

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, August 15, 2017, 12pm – 1:30pm
Oppenheimer Building, Room 115

Board Members:

Walen Ngo, President	Lucy Tseng, VP, Programs
Kevin Baldwin, President-Elect	Kathleen Ly, VP, Special Projects
Michelle Chen, Immediate Past President (ABSENT)	Vanessa Mejia, VP, Strategic Communications
Natalie Noravian, VP, Development	Alberto Alquicira, Secretary/Historian
Kelly Shedd, VP, Events	Scott Alexander, Treasurer
Eugene Acosta, VP, Information Systems	Brettany Clemens, Member-At-Large
Geno Mehalik, VP, Outreach	

Agenda

- A. Meeting Minutes** – Lucy Tseng moved and Kevin Baldwin seconded the approval of July’s Board Meeting Minutes with unanimous approval from the board.
- B. President Updates**
1. Social Media- Walen discussed the available avenues we have to keep the campus informed of Staff Assembly’s events and ongoing programs. Expressed goal to grow Instagram following and its success at the All-Staff Picnic.
 - a. Explained and described the features of the Staff Assembly website and the sections available on the site for updating with ongoing programming. Instructed the Board to work alongside Vanessa (VP of Communications) and Eugene (VP of Information Systems) for any ideas on updating the website.
 - b. Kathleen (VP Special Projects) took an active role to post during Staff Appreciation week.
 - c. Board members can have access to post and Walen suggested a sub-committee can better manage postings. Alberto will update Twitter.
 - d. The Instagram account was converted to a Business account to acquire better analytics of reach and engagement with posts.
 2. Strategic Planning- Walen asked Board to suggest ideas to expand or improve the programming or offerings that Staff Assembly’s will undertake this year including some already in place or discussed:
 - a. Adding resources for professional development curated by Staff Assembly on the SA site
 - b. Updating site with our Learn-at-Lunch invites and outcomes (adding to YouTube channel)
 - i. Goal to consolidate YouTube channels. Alberto will ask previous Board members for credentials.
 - c. Listserv subscriptions grew after Bruinpost included instructions.
 - i. SA List will continue to be advertised via the intake form link created on Google docs. This has proved easier for staff to subscribe. Eugene will be added as owner and added to intake form spreadsheet.
 - ii. Discussed added Listserv management as a job description for the Information Systems position in the future.
 - d. Google analytics on Staff Assembly website
 - e. Staff recognition ideas were discussed including using our social media to highlight staff and recognize them campus-wide. CHR currently has a staff retention pool that could

possibly be used for staff recognition, petition could be submitted from Staff Assembly for resources. Natalie (VP of Development) mentioned we could possibly partner with UCLA Athletics to recognize staff at UCLA sporting events.

3. Resources for Board Members- Members were instructed to keep documents organized via Box in dedicated folders. Resources for each position available from previous years (similar to physical binders that were passed on in previous years).
4. Budget Overview – Walen briefly described the budget that Staff Assembly is assigned to work with on a yearly basis. Goal is to bring down deficit this year. Walen described the events that require money from Staff Assembly including, CUCSA hosting and All-Staff Picnic. Michael Beck agreed to centrally fund the picnic going forward after discussing goals with the Staff Assembly board and Vice Chancellors. The Board will further discuss the target amounts we would ask from any campus partners after careful evaluation of each event.
 - a. Board will continue to suggest ideas for fundraising especially events that would not add to deficit.
 - b. Board discussed ideas to include more campus partners for events while still maintaining a variety and good mix of programming, including adding partners that already have resources to physically host events.

C. Voting Items:

1. All-Staff Picnic Social Media Contest
 - Kathleen displayed the entries for the All-Staff Picnic contest via social media. The Board voted on the top 5 submissions.
2. All-Staff Picnic eligibility for upcoming years- Two voting items were presented to change the eligibility to acquire tickets for the All-Staff Picnic. The results would be discussed and presented to Staff Assembly sponsor
 - Passed with majority- Include faculty academic appointments
 - Passed with majority- Include student employees (eliminate the 50% appointment)

D. VP Updates

1. Natalie/VP Development – Informed the Board that the Westwood Council Block Party event and possibility to cultivate relationship with Staff Assembly- Sunday, Sep 24 at 5pm
2. Eugene Acosta/ VP Information Systems – Staff Assembly Board member bios collected and updated on the Staff Assembly website
3. Lucy/VP Programs – Learn at Lunch dates announced. Lucy worked with Kelly Shedd (VP Events) to start the monthly fitness program in conjunction with UCLA Recreation with the first event on September 12 with the morning Daybreak Dance Workout. Programming will alternate between mornings and afternoons to accommodate staff schedules.
4. Kathleen/VP Special Projects – Asked the Board to vote for top 2 speakers for the upcoming Emerging Speakers Series and email vote to Kathleen.
5. Vanessa/ VP Communications – Looking into the possibility of obtaining Constant Contact as option for Staff Assembly in order to increase reach, obtain better analytics of our digital efforts. Will make the Fan Friday announcement via the Staff Assembly Newsletter.

E. Next Meeting - Tuesday, September 19, 2017 (John Wooden Center, Plaza View Conference Room)