



## Chancellor's Staff Advisory Council Minutes for November 10, 2010

**Members Present:** Mayra Alcala, Hazel Ando, Sandra Camp, Ryan George, Mary Hilligoss, Julie Miller, Barbara Piszczek, Timothy Sullivan, Kimberly Tapia, and Christopher Wilderman

**Non-Voting Members:** Kevin McCauley, Lydia Davenport

**Members Absent:** Lia Cabello, Natalie Fawcett, Sally Lombrozo, Kathy Murray, Emily Parsons, Jose Raygoza, Denise Rinaldi, Nadia Tapia, Mary York, and Judy Zachary-Smithson

Meeting called to order in Cheadle 5123 at 10:09 a.m.

### **I. Welcome and Approval of Minutes (10:10 a.m.)**

- As there was not a full quorum, approval of minutes could not be voted upon. No changes were suggested.

### **II. Biographies for Website by Ryan George (10:12 a.m.)**

- Ryan has most of the bios from the council. Mary Hilligoss and Tim Sullivan, of members present, said that they would send their bios by Friday.
- Ryan still needs pictures of members.
- Hazel suggested that we get a group picture taken at one of the council meetings.

### **III. Staff Assembly Report by Lydia Davenport (10:15 a.m.)**

- Lydia reported that the Staff Assembly budget has been completed – they will be spending all their allocated funding with no carry forward.
- Lydia said that the Staff Art Show at the Faculty Club opened on November 8, and will run until December 17. There are 17 artists, with 5 or 6 new artists. Staff Assembly is currently in talks to extend the show until February.
- Sandy Camp added that the newsletter is out and that Music won Best Department for the Halloween decorating contest

### **IV. Hazel Ando, Athletics (10:21 a.m.)**

- Hazel stated that she still needs responses to determine a date for CSAC to be honored at athletics events. She would like CSAC to be present for at least one men's basketball game and one women's basketball game
- Kim Tapia suggested that Hazel pick a date based on current responses, and then ask members to see who's available.
- Hazel said that she would send out a follow-up email to all attendees to email dates.

### **V. CSAC Vision/Goals: Strategic Planning (10:28 a.m.)**

- Mayra Alcala reviewed the Meeting agreements discussed at the Strategic Retreat on September 9 and stated that we had done very well keeping up with agreements.
- CSAC vision was reviewed and no changes were suggested.

- Mayra started the review of the goals. Kim suggested that we should fit the goals to the committees.
  - positive place for staff – Hazel suggested all committees feed into this vision
  - professional and personal development for staff – Professional Development
  - close communication between staff and Chancellor’s office – Co-chairs and Kevin
  - letting staff know results of nominations to calls for committee nominations – Nominations, Website, and Kevin
  - CSAC webpage include staff appointments - Website
  - ~~Improve communication lines with Chancellor’s office – (increase honesty in communications)~~ - this was deleted due to similarity with other goals
  - Get word out to staff about athletic events and other events for staff – S-list, Website
  - Get CSAC name out with students; have staff volunteer at student events; increase staff engagement in student events – Website, Marketing
  - Succession planning for staff; establish mentorship program for staff-so staff can transition upward – Professional Development
  - ~~Give voice to the engineering department staff to the Chancellor~~ – struck as too specific and similar to other goals.
  - Make sure employees feel more appreciated – Staff Issues, Staff Celebration
  - Address work-life issues – Staff Issues
  - Help foster sense of camaraderie – Staff Issues
  - ~~Create feeling of staff being “cared for” in the same way Residential Services and Student Affairs Divisions staff feel~~ – this was deleted due to similarity with other goals
  - Want to understand the issues; get to the source of the issues/problems, so can solve them. – Staff Issues
  - Empowering staff – S-List and Professional Development
  - Get more passion for CSAC and not let the “budget” stand in the way – All CSAC
  - Want CSAC acknowledged by campus - Marketing

## VI. **Committee – Staff Issues (10:45 a.m.)**

- Tim Sullivan, Chair, reported that the Staff Issues committee (Jose Raygoza, Lia Cabello, and Tim Sullivan) met to discuss the direction for the committee and reviewed the mission statement
- Tim reported that they developed ideas for outreach and communication, including: Survey, “Digiknow” cards, S-list, and tabling.
- The committee felt that one of the biggest problems was to determine how people can reach CSAC.
- They planned to review existing surveys
- Tim reported that the committee discussed the issue of implementation vs. idea for the S-List. Can we use the list for CSAC purposes or only to relay information? A survey through the S-List was one of the methods to reach out to staff.

- Ryan George said that implementation was the goal. He also named the Social Science Survey Center as a resource.
- Ryan also suggested an involved survey, with feedback from all committees, sent via the S-List.
  1. Kim Tapia noted that they were expensive, and that Survey Monkey would be easy to use.
- Sandy Camp asked who makes the S-List control decisions
- Ryan George reported that Kim will manage for Staff Assembly and Sally Lombrozo will manage for CSAC. Only Staff Assembly and CSAC will have control over the list.
- Chris Wilderman added that information that can be disseminated via the S-List includes: information regarding training opportunities, campus issues, emergency information, and any information approved for sending via the D-List.
- Human Resources has stated that no union information can be disseminated via the S-List.
- The Opt-In date was set for November 12.
- New staff employees will be sent an opt-in subscription e-mail.

