

November 3, 2014

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 2013-14 Annual Report

In September of 2014 CSAC invited Miles Ashlock and Danielle Quinones from the Office of Student Life to facilitate our annual retreat. Our goal for the retreat was to connect with the new members and start brainstorming topics we would like to tackle/address this year. Since we had new, current, and outgoing members in attendance we were able to pool together the energy of new members and knowledge of current and outgoing members into one space. The retreat provided the opportunity to get to know each other, our personal values and committee values. This time together laid the foundation for us to move forward and work together as a cohesive unit. We also asked current member Rick Van Hoorn to provide group building exercises which really brought the group together physically and verbally. Since the committee had an overflow of ideas, we decided to have each subcommittee determine the goals for their group.

Development Committee:

CSAC proposed and passed a new subcommittee on our council this year. The Development Committee is tasked with soliciting and securing donations for CSAC (focusing primarily on in-kind gifts this year), proper processing of the donations working with central development and follow-up with donors. This committee secured many donated items for the Chancellor's Staff Appreciation Luncheon, helping keep costs down. We hope the committee can contribute even more next fiscal year.

Website/Marketing Committee:

CSAC combined the website/marketing committee and launched a redesigned website this year. The committee worked with the Chancellor's IT Staff to redesign the website, making it more user friendly, up-to-date and hopefully drive more traffic to the site and create awareness about staff issues and activities.

During the 2013-14 year, CSAC's primary focus was to increase visibility throughout the campus and community and to address topics that are of concern to UCSB Staff. 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 council members.

Sincerely,

Christina Baglas

Co-Chair, Chancellor's Staff Advisory Council, 2013-14

Director of the Annual Fund, Department of Athletics

Nicole Zavala

Co-Chair, Chancellor's Staff Advisory Council, 2013-14

Personnel Analyst, Marine Science Institute

CSAC Membership 2013-14

Christina Baglas, Athletics

Emily Boone, Recreation Department

Maria Coombs, Housing and Residential Services

Nora Crutcher, Economic Forecast Project

Tracee Davis, Psychological-Brain Sciences

Erica Diaz, Chemical Engineering

Lucy Diaz, Student Health

JudyAnn Dutcher, Associated Students

Kim Dwire, Housing and Residential Services

Alejandra Green, Development and Public Affairs

Shayna Ingram, Institute for Collaborative Biotechnologies

Amy Jacobs, Physics Department

Taggart Malone, Recreation Department

Nicole McCoy, MCDB and BMSE

Cara O'Callaghan, Recreation Department

Carol Saucedo, OEOH/Title IX Compliance

Kayla Smith, Athletics

Doug Truong, UCSB Foundation

Rick Van Hoorn, Recreation Department

Alma Villa, Admissions Office

Nicole Zavala, Marine Science Institute

Viena Zeitler, Kavli Institute for Theoretical Physics

Diane O'Brien, Chancellor's Office Representative

Staff Issues Subcommittee:

Committee joined forces with ABOG, Staff Assembly, and PWA to address issues that were recognized in the 2013 Engagement Survey. Those items identified were: Communication, Professional Development, and managing change.

Initial Goals:

This Committee decided to put energy in the Communication issue – trying to create the S-List as “Opt-Out” for as many staff on the list serve and informed of pertinent Campus information.

This joined committee met with several Campus Representatives regarding this issue, specifically Joel Michaelson, interim Executive Vice Chancellor; Maria Herrera Sobek, Associate Vice Chancellor, Diversity, Equality, & Academic Policy; Ricardo Alcaino, Director & Title IX Coordinator; John Longbrake, Associate Vice Chancellor News and Communications; Farfalla Bora, Employee & Labor Relations Manager, Denise Stephens, Chief Information Officer.

Support of the S-List came from Farfalla Bora, John Longbrake, and Joel Michaelson

Suggestions for the future:

To gain approval in the S-List to be “Opt-Out”

Nominations Subcommittee:

The nominations committee assists with the appointment of staff members to a variety of committees on campus.

