



Chancellor's Staff Advisory Council Minutes for December 9, 2010

Members Present: Mayra Alcalá, Hazel Ando, Lia Cabello, Sandra Camp, Ryan George, Sally Lombrozo, Julie Miler, Barbara Piszczek, Jose Raygoza, Denise Rinaldi, Tim Sullivan, Kimberly Tapia, Mary York, Judy Zachary-Smithson

Non-Voting Members: Kevin McCauley

Members Absent: Natalie Fawcett, Mary Hilligoss, Kathy Murray, Emily Parsons, Nadia Tapia, Christopher Wilderman, Lydia Davenport(non-voting)

Meeting called to order in Cheadle Hall Rm. 5123 at 10:14 a.m.

I. Welcome and Approval of Minutes (10:24a.m.)

- The October minutes were corrected to read that Sally Lombrozo was not on the Staff Celebration committee. The November minutes were correct. Both sets were approved unanimously.

II. Co-Chair Announcements (10:31a.m.)

- Ryan George reported that the CSAC nametag quote had been submitted to Kevin McCauley and was awaiting approval.
- Ryan George reported the website was undergoing changes and she had not been in contact with the technician but would be by the end of 2010.

III. Staff Assembly Report: Lydia Davenport was absent but Sandy Camp updated the committee (10:36 a.m.)

- Staff Assembly had begun discussing Staff Celebration Week
- The Staff Housing Committee was to meet the first part of January 2011.
- The Staff Award Committee was being formed.
- Staff Assembly discussed whether to include a CSAC column in the Staff Assembly newsletter but felt this was not a good time and that it might be possible sometime in the future. However, CSAC announcements could still be made in the newsletter.

IV. Hazel Ando, Follow up Athletic Event(10:41 a.m.)

- Dates have been chosen for the CSAC members to be introduced at Gaucho basketball games. The dates chosen were January 22nd, Women's game and February 16th, Men's game. Hazel will be mailing all CSAC members to get attendance confirmation for games so she can request tickets. Members are not required to attend both games but expected to attend at least one. Seating location, details of halftime introduction, and location of CSAC information table were still to be determined.

V. Committee—Staff Issues (10:44 a.m.)

- Staff Issues—Tim Sullivan reported that the committee had not met but were focusing on the use of surveys to obtain information from staff. It was discussed that there were existing surveys that had been done in the past and that we needed to locate them. It was also discussed that tabling could be used and we would need to identify areas that were frequented by staff.
- Professional Development Sub Committee –Kimberly Tapia reported that the committee was in the process of locating past information about the mentor program from individuals who had worked on this in the past. Tim Sullivan was contacting Marlene Cohen and Kimberly was contacting Gulia to interview her. Once this information was reviewed we would schedule another meeting with our whole committee and Trish Hiemstra, Interim Director of Human Resources.
- S-List—Ryan updated us on the S-List. An invitation to all the staff was sent out to opt into the list. Ryan did not know how many staff had opted in at this time and would be contacting Arlene (IS&C contact) as soon as she returned from vacation. He would also get further updates on the list at that time.
 - Kevin suggested sending out invitations again but Ryan said that HR set limits initially during the planning of the S-list.
 - Liz had heard some comments regarding the memo, Ryan said it was being reworked.
 - Ryan would have more information on S-list invitations, if it was able to be forwarded, who oversees validity of information sent when he discusses it with Arlene.
 - Acknowledges by staff that S-List was finally up after 5 years of working on it.

VI. Nominations Committee(11:05 AM)

- Sally Lombrozo reported appointments:
 - Student Fee Advisory Committee –John Davis and Joe Sabado
 - UCEN Governing Board –Jamal Ahmed
 - Campus Elections- Denise Rinaldi
 - Five Year Review for Dean Conoley is underway
- Sally also reported nominations are out for Land Use Committee and many have come in.
- Ryan reported that nominations for advisory committee are being put out and he would be conducting this. It would be his first one.

VII. Staff Celebration Committee (11:12 AM)

- A January meeting has been set up and this would begin the planning push.
- Dates have been submitted to the Chancellor and Kevin will respond to us with the decision.
- It was noted that the May dates are more desirable than April.

VIII- Website Committee-

- Ryan was to set up a meeting in January.

IX- New Business (11:18 AM)

- Discuss forming a marketing subcommittee with four areas of focus; website, tabling, surveys, publications.
 - Mayra suggested we discuss combining surveys from many committees, then have “Marketing Sub Committee” implement it.
 - Mary York suggested using survey center.
 - It was noted that Sandy and Denise did the last survey three years ago. They said they would get it to us. Also how it was distributed and number of responses.
 - Mary York motioned to break surveys and tabling away from website committee and form new committee. Hazel Ando seconded the motion.
- Mayra suggested getting a speaker for our January or February meeting, names suggested were: Ron Cortez (Administrative Vice Chancellor), Mark Fisher (Operation Efficiency), Amy Jacobs (training), Lisa Slavid (Housing Professional Development), Mark French (Life Coach and retired UCSB coach).

Mayra adjourned meeting 11:25 AM

Next CSAC Meeting: January 13, 2010 at 10:00 a.m. – 12:00 noon, Cheadle 5123

Minutes to be taken by: Jose Raygoza

Minutes submitted by Timothy Sullivan