



October 14, 2011

Chancellor Henry T. Yang
University of California, Santa Barbara
5221 Cheadle Hall
Santa Barbara, CA 93106-2030

Dear Chancellor Yang,

The membership of the Chancellor's Staff Advisory Council (CSAC) is pleased to present you with our *2010-11 Annual Report*. In September of 2010 CSAC invited out-going member Margaret McMurtrey to facilitate a retreat. The goal was to develop a vision for CSAC as the council moves forward in this time of transition within the University. The council determined that the best way to answer the call of our mission, to Research, Identify and Advise, was to increase our visibility on campus. This thread was woven into CSAC's work this past year including a successful budget forum, attendance at campus events and a fresh calendar of Staff Celebration Week programming. The subcommittee reports that follow detail CSAC's work and accomplishments this year but the Council has included some key actions and recommendations we wish to highlight.

Staff Celebration Week

The Staff Celebration Week (SCW) Committee used the model that was set up last year to keep costs down while focusing on activities to increase staff participation and positivity on campus. We aimed to match the budget of last year's event which was done very cost-effectively. The luncheon was changed to the Friday before the actual SCW due to scheduling and was promoted as "Kick-Off Luncheon". Advertisement started early due to the luncheon date being before the week of activities. A letter of support from the Chancellor later followed, along with an electronic "Save-the-Date" and paper invitation.

We recommend keeping this event going each year as a luncheon and continuing to make staff feel appreciated and recognized, no matter what the budget may look like.

S-List

In collaboration with Staff Assembly we successfully launched the S-List for staff in December of 2010. Subscriptions to the listserv number 748, nearly doubling the reach of the original CSAC-L listserv. We look forward to growing the membership and putting this powerful tool to use for UCSB staff.

Bylaws

An amendment to the bylaws to include the Staff Assembly co-chairs in the nominations ranking process was presented by the Nominations Committee and approved in March of 2011.

Staff Issues

The Staff Issues Committee continued to work on identifying different modes of exploring staff issues on campus. This spring we held an open forum to offer staff the opportunity to ask Executive Vice Chancellor Gene Lucas questions they might have on the budget. We took that opportunity to have staff who attended fill out a short survey so that we may better serve them.



With the success of the first staff forum, the committee concludes that a clear need for such forums that explore a wide range of issues affecting staff members exists. The committee suggests that UCSB Administrators, particularly those in central administration on campus, be willing to participate in staff forums in the future.

Professional Development

The Professional Development committee worked to identify and discuss issues surrounding professional development opportunities at UCSB for UCSB Staff. The Professional Development Committee of 2010-2011 continued to look at three prior attempts for the development of a Campus-wide Mentorship Program for Staff. Numerous documents and files were put together for various programs that included Mentorship Proposal of 2008, 1996 and prior to that in 1992. Committees have been formed and much work has been done to construct Professional Development opportunities. However, at this time, UCSB does not have a department or budget to take the lead in this effort.

We recommend that there be a shift in focus to develop the individual instead trying to implement previous mentorship models. Previously proposed mentorship programs have been said to be too cumbersome and Human Resources does not have the resources to manage it at this time. This new program can be modeled after Housing & Residential Services Professional Competency Program.

In Conclusion

During the 2010-2011 year, CSAC's primary focus was on its visibility throughout the campus community. CSAC amplified its visibility at numerous campus events including basketball games, Staff Celebration, and through a collaboration with Staff Assembly and ABOG, a Staff Forum was created. All events were widely attended. Through the development of the S-List Sub-Committee, CSAC generated the S-List as a tool to give staff access to information about opportunities, events and issues. As UCSB still struggles with a dark financial climate, CSAC has maintained its effort in continuing to build camaraderie amongst the staff. Staff Celebration week began the week before with a kick-off lunch and also added many new popular events and activities all while keeping the traditional Gaucho spirit alive. CSAC's future goal is to continue to keep up its powerful momentum and motivation and requests the continued support and encouragement from the Chancellor. We look forward to another successful year through leadership and great energy by new members to the council.

