

**UCLA Staff Assembly Executive Board Meeting
Tuesday, March 21, 2017 12pm – 1:30pm
2035 Public Affairs Building (SSC Conference Room)**

Board Members:

Michelle Chen, President	Megan Eigenbrod, Vice President, Programs (ABSENT)
Walen Ngo, President-Elect (ABSENT)	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
Lisa Lee, Vice President, Outreach	

Agenda

- 1. Meeting Minutes** – Approved by Eugene Acosta & Joe Luk
- 2. President Updates**
 - Michelle, Walen, and Mike attended the CUCSA meeting in UC Irvine on 3/1 – 3/3/17. The Council worked on strategic planning for CUCSA’s vision, mission, goals, and values. CUCSA would like to create more visibility among the campuses and stakeholders. CUCSA also voted on the Outstanding Senior Leader and the Kevin McCauley Outstanding Staff Awards. Chancellor Dorothy Leland from UC Merced won the Outstanding Senior Leader Award, and 3 Outstanding Staff Awards were given out to staff from UC Berkeley, Lawrence Berkeley Lab, and UC San Diego.
 - Michelle will talk to Lubbe Levin about inviting staff to serve on recruitment committees for senior leadership searches. Other UC’s currently invite staff for these search committees, but this is not always the practice at UCLA and should become a more formalized process.
 - Michelle and Walen attended the swearing in of the new Police Chief, Tony Lee. Tony Lee is starting a new advisory council and asked Staff Assembly to sit on the council. This may become a campus committee appointment for Staff Assembly.
 - Michelle attended the Prop 64 Summit on 3/16/17. \$10 million in research funding is available to public universities. The attendees at the summit brainstormed ideas on how UCLA could become the leader in the implementation of this proposition from a research, education and policy perspective. Michelle & Walen have signed up for future workgroups.
 - The UCLA True Bruin Virtual 5k is coming up, please sign up and promote.
 - The PDP team has been working with Michelle to get their survey together, will be launching on April 3rd.
 - The Spring Quarter Breakfast with the Chancellor is on 4/4/17.
 - The format of the May Learn-at-Lunch, “What is Staff Assembly”, will be 15-20 presentation by all the Board Members, and then attendees can talk to each board member in a speed dating type of session for the remaining time. Presentation slides are due to Michelle on 4/12/17, and the Board will do a run through at the next Board meeting.
- 3. President-Elect/Immediate Past President Updates**
 - No updates

4. VP Updates:

- a. **Albert/Development** – Top to Top provided coupons for the 5k, Albert will pickup this week. ID Tech provided plastic water bottles. Waiting to hear from Kiran regarding prizes.
- b. **Vivienne/Events** – Please promote and sign up for the 5k. Pending finalized date for; Walk with Staff Assembly, the week of the 5k. Department discounts provided, buy 4 get one free. Setup final meeting with Purchasing and wrap up the Small Business Fair.
- c. **Joe/Information Systems** – Forms for 5k submissions is available online. Floor Warden video will be posted on SA website soon.
- d. **Lisa/Outreach** – No updates.
- e. **Megan/Programs** – Megan is on vacation from 3/30 – 4/15/17. Will return to organize April's L@L on Wednesday, 4/26/17 in YRL. It will be a talk with Dr. Evelyn Carter on intergroup relations and the prevalence of racial bias.
- f. **Rex Lorenzo/Special Projects** – Outdoors with Mrs. Block, Chinatown tour scheduled on 5/6/17. Buses will be leaving from UCLA at 8am. The tour of Chinatown will be at 9am, and then stop for lunch. 1pm will be the tour of Union Station, and the bus will leave for UCLA at 2pm. The Staff Awards Ceremony will be on 6/27/17 from 2pm-4pm in the Collins Conference Room at the Alumni Center. Applications and Review committee will be scheduled soon. Rex will schedule a time to meet with Michelle and Sabrina to go over the timeline.
- g. **Eugene Acosta/Strategic Communications** – Will send out the newsletter 3/22/17. Michelle has reviewed and ranked the events/updates that have come in. Bruin online mailing list have been migrated from mailman to google groups. There were some issues during the migration, Eugene has been working with google to address the problems.
- h. **Shirley Rayner/Secretary** – No updates.
- i. **Ramces Jimenez/Treasurer** – Working with Michelle to clear up deficits on legacy accounts. Will formalize a process with CHR regarding how much SA is allotted in the budget each year. Ramces released encumbrances from previous year that were never released.
- j. **Laona Lebeouf/Member-at-Large** – Updates pending for Interest Groups.

5. Upcoming Events

- a. True Bruin Move & Groove 5K – March 26 – April 2, 2017
- b. Breakfast with the Chancellor – April 4, 2017
- c. April Learn-at-Lunch: Dr. Evelyn Carter – April 26, 2017
- d. May Learn-at-Lunch: What is Staff Assembly? – May 1, 2017
- e. 2017-18 SA Board Election Nominations Begin – May 1, 2017
- f. 5K Finale/HCI Celebration – May 4, 2017
- g. 5K Pick-ups – May 5 & 6, 2017
- h. Outdoors with Mrs. Block: Chinatown – May 6, 2017

6. Next Meeting - Tuesday, April 18, 2017, location TBD