

UCLA Staff Assembly Executive Board Meeting
Thursday, August 22, 2019 | 11:30am to 1:30pm (lunch TBD)

2303 Rolfe Hall Large Conference Room

THEME: Aloha Oe Luau

Lucy Tseng, President

Geno Mehalik, VP, Events
ABSENT

Lisa Chow, VP, Wellness

Leah Brown, President-Elect

Adrian Mohuczy-Dominiak, VP, Information Systems

Stephanie Margolin, Secretary/Historian

Kevin Baldwin, Immediate Past President
ABSENT

Jessica Gonzalez, VP, Outreach

Djoko Setiyawan, Treasurer

Jahaira Duarte, VP, Creative Production
ABSENT

Lisa Audish, VP, Programs

Nichelle Travis, Campus Member-At-Large

Rex Delos Santos, VP, Development

Kristina Thorson, VP, Special Projects

Juan Jaime, Health Member-At-Large
REMOTE

Jessica Alexander, VP, Digital Engagement
ABSENT

Ayumi Pantell, VP, Strategic Communications
REMOTE

Lunch catered by Neli's Catering & Restaurant

Conference Line

Dial in number: 719-247-6398

PIN: 30083

Agenda

1. Introduction of Guest | Icebreakers 11:30am
 - a. **Favorite Summer Memory**
2. President's Updates 11:40am
 - a. Attendance
 - i. **Please make your best effort to attend Board Meetings in person.**
 - b. Calendar of Events
 - i. Board Meeting Locations
 - ii. Board Birthdays
 1. **Happy birthday Geno, Stephanie, Djoko and Leah!**
 - c. All-Staff Picnic Recap 11:45am
 - i. Debrief/Notes (feel free to comment on Gdoc)
 - d. Professional Development and Education

- i. Skill: [Slack](#)/Asana Part 2 (Juan Jaime & Ayumi Pantell) 11:55am
 - 1. Please try to check Slack at least once a day
 - 2. Please think of using Slack before email/text
- ii. Host Department: [Dept of Communications](#) (Lisa A.) 12:15pm
- iii. [Supervisor](#) Letter
 - 1. Will be sent in mid-September
- e. [CUCSA](#): September 4-6 12:25pm
 - i. Need help setting up the venues
 - 1. Wed, Sept 4th at 11:30am in Student Activity Center
 - a. Nichelle
 - 2. Fri, Sept 6th at 8am in Student Activity Center
 - ii. Anyone have access to plates and utensils? (Costco run)
 - iii. Campus Tour/Scavenger Hunt on Sept 4th
 - iv. Open Reception **Dinner** on Thurs, Sept 5th at 5pm
 - 1. Feel free to invite supervisors and Committee Members
- f. Who can attend the [September 7](#) social? 12:35pm
- ~~g. Who can attend September 14 Pool Party @ Leah's? Postpone to October~~
- h. Board Member(s) of the Month / Theme Winner 12:40pm
 - i. **Djoko is Board Member of the Month for his work in revamping budget**
 - ii. **Nichelle is Theme Winner for bringing Hawaiian choco mac nuts**
- 3. FitBreak - Hawaiian/vacation theme! 12:45pm
 - a. **Lisa Chow leads a Hawaiian theme stretch/dance**
- 4. Board Updates (2 minutes each) 12:50pm
 - a. President-Elect
 - i. Leah has the leftover name tags for Board Members
 - b. Immediate Past President
 - i. CUCSA Planning (Sept)
 - ii. BAS Conference Planning (Oct) **Confirmed for Mon Oct 28**
 - c. VP, Creative Production
 - i. L@L artwork in Box; collab with Lisa A.
 - 1. Let Jahaira know if you need other dimensions/designs
 - ii. Working on FanFriday artwork; collab with Jess A.
 - iii. Working on Prospectus document; collab with Rex
 - iv. Created GIFs for social media: L@L, UCLA Staff Assembly, Picnic
 - 1. **Clarification: Created Picnic GIFs, still working on L@L and general SA GIFs**