Sincerely,

Mayra Alcalá

Co-Chair, Chancellor's Staff Advisory Council, 2010-11
Housing & Residential Services, Apartment & Community Living

Ryan George

Co-Chair, Chancellor's Staff Advisory Council, 2010-11
Housing & Residential Services, Residential Dining Services



Lia Cabello

Co-Chair-elect, Chancellor's Staff Advisory Council, 2011-12
Department of Chemical Engineering

Tim Sullivan

Co-Chair-elect, Chancellor's Staff Advisory Council, 2011-12
Housing & Residential Services, Residential Dining Services



**REPORT TO THE CHANCELLOR
FROM THE CHANCELLOR'S STAFF ADVISORY COUNCIL (CSAC)
2010-2011**

CSAC Membership 2010-11

Mayra Alcala, Housing & Residential Services
Hazel Ando, Athletics
Lia Cabello, Department of Chemical Engineering
Sandra Camp, Educational Opportunity Program
Ryan George, Housing & Residential Services
Natalie Fawcett, Carsey-Wolf Center
Mary Hilligoss, Department of Communication
Sally Lombrozo, HSSB Administrative Services Center
Julie Miller, Housing & Residential Services
Kathy Murray, Film & Media Studies
Emily Parsons, Academic Personnel
Barbara Piszczek, College of Letters and Science
Jose Raygoza, Associated Students
Denise Rinaldi, Associated Students
Timothy Sullivan, Housing & Residential Services
Kimberly Tapia, Business Services
Christopher Wilderman, College of Creative Studies

Kevin McCauley, Chancellor's Office Representative

CSAC Important Meetings & Guest Speakers 2010-11

- September 9: CSAC Retreat
- October 14: Chancellor Henry Yang, Marc Fischer, Senior Associate Vice Chancellor, Administrative Services, Maria Herrera-Sobek, Associate Vice Chancellor, Diversity, Equity & Academic Policy, Ron Cortez, Associate Vice Chancellor, Administrative Services
- January 13: Marc Fischer, Senior Associate Vice Chancellor, Administrative Services on Operational Efficiencies
- February 10: Ron Cortez, Associate Vice Chancellor, Administrative Services on the Financial System
- April 14: Todd Lee, Assistant Chancellor, Budget & Planning on the Budget



**REPORT TO THE CHANCELLOR
FROM THE NOMINATIONS COMMITTEE
2010-2011**

CSAC continues to serve as the primary facilitator for staff appointments to campus committees, including employment search committees and administrative evaluation committees. We provide a safe, non-threatening mechanism for staff members to self-nominate or nominate others for participatory roles in service to the campus. This service in turn provides a benefit to a number of advisory committees charged by the Chancellor, the Executive Vice Chancellor, and other campus administrators.

Sally Lombrozo chaired the Nominations Committee, assisted by Ryan George, who will rotate into the role of Chair for 2011-12. Denise Rinaldi also assisted in a consultation capacity.

Several important goals were accomplished this year. The S-List, a list serve reaching all UCSB staff employees who elect to sign up for it, was finally created after several years of debate and preparation. All nomination calls henceforth will be distributed via this list, which already reaches a wider audience than the original CSAC-L list serve had. The CSAC membership voted to amend the Bylaws to include the Staff Assembly co-chairs in the process of ranking nominees, thus fulfilling a long-held goal of involving Staff Assembly in the selection of candidates. A new form was devised to solicit detailed information from those groups and committees requesting calls for nominations (sample included with this report). Through the use of templates and stored email drafts, the nominations process has been streamlined. Last, a new chart was created for tracking calls for nominations, candidates, and the selected nominee(s). It has been updated throughout the year as each call for nominations was concluded, enabling accurate and immediate reporting to CSAC. The chart is attached as part of this final report.

In addition, communication with the committees and organizations requesting calls for nominations has improved. With more streamlined processes, nominees have been consistently informed of the outcome of the calls as soon as selections are made.

The Nominations Committee makes the following recommendations for next year:

- Continue to clarify the process of communication with the various staff groups requesting calls for nominations, especially regarding final selection of candidates recommended by CSAC. Selections are still somewhat slow, and one search was put on hold.



Information Form For Staff Representative Call for Nominations 2010-2011

Please provide the following information:

Name of committee/organization/group:

Number of staff representatives needed:

Term/length of service:

Time commitment/frequency of meetings:

Special skills/attributes needed by nominees:

Charge/mission/details of the committee or group:

(Attach a separate page if necessary)

(If information is available at a website, please indicate)

Preferred amount of time to allow for nominations (usually one to two weeks):

Preferred turnaround time for CSAC evaluation and recommendation (usually three days to one week after the call for nominations has ended):

Will committee/group notify selected staff representative(s)?

Will committee/group notify those not selected (typically the CSAC Nominations Chair notifies)?

Please remember to notify the CSAC Nominations Chair (Sally Lombrozo at lombrozo@hfa.ucsb.edu) of your final selection of representative(s)!