#### **Professional Development Sub Committee**

- Tim Sullivan and Kim Tapia met to discuss Professional Development. Mary Hilligoss and Mary York were not in attendance.
- Professional Development has been called mentoring and job shadowing.
- Tim and Kim reviewed documents about idea and structure, and spoke with members of previous committees.
- Kim and Tim met with Trisha Hiemstra, Interim Director of Human Resources. She said that she is currently working two jobs at the moment. Any sort of program would require management and timing, which are not feasible at this time.
- Resources include: UCOP's Talent Manager, part of a system-wide initiative; UCLA mentoring model; and a report from UC Berkeley.
- Due to Clustering, some staff are being eliminated, so Kim felt it might cause discomfort among existing staff to have a person shadow them.
- Tim suggested that a pilot department might be appropriate.
- Chris Wilderman suggested that Student Affairs might work.
- Kim reported that a previous committee member said that some departments are running successful mentor programs. The member said it is about two to three departments, but is not sure which.
- Kim also noted that HR has cross-training, supervisory certificate program, and classes, which we will review.
- Tasks for next time
  - Committee will maintain status with Trisha.
  - Tim will review report from UC Berkeley and UCLA's mentoring model.
  - Kim will meet with past committee members on November 15.

#### **S-List Sub Committee**

- Ryan George e-mailed updated posters.
- The e-mail was to go out on November 12.  
Note: After the meeting, Ryan provided an update from Arlene Allen, who stated that the testing should occur next Wednesday (11/17/10).

## **VII. Committee – Nominations (11:01 a.m.)**

- Ryan said that there was no official report.
- The selections for the UCen Governance Board nominations were sent out.
- The Nominations Committee (Sally Lombrozo) will use the S-List for future calls and results.

#### **VIII. Committee – Staff Celebration Week (11:05 a.m.)**

- Julie Miller, Chair, reported that a small group met to discuss Staff Celebration – Julie Miller, Hazel Ando, and Mary York.
- No co-chair decided yet.
- They discussed the strategy and goals for this year’s event. Dates will be determined in January (late April or early May) and budget is not yet determined.
- Julie asked Kevin if it would be feasible to expand Staff Appreciation week to allow more people to participate. Kevin stated that it would lose “specialness.”
- Julie asked what was popular: ice cream social, staff lunch, staff social.
- Sandy suggested late night events for 3<sup>rd</sup> shift workers. Kevin reported that Staff Assembly did a Celebrate the Night with a budget requested through the Chancellor’s office.
- Chris suggested that something could be held in the HUB
- Julie said that the committee also considered motivational speakers and asked about funding for on or off campus speakers.
- Mayra said that there isn’t usually funding for the speakers. Previous speakers have been alumni and retired staff.
- Barbara Piszczek suggested piggy backing off of an Arts & Lectures event.
- Julie also suggested an after work event that would be with family at around 6 pm. It could be held at IV or Campbell Hall.
- Hazel stated that an RSVP list would be needed because of seating.
- Chris suggested that Julie should talk to Roman Baratiak, Film Manager for Arts & Lectures.
- Mary Hilligoss suggested the Pollock Theater. Barbara said that the Pollock Theater does not allow food, and rental costs would be sizable.

#### **IX. Committee – Website and Marketing (11:14 a.m.)**

- Ryan George reported that the Website Committee met, with Ryan George, Emily Parsons, Mary Hilligoss, Judy Zachary-Smithson, and Barbara Piszczek
- The committee suggested that the focus was: Website and Marketing.
- Marketing would focus on tabling and survey
- Website would focus on website and connection with school publications.
- Website could be served by reorganizing home page
  - Annual report should be highlighted on the main page.
  - Minutes posted in a more timely fashion.
  - Emphasize comments section to make it easier for visitors to find them.
  - Photos of council posted.
- Ryan also stated that the logo could be changed to say “CSAC” rather than “STAFF”
- Ryan reported that he would meet with Andy Satomi regarding providing ownership of website to a committee member.
- Ryan suggested that CSAC could partner with Staff Assembly for a small column in their quarterly newsletter.

- Committee will also discuss with other campus publications, including an introduction article with 93106.
- Ryan reported on the tabling
  - Venue decision: Need a location that is prime for staff, as well as an appropriate time.
  - Materials for hand-outs
  - Banner for table
  - Name Tag: Ryan is checking on costs
  - Contact sheet/cards: Kim Tapia listed that Vista Printing provides 250 free business cards.
- Ryan reviewed discussion about surveying, noting that we would have to decide if we would implement the survey ourselves via Survey Monkey or use the Social Science Survey Center. It was also noted that we would want to use a test group to determine the length of the survey.

#### **X. Clustering Report**

- Barbara had spoken to Lisa Daniels, Asst. Dean, Budget and Planning, Humanities and Fine Arts. Lisa provided the information.
  - She reported that prior to Clustering, the Division of Humanities and Fine Arts had spoken with Human Resources.
  - The Chairs meet with the Dean on a monthly basis.
  - Lisa meets with the Cluster Directors twice a month to discuss issues and is ongoing communication with the Directors via email and phone.
  - HFA is paying for members of the Phelps and HSSB clusters to attend an HR class, Restructuring Organizations in November.
  - Lisa said that it's an ongoing process and that the clusters are still getting used to the new set-up. It's similar to getting a new job.

#### **XI. Items for Next Agenda (11:29 am)**

- Mayra and Ryan noted that we needed to vote on forming a Marketing Sub Committee at the next meeting.
- Mayra asked members present how long they would be able to be present for our next meeting in December.
- Amy Jacobs is a possible speaker.

Meeting adjourned at 11:35 a.m.

**Next CSAC Meeting: December 9, 2010 at 10:00 a.m. – 12:00 noon, Cheadle 5123**

Minutes to be taken by: Timothy Sullivan

Minutes submitted by Barbara Piszczek