

**UCLA Staff Assembly Executive Board Meeting
Tuesday, February 21, 2017 12pm – 1:30pm
10920 Wilshire Blvd., Suite 200**

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 (ABSENT)
Joseph Luk, Vice President, Information Systems	Laona Lebeouf, Member-at-Large (ABSENT)
Megan Eigenbrod, Vice President, Programs	

Agenda

- 1. Meeting Minutes** – Approved by Lisa Lee & Walen Ngo
- 2. Transportation Program Update and FY17-18 Parking Fee Consultation**
 - Representatives from Transportation presented an update on the projects that they will be working on to support and facilitate access to UCLA: Bruin Commuter Club, Departmental Bike Library/loaner bikes, BruinBus shuttles
 - New incentives for reducing carbon footprint: 4-person carpool pass, earn-a-bike program, EV charging in parking lots, transit passes, electric BruinBus
 - Implementing BruinBikeSmart – traffic school of bicyclists
 - New Parking Fees for FY17-18 will increase by \$2 for Yellow and Blue permits. Fees for other types of permits will vary. Details available on Transportation website.
- 3. President Updates**
 - Breakfast with the Chancellor was on January 23rd, the Monday after the presidential inauguration. Most of the talk was focused on President Trump and the new administration and the future of UCLA. Other topics included soliciting more donor funding to offset lack of increase in state funding.
 - Thank you to board members for their help in the Small Business Fair. The event was a huge success. Vendor participation was doubled from the previous year. SA made a small profit of approximately \$11k. These funds will be going toward scholarships and a variety of SA events held throughout the year.
 - The Tobacco-Free Task Force Ambassador Program, called the “Clear the Air Campaign,” is being rolled out. Seeking volunteers to participate in the program. Volunteers are encouraged to inform smokers of the no smoking policy. The committee is creating an educational awareness program for smoking offenders.
 - Presented the marketing material for the virtual 5K to the HCI steering committee. Registration for the 5k is open. Michelle is coordinating with HCI to combine the 5k finale in conjunction with the HCI celebration event.
 - Michelle, Walen & Mike will be attending CUCSA at UC Irvine March 1st – 3rd.
- 4. President-Elect/Immediate Past President Updates**

- a. Walen will be submitting UCLA's campus update to CUCSA. A lot has been accomplished in the past 3 months.
- b. Met with SA appointed members on campus committees and representatives from staff interest groups to discuss increased engagement and communication between their constituents and Staff Assembly. The committee members discussed the possibility of standing in as ex-officio Board members, presenting updates during a L@L, or reporting back to the SA Board on a quarterly basis. There should also be regular meetings with staff interest groups.

5. VP Updates:

- a. **Albert/Development** – Met with Kiran to discuss vendor sponsorship for the 5k. Kiran will be the liaison for vendor contact, more updates to follow. Albert will reach out to vendors who had booth last year to see if they are interested in sponsoring for 2017 5k.
- b. **Vivienne/Events** – Plans to promote the 5k, offering discounts for department sponsorships of 4 participants, the 5th one is free. Vivienne with work Albert for prizes to be given out and finalize a date for a “stuffing party”. Wrapping up refunds for the Small Business Fair, will meet with Purchasing for a follow-up meeting.
- c. **Joe/Information Systems** – Info for 5k is now posted on SA website. Recorded a presentation for the Floor Warden program on Emergency Training. Video will be posted on SA website.
- d. **Lisa/Outreach** – Thank you to the board for helping out during the I HEART Walking tabling event on 2/16/17. Also, thank you to those who came out to the Tunnel Tour. Every tour has been a different experience.
- e. **Megan/Programs** – March Summer Camp L@L is on 3/2/17 held at the John Wooden Center. Joe will help host and present a small intro. What is Staff Assembly L@L will be held in May.
- f. **Rex Lorenzo/Special Projects** – Outdoors with Mrs. Block, Chinatown tour is coming up, final date is pending. Updating scholarship applications. Working on securing a room for the scholarship event.
- g. **Eugene Acosta/Strategic Communications** – Will update the newsletter for March 2.
- h. **Shirley Rayner/Secretary** – VIP with Mrs. Block on 1/29/17 was well attended. There were lots of prizes given to attendees.
- i. **Ramces Jimenez/Treasurer** – Will follow-up on the outstanding purchase orders.
- j. **Laona Lebeouf/Member-at-Large** – Met with Staff Interest Groups, and they would like SA help disseminate information about their groups.

6. Upcoming Events

- a. March Learn-at-Lunch: Summer Camps – March 2, 2017
- b. True Bruin Move & Groove 5K – March 26 – April 2, 2017
- c. Breakfast with the Chancellor – April 4, 2017
- d. Outdoors with Mrs. Block: Chinatown – TBD
- e. 2017-18 SA Board Elections – May 1, 2017
- f. May Learn-at-Lunch: What is Staff Assembly – TBD
- g. 5K Finale/HCI Celebration – May 4, 2017

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