**REPORT TO THE CHANCELLOR
FROM THE CSAC NOMINATIONS COMMITTEE
August 1, 2010 - August 31, 2011**

COMMITTEE/GROUP/ ORGANIZATION	DATE OF CALL FOR NOM.	NOMINEES IN ALPHABETICAL ORDER	REPRESENTATIVE(S) SELECTED
Student Fees Advisory Committee	08/17/2010	John Davis Aaron Jones James Kinneavy Paul Lee Jesse Marie Joe Sabado Mary York	John Davis Joe Sabado
UCen Governance Board	10/13/2010	Jamaal Ahmed Lisa Blanco	Jamaal Ahmed
Campus Elections Committee	10/19/2010	Denise Rinaldi	Denise Rinaldi
Conoley Five-Year Review	11/19/2010	Bill Koseluk Christopher Wilderman	Bill Koseluk
Tiffney Five-Year Review	11/19/2010	Debra Blake Bill Koseluk	Debra Blake
Advisory Committee on Land Use & Acquisition	12/6/2010	Donna Coyne Florence Sanchez Jasmine Syed Dennis Whelan Laurel Wilder	Donna Coyne
Search Advisory Committee for Director of Human Resources	1/5/2011	Judith Akiyoshi Sandy Camp Lydia Davenport Amy Ramos Denise Rinaldi Joyce Wolever	Judith Akiyoshi Joyce Wolever



Search Committee for the Director of Audit and Advisory Services	1/12/2011	Miles Ashlock Keri Bradford Lisa Garza Blanca Nuila Lynne Pritchard Alex Ramos	Search put on hold
Restorative Justice Committee	4/8/2011	Roane Akchurin Elizabeth Guerrero Jeff Harlig Micaela Morgan Maria Napoli Linda Nurra Doug Truong	
Search Advisory Committee for AVC for Development/Exec. Dir. of the UCSB Foundation	6/28/2011	Virginia Anders David Auston Sandy Camp Gina Gonzalez Mike Miller Meredith Murr	
Search Advisory Committee for AVC for Public Affairs	7/11/2011	Peter Allen Charles D. Champlin Kim Coonen Nancy Emerson Andrea Estrada Gina Gonzalez Richard Hutton Meredith Murr Haley Orton Cecilia Rios Sarah Vaughn	
Parking Ratepayers Board (PRB)	8/5/2011	Dolly Cook	
Transportation Alternatives Board (TAB)	8/5/2011	Aaron Jones Mike Moore Doug Truong	



SPECIAL ACTIONS

Replacement of Joy Williams on 2 Committees	10/19/2010	Endorsed by CSAC: Yes	Endorsed by SA Co-Chairs: Yes
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**REPORT TO THE CHANCELLOR
FROM THE STAFF CELEBRATION WEEK COMMITTEE
2010-2011**

TO: CSAC Co-Chairs
Mayra Alcalá
Ryan George

FROM: SCW Co-Chairs
Julie Miller
Hazel Ando

RE: Staff Celebration Week Committee Annual Report 2010-2011

This year, the Staff Celebration Week (SCW) committee used the model that was set up for the past two years to keep costs down while focusing on activities to increase staff participation and positivity on campus. We aimed to match the budget of last year's event which was done very cost-effectively as well as added a variety of new events.

Advertisement started early for the week of activities with the Facebook event page which was added by the UCSB Staff group. A letter of support from the Chancellor later followed along with an electronic "Save-the-Date", paper invitation and schedule of events flyer.

The SCW luncheon was the Friday prior to the week of events. The SCW committee collected two catering bids and ultimately the Chancellor decided to use UCEN catering. John Lazarus, Director of UCEN catering, worked with the committee to give us a bid that was within our budget. Due to positive feedback from the prior year 2500 sandwiches were ordered with a vegan option and added fresh watermelon. Overall, we believe staff enjoyed the food but ran out of cookies and watermelon. This year we had the problem of a large quantity of leftover food and attempted to get the food to a local food bank or shelter with no luck. The stage was moved closer to the Faculty Club on the North side of the walkway with the hope of guests being able to hear the speakers better, which was accomplished. The pottery sale tables were moved closer to the food area on the Faculty Club side. Again this year the SCW contacted American Paper and Plastic who offered to donate all compostable materials to make this a waste free event.

New tours and events were added throughout the week which had never been done before such as the Ombud's High Tea, Resource Center for Sexual and Gender Diversity Open House, Toastmasters presentation, Chef Showcase, movie night, improv show, and baseball and softball games. We sent out 3200 invitations and 500 calendars to departments via the campus mail. The printing of the calendar, invitations, and programs were all done by AS printing which was not only the most affordable but the revenue was kept in the University. Some tour sign-ups were done through an online registration system managed by the Chancellor's office.



