

**UCLA Staff Assembly Executive Board Meeting**  
**Thursday, September 26, 2019 | 11:30am to 1:30pm**  
**Kerckhoff 417**

**THEME: [Back to School!](#)**

Lucy Tseng, President	Geno Mehalik, VP, Events	Lisa Chow, VP, Wellness
Leah Brown, President-Elect	Adrian Mohuczy-Dominiak, VP, Information Systems <i>phone</i>	Stephanie Margolin, Secretary/Historian
Kevin Baldwin, Immediate Past President	Jessica Gonzalez, VP, Outreach	Djoko Setiyawan, Treasurer
Jahaira Duarte, VP, Creative Production	Lisa Audish, VP, Programs	Nichelle Travis, Campus Member-At-Large <i>phone</i>
Rex Delos Santos, VP, Development	Kristina Thorson, VP, Special Projects <i>absent</i>	Juan Jaime, Health Member-At-Large
Jessica Alexander, VP, Digital Engagement	Ayumi Pantell, VP, Strategic Communications	

Lunch catered by Fundamental

**Conference Line**

Dial in number: 719-247-6398

PIN: 30083

**Agenda**

1. Introduction of Guests | Icebreakers 11:30am
2. Approve [July](#) and [August](#) 2019 Board Meeting Minutes 11:40am
  - a. *Lisa C motions to approve; Rex seconds; unanimous yay*
3. President's Updates 11:45am
  - a. [Calendar of Events](#)
    - i. [Board Meeting Locations](#)
    - ii. Board Birthdays
  - b. Professional Development and Education
    - i. Skill: [Slack](#)/Asana Review (Juan Jaime & Ayumi Pantell) 11:50am
    - ii. Skill: Updating your Linked in with SA service 11:55am
      1. *Discussion on how to add coursework, request recommendations and skill endorsements, take a skill quiz, and keep profile public.*
    - iii. Host Department: ASUCLA (Jess A.) 12:10pm

1. Using [Bruin Custom Print](#) is encouraged.
  2. ASUCLA owns UCLA trademark
  3. Lucy is working on getting branded merchandise targeting staff.
- c. Reminders
- i. SA Board Member Scholarships
    1. Supervisor letters: Lucy and Geno's bosses are matching the \$500.
  - ii. CUCSA Recap including engagement survey and employee contributions.
- d. Who can attend the [next social](#)? 12:30pm
- i. Do we want to do a personality/strengths test?
    1. Enneagram vs Strengthfinders vs Meyers Briggs
      - a. Let Lucy know if interested in participating. Majority of the Board expressed interest.
      - b. <https://blog.hubspot.com/marketing/personality-tests-team>
  - ii. Interested in doing a strategic plan for UCLA SA?
- e. Board Member(s) of the Month / Theme Winner 12:40pm
- i. BMOTM: Nichelle for assisting with CUCSA. Lisa A. is runner up for helping with things outside of her role.
  - ii. Theme winner: Jessica Gonzalez for starting graduate school.
4. FitBreak - Thank you video! 12:45pm
- a. Rex filmed a video with each board member saying "thanks" in different languages to be used for Spark Campaign.
5. Board Updates (2 minutes each) 1:00pm
- a. President-Elect
  - b. Immediate Past President
    - i. October 28 - Bruin TEK Forum (Bruintech, SA, AMG holding this event)
    - ii. Engagement Survey
  - c. VP, Creative Production
    - i. Working with Nichelle to get pop-up banner, table cloth and pop-up tent
    - ii. Working with Jess A. on photo consent and GIFs\*
      1. Discuss photo consent procedure for large vs small events
    - iii. Working with Rex on new prospectus and upcoming sponsorship decks
    - iv. Working with Jess G. on outreach items: postcard and table tents
    - v. Working with Lisa A. on Learn-at-Lunch media; shared on Box & Slack
    - vi. Rideshare Week Fair is on Thursday, October 3rd
    - vii. Working on intake form/management tool for creative production requests\*
    - viii. Designed Bruin TEK invite
  - d. VP, Development