Initial Goals:

Our goal was to work within University protocol to ensure that on campus committees are able to select a new staff representative in an informative and timely manner.

Accomplishments:

Student Resource Center Governance Board New Staff Rep. – Kelly Erland

Campus Regulations Committee New Staff Rep. – Haley Orton/Rod Tucknott

Chancellor’s Sustainability Committee New Staff Rep. – Alexandra Regan

Parking Rate Payer Board New Staff Rep. – No one chosen

Gevirtz Graduate School of Education Dean Search Committee: Miles Ashlock

Website/Marketing Committee:

The council amended its bylaws to combine the s-list and website committees into a single committee, now called "Marketing and Outreach." The two committees' work intersected and overlapped on a regular basis, so it was a natural fit.

The Marketing and Outreach committee successfully launched a new version of the CSAC website, with the help of the Chancellor's IT staff (particularly Andy Satomi). The council had wanted to develop a new website for several years. This year's committee designed the new website format and generated content for the site. A committee member with strong web skills created a testbed to demo the site. The Chancellor's IT staff was able to launch the new version of the site prior to Staff Celebration Week. We received praise from around campus for the design, feel, and utility of the site. The intention of the website is to represent CSAC's critical and extensive work on behalf of staff interests, attract interest in membership on CSAC, and advertise various staff-related events. The committee sought to make the site timely, informative, and easy to navigate, like the sites of similar organizations at UC Berkeley and UC Irvine. The committee expects average monthly traffic to the CSAC site to increase due to the extensive updates.

We are grateful to the Chancellor's IT staff for their availability and skills. The committee continues to hope that a skilled committee member could have access to update the website directly, so that we do not have to impose on the Chancellor's IT staff; however, we understand that at this time it is not possible. We recommend that next year's committee meet with the IT staff at the beginning of the year to continue our good relationship; they should also plan to update the website on a semi-regular basis (at least monthly) to ensure that the CSAC website maintains its timeliness

Staff Celebration Week Committee:

It was the goal of the Staff Celebration Week Committee to promote a variety of events and activities, attracting staff from all over campus. Every year we get a number of wonderful volunteers who host these activities, and this year was no exception. We reviewed the statistics from last year and decided to discontinue a few activities that were not well attended in the past. We added some new events to the list in their place to keep the week fresh and exciting for the staff.

The luncheon was a huge success and seems to work well as the "kick-off" event on Friday before Staff Celebration Week. This year we added a rock climbing wall and photo booth to the event, and we plan to do so next year.

Some campus staff members continue to report that they are unable to participate in the events because they do not have permission from their supervisor. Overall, the week was a great success and we believe staff felt appreciated and enjoyed the events.

Suggestions for Next Year:

The registration process could use some fixing up. There was an issue with the host of the activity allowing folks to register with them instead of through the CSAC website, which resulted in over-enrollment. This can be fixed with better communication about the registration process to the hosts.

There continues to be an issue with support from some campus supervisors. The chancellor's letter is vital and might be more poignant if put in print and sent to campus departments.

The Chancellor's Staff Appreciation Luncheon could use a better sound system. It is difficult to hear the speakers if one is not in the front of the crowd.

Staff Issues Professional Development Subcommittee:

The Staff Issues-Professional Development committee works on providing services that improve professional development of UCSB campus staff.

Initial Goals:

Provide a new staff Welcome-Wagon-present tips and resources to new staff as well as current staff at a learn-at-lunch event

Hold the event in the spring

Assist Gaucho U cohorts with any professional development projects

Accomplishments:

Established Categories of resources for learn-at-lunch: staff development, campus resources, employee discounts, fitness, S-List, acronyms, parking and transportation, event tickets, and clubs

Compiled a document (one-stop shop) with all resources that could be accessed on the CSAC web page

Developed a power point presentation for a learn-at-lunch event

Representation on the Gaucho U Mentor Connection program committee

Suggestions for the future:

Continue to work with HR on presenting this material at a learn-at-lunch event

Determine how many times a year to do this

Suggest this as a Gaucho U project that CSAC would assist with

Development Subcommittee:

This committee was established at the suggestion of previous CSAC subcommittees. Prior to the 2013-14 academic year, this committee had been informally created and had a draft of bylaws. The first thing that we did was establish campus personnel who would be key players in creating this subcommittee. Diane O'Brien, Executive Assistant to the Chancellor and Chris Pizzinat, Deputy Director of the Office of Development were a huge help in getting this process started. The committee submitted a draft of the bylaws to both Diane and Chris, and with a few minor adjustments from the Chancellor, the bylaws were voted on during our December CSAC meeting. Below is additional information about the progress this subcommittee made throughout the year.