Mark French, Alumni/Retired UCSB Head Women's Basketball Coach & Director of Scholarship and Outreach for Alumni Association, was asked to speak at the Town Hall. His motivational speech was attended by about 40 people and the feedback was very positive.

SCW was a combined effort by so many campus departments and programs who graciously gave their time to celebrate UCSB staff. This year's SCW committee was a great group of motivated and creative people who made the planning process extremely efficient. We want to thank all who contributed to making this week-long event a success.

Recommendations

Events/Tours

There were several new events added to this year's program and attendance was average. Make sure that events do not overlap to achieve the best turnout. Due to busy work schedules staff is not able to attend more than one or two events; therefore there has been discussion of scheduling events over a two week period.

Motivational Speaker (formerly Town Hall)

Offer snacks if the town hall is during the lunch hour and/or be sure to hold the event where staff can eat their lunch. Send out an announcement early on to avoid conflicting with department lunches.

Marketing

Continue to have the Chancellor write a letter of support for staff to participate in SCW. The following media were used: 93106, Nexus, S List, D List, website, campus mail and Facebook. Include information about how to sign up for the Staff Assembly drawing in our materials.

Luncheon

Kick-Off Luncheon was well received as staff was able to attend the lunch since it was not in the same week as the SCW events. Many staff appreciated this so they can take time to attend other events during the actual SCW.

Increase the number of cookies (2 per person) and fresh fruit.

Place Vegan option on the tables with a sign.

Eliminate canned soda to make the event Zero Waste and cut down on cost.

Add an extra set of speakers about half-way down the length of the green but need a generator.

Remember to use painter's tape that is better for the environment.

Have volunteers arrive early as covering tables takes about 2.5 to 3 hours. Next year we are planning to ask non-CSAC staff to help with covering all the tables with paper as it is physically demanding. Clean up staff should be scheduled earlier as people do not stay until the end.

Need larger AS Recycling trash/recycling bins.

Need to have either AS Recycling or UCen Catering staff help put replacement trash liners in the bins that are full—need to check if UCen Catering can have their staff help with this as we are charged for them.



Disabled staff transportation—it was brought to our attention that some staff members with disabilities are not able to get to the Faculty Green due to the distance and uneven surface of the grass area. Further discussion is required to see how CSAC is able to assist these staff members.

Devereux plant sale was great, definitely ask them back.

Arrange for Rescue Mission to pick up leftover food.

Committee Members:

Hazel Ando, Co-Chair

Julie Miller, Co-Chair

Mayra Alcala

Lia Cabello

Sandra Camp

Natalie Fawcett

Mary Hilligoss

Mary York



**REPORT TO THE CHANCELLOR
FROM THE TOWN HALL/MOTIVATIONAL SPEAKER
2010-2011**

The Town Hall/Motivational Speaker presentation was formed as a response to the general sentiment of CSAC that an uplifting and inspiring talk might serve the staff populace better than a Town Hall meeting during Staff Celebration Week. This was our 3rd Annual Motivational Speaker presentation. Finding a speaker that could boost staff morale was one of the primary directives.

CSAC was positioned to look into possible motivational speakers as guests for CSAC. The local speaker donates their services. The focus of the committee was finding a speaker that was motivational, empowering and able to speak to staff regarding the collective strength of character and partnerships.

Hazel Ando was able to secure a speaker that CSAC agreed would be appropriate for this year's presentation.

Mark French, Alumni/Retired UCSB Head Women's Basketball Coach & Director of Scholarship and Outreach for Alumni Association, was asked to speak on May 11, 2011. CSAC felt Mark French could pass on words of wisdom to staff due to his 25+ years at UCSB as an alumni, coach and director.

The title of the presentation was "Staff Coming Together as a Team; A Gaucho Tradition". The presentation was in the Pollock Theater.

Mark French's presentation was attended by around 40 staff. The event ran smoothly in the beautiful Pollock Theater. SCW Chairs received positive feedback from the presentation.



**REPORT TO THE CHANCELLOR
FROM THE STAFF SOCIAL SUBCOMMITTEE
2010-2011**

The Staff Social Subcommittee is a joint subcommittee composed of members of CSAC, Staff Assembly, PWA and ABOG. This year with the strong collaboration of several groups the duties were split effectively. The Staff Social is held during staff celebration week and offers the opportunity for staff to network with colleagues from various departments across campus.

This year was the fifth annual staff social, and the event was huge success. Attendance has continued to increase each year. With increased attendance the subcommittee was able to expand the event, offering full catering, prizes and entertainment to honor all UCSB staff. Many staff member commented on how much they enjoyed the time and that they had been unaware of Staff Social in the past.