- v. UCLA Staff designs for merchandise; collab with Lucy
- vi. Working on All-Staff Picnic Recap Video
- d. VP, Development
 - i. Primary Goal: To ensure the financial prosperity of the organization through the engagement of internal and external partners
 - ii. Partnered with Ascend at All-Staff Picnic (\$0 - paid for powerbox)
 - iii. Partnered with Anderson and Political Science via digital (\$0)
 - iv. Pending Opportunities:
 - 1. Alpine Village - Oktoberfest
 - a. Not happening this year because of change in program
 - 2. Universal Studios Hollywood - UC Family & Friends Holiday Event
 - a. This will be a Board Social option; date TBD Dec 8 or 15
 - 3. UCLA Spark Campaign will be in Fall 2019
- e. VP, Digital Engagement
 - i. Staff highlights on social media will be starting with Board Members
 - 1. Let Jessica know if you prefer to be featured with another VP (similar positions) instead of alone
 - 2. Send Jessica names (and content, if possible) of staff whom you think should be spotlighted
 - ii. If you are looking to recruit Committee Members, send content to Jessica (cc SA email) to be featured on social media
 - iii. New photo/video release waiver is available for SA events
 - 1. Please contact Jessica to get one customized for your events/programs, if needed
 - 2. Should be included on registration page and/or emailed to participants prior to event
 - 3. Jahaira is working on "Do Not Photograph" stickers
 - 4. Jessica can help you set up your own account, if preferred
- f. VP, Events
 - i. Working on transition docs / reviewing Events timelines with Lucy
 - ii. Plan to begin recruiting for Events committee in September
 - iii. Plan to begin email introductions to stakeholders in September
- g. VP, Information Systems
 - i. Collecting bios and photos to be updated on website
 - 1. Box folder with pictures; please put your name on the one you want
 - 2. Deadline is August 30th
 - ii. Has added events to website

- h. VP, Outreach
 - i. Creating new collateral with Jahaira to use at general SA events
 - ii. Meeting with CHR to discuss NEO
- i. VP, Programs
 - i. First L@L of the year for Wed, August 28 from 12-1pm in the Young Research Library Main Conference Room
 - 1. Our partner is the Behavioral Intervention Team and the title of the event is “Workplace Violence Prevention Efforts at UCLA”
 - ii. Another L@L on Fri, September 27 with TIE-INS
 - 1. UCLA employees can enroll students in neighboring schools
 - iii. First Programs Committee Meeting on August 22
 - 1. Please let Lisa know if you have access to rooms/space
- j. VP, Special Projects
 - i. Fall VIP Reception with Mrs. Block confirmed for Sunday, October 27
 - 1. Women’s Volleyball - who can make it?
 - ii. Outdoors with Mrs. Block this year: Venice Canals in Spring 2020
 - 1. Only one this year, per Mrs. Block
 - iii. Still planning to visit LA Football Club for a future special event
 - 1. Tour will be scheduled on Mon to Thurs between 10am – 3pm
 - 2. Any Board Members are welcome to come
 - iv. Special Projects Committee is meeting is on Monday, August 26
- k. VP, Strategic Communication
 - i. Identified how to batch upload emails to our listserv
 - ii. Newsletter updates should go in document (pinned on Slack)
 - iii. Figuring out how to identify terminated employees
 - iv. Working on form for newsletter request
- l. VP, Wellness
 - i. Working on transition with Mandy
 - 1. Reviewing Wellness events and timelines
 - ii. Plan on beginning to recruit for Wellness committee in September
 - iii. Joining campus committees: Sustainability, Disability, United Way
- m. Secretary
 - i. Collecting UIDs for MyUCLA Forms access
 - 1. Will schedule training
- n. Treasurer
 - i. Paid for four 2019-2020 Staff Scholarships
 - ii. Following up on pending Purchase Orders

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- iii. Working on updated budget
- 5. Open Forum
- 6. Closed Session

Upcoming Events

- Wednesday, August 28 - L@L: Workplace Violence Prevention Efforts at UCLA, 12 noon @ YRL Main Conference Room
- Wed, Sep 4 to Fri, Sep 6 - Council of UC Staff Assemblies
- Saturday, September 7 - Board Social: [UCLA Football](#) vs San Diego State, 1:15pm
- Tuesday, October 15 - Breakfast with the Chancellor, 8:30am
- Saturday, October 26 - Board Social: UCLA Football vs Arizona State, TBD
- Sunday, October 27 - Fall VIP Reception with Mrs. Block, 10am
- Monday, October 28 - Tech Symposium, 1pm and Reception, 5pm

Next Meeting: **Thursday, September 26th 11:30am to 1:30pm @ Kerckhoff 417**
Theme: Back to School



From our social on 8/17

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Family and friends on 8/17