

**Staff Assembly Executive Board
Kick-off Meeting
August 31, 2004**

Members Present

Shelley Brown, Vice President - Outreach
Samantha Chan, Vice President - Events
Susan Corley, Immediate Past President
Sarah Gamble, Vice President - Programs
Hassan Ghamlouch, President
Doug Padley, President-Elect
Gena Perrine, Historian/Secretary

MINUTESWelcome and Overview

Hassan Ghamlouch opened the meeting by welcoming the Executive Board members. He met with Executive Board members throughout the summer to solicit feedback for desired goals for Staff Assembly. Hassan emphasized that the Executive Board would work as a team to accomplish these goals: to continue to build and capitalize on the momentum created in 2003-2004; to increase participation in our programs and events through targeted outreach; Staff Assembly members will continue to serve on campus-wide committees and seek out opportunities to serve on system-wide committees; to work with UCLA administration, Staff Assembly board, and volunteers to develop new methods of fundraising to support staff scholarship programs; and to continue providing opportunities through our monthly Learn-at-Lunch program.

Hassan distributed Staff Assembly Executive Board information binders to all members and briefly reviewed the information contained in the binders. He asked that all members verify their contact information as listed on the contact sheet. This was followed by a brief review of the Staff Assembly Bylaws; an overview of the 2003-2004 Staff Assembly Annual Report, which he encouraged everyone to review; and a summary of the importance of Council of UC Staff Assemblies (CUCSA).

Schedule of Executive Board Meetings

The Executive Board concurred that their monthly meetings would be held on the second Tuesday of each month from 12:00 to 1:00 p.m. The following dates were selected: in 2004 - **September 21 (3rd Tuesday), October 12, November 9, December 14**; and in 2005 - **January 11, February 8, March 8, April 12, May 10, and June 14**. The location of the meetings is still to be determined.

Executive Board Members: Shelley Brown, VP-Outreach | Samantha Chan, VP-Events | Susan Corley, Immediate Past President | Dorothy Fletcher, VP-Information Systems | Sarah Gamble, VP-Programs | Hassan Ghamlouch, President | Evelyn Leon, Treasurer | Doug Padley, President-Elect | Gena Perrine, Historian/Secretary

Fiscal Overview

Hassan explained that the Staff Assembly operating budget, which is minimal and includes an allocation for travel expenses to CUCSA meetings, is supported by Campus Human Resources. Hassan committed to maintaining a balanced budget.

Funds that are raised during various events, such as Casino Night and the Resource Fair, are reinvested into Staff Scholarships and Awards. He reiterated the significance of creating new methods of fundraising to increase the pool of funds available for scholarships and awards.

Last year much ground work was done to establish a new sales and revenue account for Staff Assembly. It was suggested that Hassan Ghamlouch, Evelyn Leon, and Shelley Brown (who works in Corporate Financial Services and offered to assist with Corporate Accounting issues) meet to finalize this new account.

Overview of Proposed Events

Samantha Chan (Vice President of Events) will oversee all events to ensure that a Chairperson and committee are appointed to manage the logistics of each event. The following is a list of events that the Executive Board approved:

Fall 2004

- October 9: Annual UCLA Faculty and Staff Tailgate Party at the UCLA vs. Arizona game to be held at the Rose Bowl

Winter 2005

- (January) Resource Fair
- (late Winter) *Possible* New Event

Spring 2005

- (April) Casino Night
- (May) Staff Honors Reception
- (May) Scholarships & Awards Ceremony

Summer 2005

- Second Annual All-Staff Picnic

There was some discussion of potential new events for the upcoming year. Susan Corley recommended that the Executive Board consider only one new event this year, as the development of a new event can take a considerable amount of time and resources. The Executive Board agreed that a committee would be formed to develop a list of recommendations for a new event. The committee would then present their proposal to the Executive Board during the October meeting. That proposal could include the suggestion made last year by

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Executive Vice Chancellor Neuman for a cultural event on campus that would involve faculty and staff.

Overview of Proposed Programs

Sarah Gamble (Vice President of Programs) will manage the planning and logistics of all programs, including the Chancellor's Town Hall Meeting and Learn-at-Lunch series. Sarah will identify workshop leaders and dates, but will need assistance identifying volunteers for each program.

- Chancellor's Town Hall Meeting: date to be confirmed with the Chancellor's Office.
- Learn-at-Lunch Series: Sarah presented a list of Learn-at-Lunch topics, which the Executive Board reviewed and approved. The Board agreed that it would be ideal to host *approximately* one Learn-at-Lunch event per month. The majority of the workshop topics would be new, while few would be repeats from the previous year because of their popularity. Proposed topics include:
 - ❖ Retirement Benefits Review Workshop (3 sessions)
 - ❖ Westwood Replacement Hospital and the new technology by SOMITS
 - ❖ Educational and Development Opportunities on Campus – it was suggested that this program be divided into two sessions: one for undergraduate studies; and the other for advanced degrees. Susan Corley offered to provide background on these workshops, as they were previously done and well attended.
 - ❖ Fowler / Hammer Museums – possible lecture followed by a tour; if held later in the day, the tour could be followed by a brief reception.
 - ❖ Government and Community Relations on “Get out and Vote” and “Election Results”
 - ❖ UCLA's Mildred E. Mathias Botanical Gardens
 - ❖ External Affairs Vice Chancellor Michael Eicher – regarding Development on campus and potential for staff to assist
 - ❖ Work and Life Balance – to include a discussion of stress management

Other Matters

Management of RSVPs:

The new Staff Assembly e-mail account is capable of receiving RSVPs for various events and downloading them into an Excel spreadsheet. An e-mail response could be sent to those guests whose RSVP could not be accepted

because an event is full (i.e., this would apply to Learn-at-Lunch workshops that have a maximum capacity).

Newsletter:

The idea of a Staff Assembly newsletter was raised. It was noted that, although there are no funds for a paper newsletter, an online format may be explored in the future. An editor would have to be identified to oversee the content and distribution of the newsletter.

Information Technology:

Hassan requested that all Executive Board members assist with providing updates of their respective Staff Assembly information web pages to Dorothy Fletcher.

Adjournment

In closing, Hassan thanked the Executive Board for their time and asked that status updates of projects be provided at the next meeting, which will be September 21.