

**UCLA Staff Assembly Executive Board Meeting**  
**Wednesday, November 6, 2013, 12:00 - 1:30pm**  
**Plaza View Room, John Wooden Center**

**Board Members:**

Cindy Cordova, President

Rejeana Mathis, President-Elect

Tanya Williams, Immediate Past President

Shirelle Alexander, Vice President, Events

Kai Chan, Vice President, Information Systems

Ana Aquino, Vice President, Programs

Raffi Simonian, Vice President, Special Projects

Eric Wells, Vice President, Strategic Communications

Natasha Levy, Secretary/Historian - Absent

Ivonne Bates, Treasurer

Laura Stephey, Member-At-Large

**Meeting Minutes**

1. Review and approve September October 2013 meeting minutes
2. President's Updates
  - a. True Bruin Move and Groove 5K Run/Walk – Scheduled for March 30<sup>th</sup>. The route will take place around the perimeter of the campus. The goal of the 5K Run/Walk is to get people who would normally participate in a 5K to become part of it and it leads to a healthier lifestyle for them and their family. Committees have already established and meeting regularly.
  - b. UC Benefits Town Halls – The four town halls to discuss the upcoming changes to healthcare benefits went well. Health Systems conducted two town halls and Campus Human Resources conducted two town halls. Staff members were able to learn about the changes and get all of their questions answered. One of the sessions was also videotaped and is available for viewing on the Staff Assembly website.
  - c. President Napolitano's Visit – UC President Napolitano met with Lubbe Levin, Staff Assembly board members, and AMG board members on Saturday, October 12, 2013. The lunch meeting went very well. President Napolitano asked engaging questions about UCLA campus life. She discussed her career path, staff diversity, etc. She was very open to suggestions and feedback. One suggestion that came up in the meeting was for her to communicate more via emails and town halls. Since that meeting, she has sent out two emails to UC.
  - d. Halloween Costume Contest – The 1<sup>st</sup> Annual Halloween Costume Contest had 115 staff participants. Staff uploaded their Halloween picture to the Staff Assembly Facebook page. The person (not group) with the most "likes" from their peers was announced the winner. Suggestion for next year– "in-person" contest with various categories.
  - e. Breakfast with the Chancellor – The Fall Quarter Breakfast with the Chancellor was held on November 5, 2013. The staff had great questions for the Chancellor.
  - f. AMG/Staff Assembly Joint Event – Title for the AMG/Staff Assembly joint event will be "Making Yourself More Marketable". Will discuss how staff can make themselves more marketable thru professional development (i.e. CHR courses, PDP, UNEX, and Continuing Education).
3. President-Elect/Immediate Past President Updates – No new updates.

## 4. VP Updates

- a. Events – The registration packets for the Small Business Resource Fair have been sent to potential vendors. Investigating the possibility of having more catering/restaurant vendors at the fair. Looking to increase outreach to more small businesses.
- b. Information Systems – No new updates.
- c. Programs – The two past open enrollment learn at lunch session were well attended. In the New Year, January or February, the learn-at-lunch will be geared more toward Cultural & Recreation programs, Fitwell programs, etc. With the 5K Run/Walk coming up want to give staff the opportunity to learn about fitness options available to them on campus to help them prepare. New Learn-at-lunch ideas for 2014 : Eldercare, Botanical Gardens Tour, and Tech/Apps 101
- d. Special Projects – Will begin promoting the Holiday Toy Drive and Food Drive soon. The toy and food bins will be placed throughout campus and we will encourage staff to donate. Also, in initial planning stages for the Emerging Research Speaker Series (ERSS). If you have any suggestions on a topic or professor please get your information to Raffi.
- e. Strategic Communications – Staff Assembly will table at the upcoming Veterans Day Ceremony.
- f. Secretary/Historian – No update.
- g. Treasurer – We will be looking at ways to streamline our budget and watch our expenses more closely.
- h. Member-At-Large – No new updates.

## 5. Upcoming Events

- a. Veteran's Day Fair – November 8, 11:30 am, Wilson Plaza
- b. Lunch with Dean Washington – November 12
- c. Mrs. Block LA Walking Tour – November 16
- d. Small Business Resource Fair – January 28, 2014
- e. Lunch with Dean Washington – February 18, 2014
- f. AMG/Staff Assembly Joint Event – February 21, 2014, Royce 314
- g. True Bruin Move and Groove 5K Run/Walk – March 30, 2014
- h. Lunch with Dean Washington – May 13, 2014

## 6. Next meeting is Tuesday, December 10 in 1-441 MRL