

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, November 21st, 2017, 12pm – 1:30pm
UCLA Ashe Center, Room 414

Board Members:

Walen Ngo, President	Lucy Tseng, VP, Programs (ABSENT)
Kevin Baldwin, President-Elect (ABSENT)	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 (ABSENT)	Scott Alexander, Treasurer
Eugene Acosta, VP, Information Systems	Brettany Clemens, Member-At-Large (ABSENT)
Geno Mehalik, VP, Outreach	

Agenda

- A. Meeting Minutes** – Kathleen Ly moved and Geno Mehalik seconded the approval of October’s Board Meeting Minutes with unanimous approval from the board.
- B. VP Updates**
1. Natalie/VP Development –
 - i. Update on successful Spark campaign, with our goal of \$2k surpassed, total \$2220 raised for staff scholarships
 - ii. Recommended sending out personalized “Thank You” notes/emails to donors.
 - iii. Donated catering for next Board meeting
 2. Walen on behalf of Kelly/VP Events –
 - i. 12 vendors signed up and confirmed for the Small Business Resource Fair. A reminder email will be sent out in December. The SA Board hopes to get 100 vendors signed up and is emphasizing sustainability in small businesses this year.
 3. Eugene/VP Info Systems –
 - i. Minutes have been posted on the SA website
 - ii. Also updated the UCLA ResLife Learn-at-Lunch and the Fitness for Fun events on the website as well
 - iii. Will look into adding a group onto the IT campus partners section of the website
 4. Geno/VP Outreach –
 - i. Update for HR new employee orientations, Powerpoint slide for their presentation will get updated by Geno and thinks it would be a good idea to insert a short video since it would be more informative. He inquired about the orientation schedule and proposed the SA Board members could stop by when available to have face time with new employees. Suggested creating templates that we could send targeted HR individuals to post our events and information.
 - ii. Updated the Board on the success of the Veteran’s Day and UCLA Transportation events.
 - iii. Presented some suggestions to replenish our SA swag and branding materials. Asked for suggestions from a select group of items he picked out.
 - iv. Geno will look into a Flu shot fair catered to Staff.

5. Lucy/VP Programs –
 - i. Fitness for Fun scheduled for December 12th at 530pm
6. Kathleen/VP Special Projects –
 - i. Social Media calendar was shared with the Board and the upcoming updates for our platforms.
 - ii. Expressed an idea to have departments promote their events with social media as long as text and art are provided.
 - iii. Board will take a group photo for social media for promotion and contest for tickets that were donated; run Instagram contest for the tickets.
7. Vanessa/VP Strategic Communications –
 - i. Newsletter items updated and ready
8. Scott/Treasurer –
 - i. Processed seven scholarship redemptions from previous scholarship winners. Also processed all reimbursements pending.

C. President Updates

1. Staff Engagement survey results were shared with the Board and noted the areas of improvement that stood out from UCLA's data. Proposed creation of task forces to research and present possible recommendations to improve upon the areas of highest need for improvement. Also mentioned highlighting leaders that are already working on improving these areas through panels of leaders. Walen asked for the Board's ideas on presenting the results to campus staff and how we can help improve on survey results.
2. Walen informed the Board about the history and ongoing challenge to raise participation in the United Way campaign at UCLA. How can staff help or promote participation?
3. The Board was updated on the campus Strategic Plan led by Yolanda Gorman and discussed a Town Hall event to present the plan to campus staff.

D. Next Meeting - Tuesday, December 12th, 2017 Kerckhoff Hall 123A