Accomplishments:

Jordano's Inc. donated 3,000 of the following items: plates, cups, napkins, knives, and forks.

Marborg donated trash bins for the Chancellor's Staff Appreciation Luncheon, including the delivery and pick up.

10 rolls of table paper were gathered from the Santa Barbara News Press (none of them were used). These will come in handy when covering the table for the Chancellor's Staff Appreciation Luncheon in the future.

This committee was able to get the climbing wall from Recreation donated for the Chancellor's Staff Appreciation Luncheon. The climbing wall was a big success!

With the addition of a photographer for the Chancellor's Staff Appreciation Luncheon, all staff were able to have their picture taken and then retrieve the photos from the website of the photographer.

Created a Letter of Appreciation (that was approved by CSAC co-chairs, Diane O'Brien, and Chris Pizzinat) that was sent to all donors following Staff Celebration Week. A copy of the letter has been placed in dropbox for future use.

Committee Members' Feedback:

Now that we are an official committee, we can (and should) start securing donations a little earlier. We can also more actively reach out to CSAC event committees at the beginning of the year and try to get a comprehensive list of requested items for our events so we have more lead time to work on them.

The Development Committee made great strides this year thanks to the initiative and leadership of Kayla Smith as well as the work of the committee. We were able to establish official status in the bylaws, became organized and efficient, and offered great support to the other committees in CSAC. The committee can only grow stronger and more productive with the great foundation established this year.

Donations are wonderful and often come in large boxes. With no formal place to keep donated items, they are being stored in the Intercollegiate Athletics Building on campus. This committee should consider finding a more central place to store items throughout the year.

Having the Development Committee spreadsheet was very helpful. We all were able to access the document on dropbox and we knew the status of donations by way of email to and from each other.

I feel that we had a successful year as we were led by a consistent leader. Kayla's persistence helped us make the Development committee an official subcommittee as well as helped us implement a system for receiving and recognizing donations/donors. And a result we assisted other subcommittees in obtaining goods/services for events and will continue to do so.

I think the committee covered the full spectrum, from establishment to procedure. This makes it nice for future team members to continue the work and hit the ground running with procedures in place.

Social Activities Subcommittee:

This year the Social Activities Committee continued their efforts to provide social gatherings for both the UCSB general staff as well as members of the CSAC committee. This is an important component of CSAC because this is the way the members can bond and get to know each other. With that sense of community established, we can then work well in a productive and motivated way to bring that sense of community to the UCSB staff community-at-large.

Initial Goals:

To support CSAC in their efforts to bring social gatherings to the UCSB community as well as to enjoy social events within the committee itself

Accomplishments:

The CSAC SAC committee's big event for the year is the Winter Warmer. This year we had a change of location (in front of Cheadle rather than the courtyard) and that seemed to work well. We had a great number of enthusiastic vendors and happy staff members who enjoyed the complimentary cookies & coffee/cider. This event is also a nice way for CSAC to collaborate with Staff Assembly, ABOG & PWA.

The CSAC SAC committee also attended UCSB games for Men's Soccer & Men's Basketball.

We also provided support to the Staff Celebration Week Committee for Staff Celebration Week as well as the Staff Social.

The last gathering of the year is our CSAC SAC potluck which was a nice way to celebrate a successful year.

Suggestions for the future:

We will continue to meet socially during the summer and look forward to a social get together when CSAC has it's Fall retreat. A suggestion would be to have co-chairs for this committee and that both be a 2nd and 3rd year member so the committee has continuity throughout the years.