- i. UCLA Spark Campaign - November 6th to December 31st
  - 1. Goal is 100 donors at any \$ amount
  - 2. Recommending staff give using the # of years of service
- ii. Working on sponsorship decks for all three major events
- iii. Working on Eventbrite partnership (3 year contract)
- iv. Finalizing Universal Studios Hollywood Holiday partnership
  - 1. Will cost \$95
- e. VP, Digital Engagement
  - i. No more electronic waivers after Dec 29; will use “you may be photographed” signs “do not photograph” stickers instead
  - ii. Working with Jahaira to develop SA GIFs to use on social media
  - iii. Please follow us @uclasa so we can reach 1000 by the end of 2019
  - iv. #MTBM = Meet the Board Monday survey has been distributed
  - v. Staff highlights will begin soon; send over to Jessica
    - 1. Need engagement for Fan Fridays
- f. VP, Events
  - i. Scheduling dates and securing venues for all three major events
  - ii. Please let Geno know which event(s) you can help with
  - iii. ACHA Program Submission for May 2020
    - 1. Wellness programming related to staff and faculty
- g. VP, Information Systems
  - i. Bios available on website
  - ii. Working on revamping website navigation; feedback welcome
- h. VP, Outreach
  - i. Working closely with Jahaira to finish the new flyers and tent cards for SA. The goal is to have them printed by early October to use for distribution.
  - ii. Signing up for tabling opportunities; look out for email with Doodle. This is NOT mandatory, but highly encouraged if interested and available.
- i. VP, Programs
  - i. L@L #2 is with TIE-INS on Sept 27 in YRL
  - ii. L@L #3 is with the Planetarium on Oct 17 in Math Sciences
  - iii. Currently working with Transportation, UCPD, Geffen Academy and Early Care & Education to schedule L@L
  - iv. Future program ideas include: tunnel tours, Botanical Garden, athletics Hall of Fame, sculpture garden, campus architecture, athletics/recreation, travel, Extension, community garden
    - 1. Feel free to keep ideas/partnerships coming

- v. FYI only: [Link](#) to L@L planning spreadsheet\*
  - j. VP, Special Projects
    - i. Fall VIP Reception with Mrs. Block: Sunday, Oct 27 @ 10AM
      - 1. Reception in Morgan Center first; Women's Volleyball at 12 noon
    - ii. Fall Emerging Research Speaker Series in the works in November/December
    - iii. Committee is in full swing\*
  - k. VP, Strategic Communication
    - i. Working on recent newsletter image issue
    - ii. Working with Adrian on adding to listserv
    - iii. Creating tutorials on how to edit and upload newsletter to server and how to batch add emails to listserv
      - 1. Cleaning up the listserv
  - l. VP, Wellness
    - i. Planning Common Experience/Book event in Winter 2020
      - 1. Podcast on gentrification in LA "There Goes the Neighborhood"
      - 2. Tying in podcast on homelessness with United Way Campaign
    - ii. One FitZone and one GroupX class/quarter as Staff Assembly event
    - iii. Working on organizing SA plot in community garden
  - m. Members-At-Large
    - i. Professional Development opportunities
    - ii. Including non-traditional staff
  - n. Secretary
    - i. Everyone has been added to MyUCLA Forms
      - 1. Please contact Stephanie for training if needed
  - o. Treasurer
    - i. Reviewing and processing reimbursement requests
    - ii. Working with AP to overdue invoices
    - iii. Looking into a (new) financial statement format\*
6. Open Forum
7. Closed Session

### Upcoming Events

- Thursday, October 3 - Rideshare Fair, Bruin Plaza 10am to 2pm
- 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

## **UCLA** Staff Assembly

- Monday, October 28 - Bruin TEK Forum, 1pm and Reception, 5pm
- Lucy out of country - November 4 to 17
- November 6 to December 31 - UCLA Spark Campaign for Staff Scholarships
- Friday, November 8 - Veterans Day Ceremony and Info Fair, Wilson Plaza 10am
- Sundays, December 8 and 15 - Universal Studios Hollywood Social

**Next Meeting:** Thursday, October 24th 11:30am to 1:30pm @ Oppenheimer 980  
Theme: Costume Party!!

### **SA Board Social at UCLA Football Home Opener on 9/7**

