



AGENDA

December 12th, 2013

10:00 a.m. — 12:00 noon • Chancellor's Conference Room, Cheadle 5123

* Erica Diaz will take minutes for this meeting.

10:00 – 10:05 Welcome

10:05 – 10:10 Approval of November minutes

10:10 – 10:40 Co-chair Announcements/New Business

- Meeting with President Napolitano
- Winter Warmer
- Vote on Development Committee Bylaw
- Vote on Marketing/Website Committee Bylaw

10:40 - 11:00 Committee Reports

- Nominations
- Staff Celebration Week
- Staff Issues
- Staff Issues – Professional Development
- Marketing/Website Committee
- Professional Development Committee
- Staff Assembly Updates - Gary White

11:00 – 11:40 Donna Coyne – Staff Advisor to the Regents

11:40 – 12:00 Items for Next Meeting

- John Longbrake – Associate Vice Chancellor for Public Affairs and Communications

CSAC MARKETING AND OUTREACH COMMITTEE BYLAWS

The marketing and outreach committee members will coordinate all materials for the CSAC website (in coordination with a designated staff member from the Chancellor's Office), and will market and promote CSAC to the UCSB staff community.

Committee responsibilities include but are not limited to:

1. Updating and maintaining CSAC website as needed (e.g., sending minutes and agendas for archiving, updating member profiles, updating events, etc.)
2. Updating and maintaining CSAC social media outlets (e.g., Facebook)
3. Coordinating communication with UCSB staff (e.g., S-List announcements)
4. Promoting CSAC on campus and in the community when appropriate
5. Maintaining alumni relations with former CSAC members

CSAC Development Committee Bylaws

Development Committee members will research, identify, and solicit supplemental resources from campus and community partners for the benefit of events supporting UCSB staff, including but not limited to Staff Celebration Week, Winter Warmer, and other staff social events throughout the year.

Committee responsibilities include, but are not limited to:

1. Focusing initially on in-kind donations (e.g., beverages, printing costs, equipment loans, supplies, etc.)
2. Committee Chair or Co-Chairs will serve as liaisons with the UCSB Office of Development to document and process donations per university policy (e.g., documenting the total value of donations, submission of receipts, identifying appropriate prospects, etc.)
3. Maintaining records for (and reporting to) CSAC on all donation requests made by the Development Committee or other committees to maintain good stewardship with donors (e.g., processes for requests, expressions of appreciation, streamlining requests, etc.)
4. Collaborating with all other committees who are interested in soliciting in-kind donations before requests are made, and processing donations per university policy and donor wishes

Amendment to all other committee descriptions:

1. Will collaborate with the Development Committees before soliciting any in-kind donations, and to process donation per university policy and donor wishes