

UCLA Staff Assembly Executive Board Meeting Minutes
Tuesday, February 20, 2018, 12PM – 1:30PM
Engineering VI Building, Tannas Suite

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 (ABSENT)
Eugene Acosta, VP, Information Systems	Brettany Clemens, Member-At-Large (ABSENT)
Geno Mehalik, VP, Outreach	

Agenda

- A. Meeting Minutes** –Lucy Tseng moved and Kelly Shedd seconded the approval of January’s Board Meeting Minutes with unanimous approval from the board
- B. President Updates**
1. Kevin updated Board on success of the event with Dr. Kelsey Martin. May now be a bi-annual event based on interest and attendance. Suggested that may be an interest to offer it to other leaders in the Medical center.
 2. Walen challenged the Board to brainstorm new ideas for Staff Assembly in order to keep up with the new offerings of the Leadership Conference, ProShare, and newsletter by AMG.
- C. VP Updates**
1. Natalie/VP Development –
 - i. Researching restaurants to add as easy fundraisers between now and the 5K. Goal is to plan a restaurant fundraiser to help with funds before the race. Ideally these funds would help in organizing and acquiring the prizes that would be given to race participants/winners of categories.
 2. Kelly/VP Events –
 - i. Looking at postponing date of the 2018 Virtual 5k into May? This would allow for better organization of the race and would easily align with other Rec campus events that could be tied to increase participation.
 - ii. Researching the previous 5k details and looking into prizes and vendors for race t-shirts. Researching the possibility of sponsors for certain aspects of race?
 3. Eugene/VP Information Systems –
 - i. SA website updates have been added and will update all upcoming events.
 - ii. New resource page list updates.
 4. Geno Mehalik/VP Outreach –
 - i. Introduced a good option for printing on campus via Ackerman Print Shop at UCLA. Could look at pricing for future branding for Staff Assembly swag.
 - ii. I Heart Walking tabling event had a positive outcome with many more listerv subscriptions.
 - iii. HR New employee orientations will get back to the SA Board on the dates

available for us to attend and give presentation about Staff Assembly.

- iv. Housing & Hospitality Services upcoming event for March 27th, may need tabling.
5. Lucy/VP Programs –
 - i. Upcoming Learn at Lunch dates presented. Keeping pace at 2 per month
 - ii. Asked the Board for ideas for the What Is Staff Assembly? L@L to make it interactive and draw in more participants.
 6. Kathleen/VP Special Projects –
 - i. Outdoors with Mrs. Block event at Dodger Stadium had a huge interest with over 250 participants.
 - ii. April 8th will be the VIP Reception with Mrs Block and is confirmed for UCLA Women's Softball against Stanford
 7. Vanessa/VP Strategic Communications –
 - i. Designing flyer for Virtual 5K.
 - ii. New newsletter with updated items
 8. Albert/Secretary/Historian –
 - i. No updates
 9. Walen for Scott/Treasurer –
 - i. Scott was sent the recharge codes to process reimbursements. Any outstanding submissions should be sent to him. Walen gave a brief update that Scott has sent reminder to outstanding scholarship recipients to remember to claim their reimbursements prior to the end of June 2018 and avoid losing those funds.
 10. Walen for Brettany/Member-at-Large –
 - i. Brettany has been leading UC Engagement Survey Results road show, as we presented to Equity Advisors on January 22 and HR Advisory Group on February 14 and have a date scheduled to present at Vice Chancellors' meeting March 12. We are still deciding on final format for the Forum on March 28th but will need the help of all SA Board Members to host a truly successful and effective forum.
- D.** Walen informed Board of the United Way campaign and how it is an important initiative for the Chancellor and UCLA. Extended opportunity to the Board to volunteer and head United Way campaign efforts via a committee being led by Christine Lee from Housing & Hospitality Services.

Guest speaker, Christine Lee, from the United Way Campaign (Housing and Hospitality UCLA staff) talked to the Board about the importance of the campaign and how the University works together with United Way on this campaign. Emphasized the importance of the campaign to senior leadership. Christine works as the liaison with UCLA and was looking to the Board for support in their committee promotion endeavors. Introduced a UCLA student who directly benefited from the United Way campaign, which inspired her to get involved in fighting poverty and homelessness in Los Angeles and the LA Youth Vote campaign.

E. Next Meeting – Tuesday, March 20th, 2018 at (186 Powell Library)