

UCLA Staff Assembly Executive Board Meeting Minutes

Tuesday, January 16th, 2018, 12pm – 1:30pm

Conference Room 215, JD Morgan Center

BoardMembers:

Walen Ngo, President

Kevin Baldwin, President-Elect

Michelle Chen, Immediate Past President (**ABSENT**)

Natalie Noravian, VP, Development

Kelly Shedd, VP, Events (**remote**)Eugene Acosta, VP, Information Systems (**remote**)

Geno Mehalik, VP, Outreach

Lucy Tseng, VP, Programs

Kathleen Ly, VP, Special Projects

Vanessa Mejia, VP, Strategic Communications

Alberto Alquicira, Secretary/Historian

Scott Alexander, Treasurer

Brettany Clemens, Member-At-Large

Agenda

- A. Meeting Minutes** –Kathleen Ly moved and Kevin Baldwin seconded the of December’s Board Meeting Minutes with unanimous approval from the board

B. VPUpdates

1. Natalie/VP Development –
 - i. Update on Small Business Resource Fair
 - ii. Reminded sending out personalized “Thank You” notes/emails to donors.
2. Walen for Kelly/VP Events –
 - i. 62 vendors confirmed for the Small Business Resource Fair.
 - ii. Kelly will be sending our info for volunteers sign-ups for the SBRF to staff the different stations for January 30th.
3. Eugene/VP Information Systems –
 - i. SA website updates have been added.
 - ii. Changed slider on website
 - iii. Added all events (L@L, Fitness for Fun, upcoming events)
 - iv. Vendor list has been updated on the site
 - v. Will be adding and updating the newsletter archives
4. Geno Mehalik/VP Outreach –
 - i. Staff/Faculty newsletter featured Staff Assembly
 - ii. SBRF tabling from 11-2pm and will touch base with Board for tabling times
 - iii. Learn-at-Lunch for the Bruin Health Pharmacy is set up
 - iv. Updated the Board on CHR slide for their new employee orientations
 - v. SA will have a table for I Heart Walking and will confirm with Kelly on times for tabling
5. Lucy/VP Programs –
 - i. Fitness for Fun scheduled for February, Yoga in evening at 5:30pm
 - ii. February Learn-at-Lunch is setup and will be asking for volunteers if available
 - iii. Asked if we would be able to organize headshots for people that attend a Learn-at-Lunch which could possibly be a new component to the “What is SA” event.
 - iv. Inquired with the Board and President about doing something similar to TechTalks

6. Kathleen/VP Special Projects –
 - i. Outdoors with Mrs. Block event will be Dodger Stadium Tour on Sat, March 3rd
 - ii. April 8th will be the VIP Reception with Mrs Block and is confirmed for UCLA Women’s Softball

7. Vanessa/VP Strategic Communications –
 - i. Flyer for SBRF to add graphics and add upcoming events for the flyer. Requests list of upcoming or highlighted events to add to flyers and ads.
 - ii. New newsletter with updated items

8. Scott/Treasurer –
 - i. Scott sent out reminder emails to submit their scholarships
 - ii. POs for SBRF and any reimbursements. Will meet with previous Treasurer to elaborate on SBRF processes.
 - iii. Should complete all trainings by the end of the month

9. Brettany/Member-at-Large –
 - i. Helped coordinate meetings for Staff Engagement survey results and will pull slides to meet with Lubbe
 - ii. Lunch with Dean Martin setup

C. President Updates

1. 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.
2. Walen Introduced the CUCSA award for Staff and Senior Leadership to the Board and asked to submit recommendations for the award. Discussed criteria and process involved in nominating the UCLA candidates, which compete with all the other UC campuses. Nomination by March, bring recommendations to February Board meeting.
3. Kevin, Brettany, and Walen to meet with Lubbe, Rejeana, & Julia to strategize on UCLA leadership/HRAG meetings and all-staff forum to share 2017 UC Engagement Survey results.
4. Will be using Zoom for strategic plan Learn at Lunch on 1/17/18 with 100 + 40 waitlist sign ups.
5. HCI ongoing quarterly scholarship idea was discussed with Board and how to create official ongoing processes for future scholarships, possibly part of new VP of Wellness position.
6. New position introduction for Board to discuss
 - a. VP of Digital Engagement
 - b. VP for Creative & Production
 - c. VP for Wellness

VOTING ITEMS

“Proposal of New Staff Assembly Executive Board Roles beginning in 2018-2019”

Current Roles with edits

- VP for Strategic Communications (edits) Passed, unanimous

New Roles

- VP for Digital Engagement (new position) Passed, unanimous

- VP for Creative & Production (new position) Passed, unanimous

- VP for Wellness (new position) Passed, unanimous

D. Next Meeting – Tuesday, March 20th, 2018 at Engineering VI Building, Tannas Suite