The subcommittee sent funding requests to all Vice Chancellors, Deans and Directors asking them for support for this event. Many of them responded by donating funding and/or door prizes. The funding support totaled \$2,400, which was used for catering provided by UCen Catering as well as the purchase of decorations, prizes, table rentals, music and other expenses associated with the event. Approximately \$800 of the funds raised will be carried forward for the expenses next year. While there was not a noticeable commitment from outside vendors, the budget was able to cover the purchase of appropriate gifts.

Recommendations:

The subcommittee would recommend continuing to seek funding from Vice Chancellors, Deans and Directors to support the Staff Social.

The subcommittee recommends that coordinators continue to work with UCen Catering on a specialty menu for the event and that future groups continue to work with AS to provide recycling bins, waste and composting.

Goals for the Future:

The subcommittee would like to see this event continue, becoming recognized as one of the yearly events sponsored during Staff Celebration Week.

We would also like to see continue to see attendance and participation of an even broader range of staff. We hope that this can be accomplished by continuing to rotate the location of the venue to reach out to different staff groups in various areas of the campus.

Committee Members:

Sandra Camp, Chair
Dana Huffman
Rey Pacheco
Barbara Piszczek



**REPORT TO THE CHANCELLOR
FROM THE STAFF ISSUES COMMITTEE
2010-2011**

The CSAC Staff Issues Committee works towards addressing staff issues in a productive and meaningful way. In monthly meetings, the committee discussed different modes of exploring identified staff issues on campus. In late spring, we sponsored an open forum to offer the staff community an occasion to learn more about the present and future fiscal state of UCSB, a pressing concern for many staff members on campus. Executive Vice Chancellor Gene Lucas spoke and answered staff questions as a member of the Chancellor's Coordinating Committee on Budget Strategy. This event was supported by endorsements from the Academic Business Officers Group, Staff Assembly, and CSAC. We were pleased with the results of the forum and received very positive feedback from the eighty staff members that attended the event.

RESEARCH AND RECOMMENDATIONS

The Staff Issues Committee would like to make the following suggestion:

With the success of the first staff forum, the committee concludes that a clear need for such forums that explore a wide range of issues affecting staff members exists. The committee suggests that UCSB administrators, particularly those in central administration on campus, be willing to participate in staff forums in the future. The Committee very much appreciated Executive Vice Chancellor Gene Lucas' willingness to speak to staff and to answer questions that staff posed about the University's budget.

GOALS FOR THE FUTURE

In the future, the Staff Issues Committee hopes to hold quarterly forums that address a variety of different issues that concern staff on campus including the budget, health-care, job security, retirement, promotion, being successful at the University, as well as career development. In order to identify additional points of interest, the Committee would like to conduct a survey of Staff on Campus. The Committee would also like to assert a more visible presence on campus through social media and tabling at campus events in the hopes of offering staff members yet another opportunity to address their questions and concerns.

Committee Members:

Emily Parsons, Chair
Tim Sullivan
Lia Cabello
Jose Raygoza
Judy Zachary



**REPORT TO THE CHANCELLOR
FROM THE S-LIST COMMITTEE
2010-2011**

The S-List was launched in December of 2010. Following a PR campaign that included some printed material and a great deal of “word-of-mouth,” membership to the S-List quickly surpassed that of the original CSAC-L list. As of this writing, the S-List has 748 subscribers.

The new staff listserv has been used by CSAC and Staff Assembly to disseminate information about events sponsored by the aforementioned organizations. The S-List has greatly improved the response to the CSAC-facilitated nominations process for campus committees. Lynn McLaughlin-Hill has been instrumental in the listserv’s success by forwarding pertinent D-List announcements to its subscribers.

At the beginning of May a memo was sent to CSAC-L subscribers informing them of the impending dissolution of the listserv and asking them to subscribe to the S-List. As of July 1, the CSAC-L listserv has been offline.

The S-List Committee makes the following recommendations for next year:

- The original agreement reached by the committee and various representatives from campus departments allowed for use of the S-List by CSAC and Staff Assembly exclusively. The committee hopes to open a discussion with said representatives about extending the permission to other campus organizations dedicated to UCSB Staff issues.
- The original agreement was for a one-time e-mail to all staff title codes asking UCSB staff to opt-in to the S-List. In order to inform new UCSB staff about the S-List the committee suggests the inclusion of the listserv invitation in HR’s New Employee Orientation presentation and materials.

