

**UCLA Staff Assembly Executive Board Meeting Minutes**  
**Tuesday, March 20, 2018, 12PM – 1:30PM**  
**186 Powell Library**

**Board Members:**

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

**Agenda**

**A. Guest Presentations**

1. Mike Flaxman and his team from UCLA Events and Transportation presented the group with information regarding upcoming parking fee increases, budget, and other programs and initiatives. They will be presenting at the May Learn at Lunch.
2. Kelly Shedd gave the team an overview of the new WorkWell certification for campus departments that will be rolled out at the end of this year.

**B. Meeting Minutes** –Lucy Tseng moved and Geno Mehalik seconded the approval of February 2018’s Board Meeting Minutes with unanimous approval from the board.

**C. President Updates**

UC Engagement Survey – Walen, Kevin and Brettany will lead a Town Hall to discuss concepts and brainstorm ideas related to the survey. EVC Waugh will be present as well.  
Mike Lee is the winner of the CUCSA KMM Outstanding Staff award. This is a surprise.  
Our budget is no longer in the red.  
We will organize a trip to UC Riverside to try the Save Scotty 2.0 Escape Room in hopes of potentially organizing an escape room at UCLA next year as a fundraiser.

**D. President- Elect/Immediate Past President Updates**

**E. VP Updates**

1. Natalie/VP Development –
  - i. Soliciting donations from various organizations on and off campus for prizes for the 5k as well as donations for bags for 5k.
2. Kelly/VP Events –
  - i. We have a new logo for this year’s 5k and the website is now live. Good registration from satellite locations. Looking at adding more items to the bag that each participant will receive.
3. Eugene/VP Information Systems –
  - i. SA website updates have been added and will update all upcoming events.

4. Geno Mehalik/VP Outreach –
    - i. Geno will email the group regarding upcoming tabling opportunities. His department is interested in making a donation for the 5k as a sponsorship.
  5. Lucy/VP Programs –
    - i. Upcoming Learn at Lunch dates presented.
  6. Kathleen/VP Special Projects –
    - i. April 8<sup>th</sup> will be the VIP Reception with Mrs Block and is confirmed for UCLA Women’s Softball against Stanford and UCLA staff and super volunteer Djoko Setiyawan will help coordinate logistics for the day in place of Kathy
  7. Vanessa/VP Strategic Communications – ABSENT
  8. Albert/Secretary/Historian – ABSENT
  9. Scott/Treasurer –
    - i. No updates
  10. Walen for Brettany/Member-at-Large –
    - i. Brettany will be speaking at the Town Hall and leading a discussion group. She has been working to present the material to UCLA Staff.
- F. Upcoming Events – Everyone is required to be present at the May Learn at Lunch, May 3<sup>rd</sup> 12-1 pm, titled “What is Staff Assembly?”
- G. Next Meeting** – Tuesday, April 18<sup>th</sup>, Conference Room 325, GSEIS