



Chancellor's Staff Advisory Council Minutes for January 14, 2010

Members Present: Mayra Alcala, Barbara Byrge, Sandra Camp, Ryan George, Andrea Helfer, Melanie Hoven, Sally Lombrozo (co-chair), Margaret McMurtrey, Julie Miller, Michelle Morris, Kathy Murray, Eve Rothfarb, Kori Soltz (co-chair), Kimberly Tapia, Christopher Wilderman, Lydia Davenport

Non-Voting Members: Lydia Davenport

Members Absent: Christine Griffin, Tom Hastings, Denise Rinaldi, Kevin McCauley

Meeting called to order in Cheadle Room 5123 at 10:05 a.m.

I. Welcome and Approval of December Minutes (10:05 a.m.)

- Motion by Andrea: December minutes approval. The motion was seconded by Kathy, abstained by Melanie, and passed unanimously.

II. Old Business (10:10 a.m.)

- Discussion to table the issue: wording in by-laws, to correct sub-committee vs. council references. Final draft for approval will be sent out before the next meeting for review. Andrea and Margaret will provide new language to include and Eve will check nomination language (may not need any changes in by-laws and may just be in job description).

III. New Business (10:15 a.m.)

- Sally announced that in addition to replacing council member Joseph Kralick (moved to Australia); there will be a late nomination call to replace Maura Jess.
- Motion by Margaret: Vote to add Hazel Ando to membership to replace Joe. The motion was seconded by Eve and passed unanimously. The new member's name will be submitted to Kevin for the Chancellor's approval.
- Andrea had a question about whether the four months of service is from the first of the year or of the member's term of service. Another question was whether EAP staff are allowed to join since they are system-wide. The council agreed that the interested staff would be considered, but final approval would come from the Chancellor.
- Discussion ensued about speaker format and how to restructure and remain dynamic and not repetitive for returning members each year. Barbara will write up ideas and guidelines to present to the council. Speakers must always have a value and should not just be scheduled to fill a spot. It is still important to include those that solicit the council. Let the speaker determine how much time they will need and schedule speakers during the first half of meetings. Make sure the topic is relevant and not just "cookie cutter" info from website. Priscilla Mori from the Ombuds Office was recommended to come and speak. If anyone has ideas for additional speakers please email Kori and Sally.

IV. Report from Staff Assembly Representative (10:30 a.m.)

- No report at this time, Lydia was not able to attend the last meeting.

- CSAC would like to get more involved with the creation of the S-List. Kathy proposed to have another meeting to check the status of the S-list and to get it going again if possible. HR has concerns about the information going out to staff and represented employees. Discussion about why D-list does not work and why some staff and faculty never get important information – maybe we should focus on fixing these problems instead of creating an S-list. Idea to also have a list where members opt-in to bypass any rules or staff issues – similar to Facebook – Andrea will look into making a Staff Celebration page. Tabled issue for next meeting.
- Eve explained that all staff are eligible for notification of committee nominations. She maintains her own list and adds people in manually.

V. Committee Reports (10:45 a.m.)

- CSAC Website Ad Hoc Work Group – Ryan reported that he met with Andy to discuss Facebook and marketing for Staff Celebration Week.
- Housing Ad Hoc Work Group – Sandy had no report at this time – there was a speaker from the real estate market but she was not able to attend.
- Nominations – Eve had no report at this time and confirmed that she will send out new CSAC Council nomination.
- Staff Celebration Week/Luncheon – Andrea reported that the meeting went well and new division of duties have been allocated. The committee needs more help if anyone else would like to join. The budget will be discussed at the next meeting.
- Staff Issues – Kathy had no report at this time.
- Staff Issues Ad Hoc: Professional Development – Margaret reported that they will contact Cynthia Cronk in HR to find out status of mentorship project. Any council members are invited to their next meeting to discuss what professional development issues to investigate.
- Staff Issues Ad Hoc: S-List – already discussed under Staff Assembly report
- Staff Issues Ad Hoc: Work/Life – No report at this time, but will meet soon.

VI. Co-Chair Reminders (11:15 a.m.)

- A few bios are still missing from the website; please send them to Kori and Sally as soon as you can.

VII. Items for Next Meeting (11:20 a.m.)

- Tom will take minutes at the next meeting. Due to staff leaving the council, some may end up taking minutes twice.
- Willie Brown will speak at the next meeting; send questions for him to Kori.
- Discussion about speaker format and by-law approval will continue at the next meeting.

VIII. Time for Committee Break-Out Sessions if Desired (11:25 a.m.)

Handouts Included

- CSAC By-Laws: draft revisions for those who missed last meeting

Meeting adjourned at 11:14 a.m.

Next CSAC Meeting: February 11, 2010, 10:00 am – 12:00 pm, Cheadle 5123

Minutes submitted by Julie Miller