Committee Members:

For CSAC

Kathy Murray

Ryan George

Christopher Wilderman

For Staff Assembly

Martha Olsen,

Kim Summerfield,

Lydia Davenport



**REPORT TO THE CHANCELLOR
FROM THE PROFESSIONAL DEVELOPMENT COMMITTEE
2010-2011**

Professional Development

The Professional Development committee worked to identify and discuss challenges surrounding opportunities for UCSB Staff.

RESEARCH AND RECOMMENDATIONS

The Professional Development Committee of 2010-2011 researched three prior attempts for the development of a Campus-wide Mentorship Program for Staff. Numerous documents and files were put together for various programs that included Mentorship Proposal of 2008, which was proposed as a two year program that included an initial assessment, workshop classes, and match with a mentor. Another proposal for a Mentorship Program was submitted in 1996 and prior to that in 1992. Committees have been formed and much work has been done to construct Professional Development opportunities. However, at this time, UCSB does not have a department or budget to take the lead in this effort. Additionally, each time this effort has been put together it has had minimal success.

We met with the Acting Director of Human Resources to explore the potential of a mentorship program. She advised us that given the current economic climate, furloughs, and issues around job security that implementing a Mentorship Program now would be untimely. Additionally, she expressed that Human Resources is not currently in the position to head up this effort without a permanent director.

We also reviewed existing programs on campus; the Student Affairs one-day retreat, MSAP Training at Arrowhead and Letters and Science Leadership Program. Each of these programs has their strengths; however the financial requirement and/or the eligibility limitations overshadowed their value as a whole. We also reviewed Housing & Residential Services internal model of the Professional Competency Program. When we evaluated this program we noticed that the focus is on the individual and the recognition and development of core values. This personal development carries over from personal into professional life. Additionally, this program has a multi-tiered structure and has the capability of reaching large numbers of people at once.



The Professional Development Committee makes the following suggestions:

1. On the matter of **implementing a Mentorship Program**, the committee has come to the conclusion that it is necessary that a budget be allocated and a Department is selected to host and to lead this program.
2. The committee would suggest that the Mentorship Program in its present design is too cumbersome and the Human Resources Department does not have time or resources to manage it.
3. The committee would suggest we shift focus to the development of individuals. We could model the Professional Competency Program that has been successful and flourishing in Housing & Residential Services for over 14 years.
4. The committee humbly suggests that a budget be established and an individual's be selected to participate be a pilot group program. The training of this pilot group would be facilitated by members of the existing Housing facilitators.

GOALS FOR THE FUTURE

1. Select 10-12 staff individuals to begin a pilot program modeled after the Professional Competency Program to be facilitated by Housing trainers.
2. Evaluate program success and implement to two more groups.
3. Create a training program for graduates of the Professional Competency Program to become facilitators.

Committee Members:

Kimberly Tapia, Co-chair

Tim Sullivan, Co-chair

Lia Cabello, Member



**REPORT TO THE CHANCELLOR
FROM THE WEBSITE (MARKETING/PUBLIC RELATIONS) COMMITTEE
2010-2011**

The Website committee developed an ambitious set of goals to assist the Council as it sought greater visibility within the campus community. In our initial meeting we identified four areas in which work could be done: Website, Tabling, Publications and Survey. At CSAC's November meeting, the Council agreed to recognize the expanded scope of our committee's goals. Due to time constraints, the committee was unable to devote time and energy to each of the four areas. During the year, CSAC was introduced at two UCSB Basketball games thanks to the efforts of council member Hazel Ando. We also had representatives tabling at the Staff Reception during the All-Gaucha Reunion. Member nametags were designed and worn during events. Emily Parsons established a Facebook page for CSAC and the committee met with web-master Andy Satomi to discuss the future of the CSAC website. Minor changes were made to font size and navigation buttons. We also agreed to add photos to the member biographies. Ultimately, the committee determined it was more prudent to develop a means of collecting information about how the website is being utilized before any major changes are implemented.

The Website Committee makes the following recommendations for next year:

- The Council should continue to establish a presence on campus by participating in events and activities, co-sponsoring staff events and seeking opportunities to comment on campus issues.
- The committee will work on printed materials for tabling at events.
- The Council should consider contributions to campus publications including the 93106 and the Staff Assembly Newsletter.
- The Council should consider developing a survey to gauge UCSB Staff's awareness of CSAC and its mission.
- A brief survey may be attached to the website to gather information about what visitors are searching for and whether or not they were able to find it.
 - A focus group may be helpful in determining how the website can be redesigned or reorganized.
- A media library with photos and videos of CSAC and staff events should be added to the website.
- The committee should work more closely with the Nominations committee to develop an online form to facilitate the membership nominations process and to provide the results of campus-wide nominations calls.

