Assembly's 5k with the celebration. UCLA, UC Berkley & UC Riverside submitted a Healthy Campus Network Project proposal to UCOP which was approved by Janet Napolitano. \$2 million in funding will be split up amongst the 10 campuses.
 - CUCSA updates: The CORO program is a leadership program that focuses on the benefits of inter-campus and cross functional involvement. The program is tailored at the director level and above, and the participants will have field study opportunities to work on a system-wide initiative. This program is similar to UCLA's PDP program. Also, the Office of the President is starting a wellness program. 6 fellows who are assigned 3 locations, will look into the current wellness initiatives.
 - Winter Quarter Breakfast with the Chancellor will be on 1/23/17, from 8:30am – 10am; Albert Alquicira and Laona Lebeouf will represent the Staff Assembly board at the meeting.
 - I HEART Walking will take place during the week of February 13th. SA will be tabling on the day of the finale.
 - *New** Staff Assembly True Bruin Virtual 5k will be held on March 23 – April 2, 2017. Participants will track their run/walk records using a fitness tracking app, and submit the screenshot of run/walk time

to SA. Categories for prizes will be available, and shirts, goodie bags and medals will be distributed to the runners and walkers. SA will be partnering with HCI celebration event for SA Virtual 5K packet pickup. More details to come.

4. President-Elect/Immediate Past President Updates

- a. Walen met with UCLA Retirees Association to brainstorm ideas how SA can help to increase memberships. Retirees Assoc. would like to have a table at the SA Picnic. SA will help promote their group by disseminating information on our newsletters.
- b. Walen will be serving on the UCLA Centennial 2019 celebration committee. The committee met last week with the committee to brainstorm ideas, and are open to suggestions to bring to the next meeting. Meetings are held 2 times per quarter.
- c. In light of the campus shooting, the Emergency Task Force will be re-visiting the Floor Warden Program. Wardens play an integral part in preparing for and responding to emergencies on campus. They are in charge of developing and updating their area's Emergency Action Plan, which contains all of the critical information. Wardens lead evacuations, account for personnel and relay critical information to our first responders.

5. VP Updates:

- a. **Albert/Development** – Met with 5K sub-committee to secure date and discuss planning. Will now start reaching out to vendors for sponsorship.
- b. **Vivienne/Events** – Will meet next week to finalize the timeline of the 5k. Enlist the help of family & friends to help promote the event. Small Business Fair will be held on January 31st, and invitation to board members will be sent out to help volunteer for the event. 63 external vendors have been confirmed and paid, along with 8 UCLA vendors.
- c. **Joe/Information Systems** – Emerging Speaker Series – Pedro Noguera & Townhall with the Staff Advisors to the Regents videos have been posted to the Gallery on the SA Website.
- d. **Lisa/Outreach** – Tabling event at the finale of I HEART Walking 2/16/17.
- e. **Megan/Programs** – Fidelity Money Savings L@L will be on 1/24/17. Three speakers lined up for Fitwell L@L on 2/2/17 at Pauley Pavilion from 12 – 1pm. One volunteer needed to check-in participants. Dr. Carter, a new researcher working in the Office of Equity, Diversity, and Inclusion, would like to outreach to staff. She is hoping to schedule an April L@L, date pending. Summer Camps L@L will be held in March, date pending. Megan is putting together a “Call for Proposal” for anyone who would like to speak about any topic for a L@L. Will forward Joe the form/info to upload onto the website.
- f. **Rex Lorenzo/Special Projects** – VIP Reception with Mrs. Block will be for the UCLA Women's Basketball game vs. Arizona on 1/29/17. Game starts 2pm, and reception will be from 12:30 – 1:30p. Email draft has been approved and will be going out to the SA listserv. Raffle of prizes to be given out to attendees.
- g. **Eugene Acosta/Strategic Communications** – As of the New Year, there were no requests to go onto the newsletter. Due to slow week, the SA newsletters was shifted by one week. I Heart Walking updates will be posted on the newsletter next week.
- h. **Shirley Rayner/Secretary** – No updates.
- i. **Ramces Jimenez/Treasurer** – Following up of the remaining scholarships. Not able to reimburse one scholarship recipient, due to employment eligibility not valid at the time of the reimbursement request.
- j. **Laona Lebeouf/Member-at-Large** – 4 staff interests groups were identified; Native American Staff

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Association, Latino Faculty Association, Retired Relation Center and LGBTQ Staff & Faculty Network. Laona spoke to a representative from each group and received confirmation of their interest in working with Staff Assembly. Next steps, plan quarterly meeting with the groups and discuss how to collaborate.

6. Upcoming Events

- a. Breakfast with the Chancellor – January 23, 2017
- b. January Learn-at-Lunch: Designing Your Financial Roadmap – January 24, 2017
- c. VIP Reception with Mrs. Block: Women’s Basketball – January 29, 2017
- d. Small Business Resource Fair – January 31, 2017
- e. True Bruin Move & Groove 5K – March 26 – April 2, 2017

7. Next Meeting - Tuesday, February 21, 2017, location TBD