Committee Members:

Ryan George
Mary Hilligoss
Emily Parsons
Barbara Piszczek
Judy Zachary-Smithson



Chancellor's Staff Advisory Council (CSAC) Bylaws

Approved by CSAC voting membership and The Chancellor March 10, 2011

I. Purpose

The Council actively researches and identifies UCSB staff issues and reports these issues directly to the Chancellor. The Council also provides advisory services to the Chancellor and other senior administrators on campus policies, procedures, and long-range plans pertinent to staff.

II. Membership

A. Size and Constitution of Council (23 Total):

1. 21 career staff employees.
2. One Chancellor's Office representative (appointed by the Chancellor).
 - This is a non-voting position.
 - Advises CSAC on issues as needed.
 - May advise on committees, subcommittees and ad hoc committees, as needed.
3. One Staff Assembly representative (to be chosen by Staff Assembly annually).
 - This is a non-voting position.
 - Acts as liaison between Staff Assembly and CSAC.
 - Does not serve on committees, subcommittees or ad hoc committees.
4. The Council shall strive to maintain a diverse membership through the recruitment of outstanding staff representatives from every division within the campus organizational structure.

B. Terms of Appointment:

1. Each member shall serve three (3) Council years (September 1 through August 31).
2. Resignations:
 - If a first year member resigns *within* the first four (4) months of an appointment year, a list of candidates shall be sent by the Nominations Committee to the Chancellor to fill the vacancy.
 - If a first year member resigns *after* four (4) months of an appointment year, the position shall not be filled until the next normal appointment cycle.
 - If a second or third year member resigns at any time, the position shall not be filled until the next normal appointment cycle.

C. Expectations of Active Membership:

1. Attendance at twelve (12) monthly meetings.
2. Involvement in at least one committee, subcommittee and/or ad hoc committee.
3. Minutes taken in alphabetical rotation by last name of first year members. Those who miss their turn shall be reassigned at the next meeting. The current year's Co-Chairs are exempt from taking minutes.
4. Continued membership shall be reviewed by Co-Chairs periodically. Co-Chairs shall have the authority to request the resignation of inactive members.
5. Assist the Staff Celebration Week Committee during Staff Celebration Week.
6. Solicitation of new members.



D. Nominations for Membership:

1. Self or other from campus at large.
2. Council shall present all appointment recommendations, including those in excess of the number of council vacancies, to the Chancellor for endorsement.
3. Re-appointments may occur after a one year break or by vote of the Council.
4. New members and nominees not selected shall be notified by the Chancellor's Office.

E. Representation:

CSAC members shall appoint from within the membership, or staff at large, representatives to serve on other staff organizations.

III. Meeting Protocol

A. Parliamentary Authority:

The "Standard Code of Parliamentary Procedure" (Robert's Rules of Order) shall govern CSAC.

B. Quorum:

The majority of CSAC membership shall constitute a quorum of that body. At the discretion of the Co-Chairs, voting may be by secret ballot or by show of hands. A simple majority vote of the voting members of quorum constitutes approval.

C. Amendments to the Bylaws:

These Bylaws may be amended by a two-thirds vote of the voting members. At the discretion of the Co-Chairs, voting may be by secret ballot or by show of hands. A copy of the proposed amendment shall have been made available to every voting member at least ten days before it is voted upon. Amendments to the Bylaws are subject to approval by the Chancellor.

D. Suspension of Bylaws

One or more requirements of these Bylaws may be temporarily suspended by a two-thirds vote of the voting members. A motion for such suspension must include a list of all the provisions to be suspended, the reason for the suspension and the period of the time (up to one CSAC year) during which the suspension shall be in force. At any point a two-thirds vote of voting members may rescind the suspension of Bylaws as noted above.

IV. Structure

A. Co-Chairs (2 members):

Elections of the Co-Chairs shall be held in June by ballot. The term of each Co-Chair is one (1) year, September 1 through August 31, allowing for two (2) consecutive terms, maximum. If a second term is needed, it shall be determined by a majority vote of the Council. The two members should have different lengths of service within CSAC. Anyone within CSAC can nominate another member or self-nominate. Nominations shall be coordinated by the Nominations Committee. If a Co-Chair position becomes vacant due to voluntary resignation, removal, or any other cause, a special election, coordinated by the Nominations Committee, may be held to elect a new Co-Chair. The newly elected Co-Chair shall complete the



predecessor's remaining term and this completed term shall be in addition to the allowed term limit.

Co-Chair responsibilities include, but are not limited to:

1. Convene meetings; set agendas.
2. Insure compliance with membership requirements.
3. Arrange for minutes to be taken and distributed.
4. Maintain an organized archive of agendas, minutes, committee, subcommittee and ad hoc committee reports and a record of any exceptional acts taken.
5. Submit annual Executive Report to CSAC and the Chancellor.
6. Serve as the Executive Committee, meeting with the Chancellor and discussing issues of concern with the entire Council.
7. Review Bylaws with the Council.

B. Committees:

Under the leadership of the Council, committees address specific projects and issues and are led by one Chair or two Co-Chairs, selected by the committee membership. Membership is encouraged to consider experience with committee subject matter when choosing Committee Chair(s).

Committee Chair(s) responsibilities include, but are not limited to:

1. Convene meetings; set agendas.
2. Take minutes or arrange for them to be taken and distribute at the monthly CSAC meeting.
3. Maintain an organized archive of agendas, minutes, committee, subcommittee and/or ad hoc committee reports and a record of any exceptional acts taken.
4. Serve in an advisory role to the CSAC Co-Chairs.

i Staff Issues Committee (2-3 members):

Actively research and identify key staff issues requiring further investigation and advising. The Council shall vote on whether a Subcommittee or Ad Hoc Committee shall be formed to pursue the issues identified.

Staff Issues Subcommittees and/or Ad Hoc Committees:

The members chosen for the Staff Issues Subcommittees and/or Ad Hoc Committees shall be decided by vote of the CSAC membership. Subcommittee membership shall be on a standing basis so long as there is a need for concentration on the issues. Ad Hoc Committee membership shall be formed on a temporary basis until satisfactory resolution of the specific issue is reached.

Staff Issues Sub Committee and Ad Hoc Committee responsibilities include, but are not limited to:

1. Further research items identified by the Staff Issues Committee that need attention.
2. Make recommendations on these issues in the form of a report to be given to the Chancellor or other senior administrators. These reports could be included in the



annual executive summary and may also be presented on an as needed basis throughout the year.

3. Seek consultation from non-CSAC members when needed.

ii Nominations Committee (2 members):

The two CSAC members should have different lengths of service within CSAC. One shall serve as the Chair and one as a member/apprentice with the intention of moving into the Chair position the following year. The Chair shall be the more senior member of the Council/Committee.

Committee responsibilities include, but are not limited to:

1. Coordinate nominations from CSAC, Staff Assembly, and campus at large.
2. Coordinate the Co-Chair nominations process.
3. The Committee shall report back to the Council with final nomination results.

Nominations Process:

1. Nomination calls are sent to CSAC, Staff Assembly and the campus at large via all appropriate mechanisms.
2. Nominations are sent from the campus community to the Nominations Chair.
3. The Nominations Chair sends the names to CSAC and the Staff Assembly Co-Chairs for ranking.
4. After the Nominations Chair receives rankings back, the results are sent to the requesting group and the CSAC and Staff Assembly Co-Chairs.

Co-Chair Nominations Process:

1. In April, contact all 1st and 2nd year members to inform them of the opportunity run for Co-Chair. Gauge interest, solicit questions regarding responsibilities and discuss responsibilities of the position. Encourage the entire Council to motivate others to self-nominate.
2. The Committee shall present list of names to CSAC at the May meeting and will ask for additional nominations.
3. The Committee shall prepare and print final ballot form to be used for voting at the June meeting.

iii CSAC Web Site Committee (1-3 members):

Coordinate materials for the CSAC web site (<http://www.csac.ucsb.edu>) with a designated staff member from the Chancellor's office.

Committee responsibilities include, but are not limited to:

1. Send minutes for archives.
2. Send member profiles for updating.
3. Send announcements and photos for posting.
4. Send other CSAC content as needed.



iv Staff Celebration Week Committee (6 members):

Plan the schematics and layout for the luncheon and other activities during Staff Celebration Week.

Committee responsibilities include, but are not limited to:

1. Plan the Staff Celebration Week Luncheon. Arrange catering, equipment rentals (i.e. tables, chairs, stage, sound equipment), entertainment, event timeline, and promotion materials.
2. Plan additional events of Staff Celebration Week in collaboration with other staff groups at the discretion of the Council.

v Orientation Committee (2 members):

Orient new CSAC members at the start of the year on CSAC's purpose, procedures, and structure. Continue to serve as mentors for the new members throughout their first year.

C. Ad Hoc Committees:

Ad Hoc committees shall be formed either at the request of the Chancellor, or by vote of the CSAC membership. These committees shall address issues that need immediate and/or short-term attention. Membership shall be on a temporary basis until satisfactory resolution of the specific issue is reached and/or the task is completed.