



Chancellor's Staff Advisory Council March 10, 2011

Members Present:

Julie Miller, Ryan George, Mayra Alcala, Sandra Camp, Lia Cabello, Sally Lombrozo, Christopher Wilderman, Jose Raygoza, Barbara Piszczek, Denise Rinaldi, Emily Parsons, Kevin McCauley, Kimberly Tapia, Mary Hilligoss

Non-Voting Members:

Kevin McCauley, Lydia Davenport

Members Absent:

Mark York, Hazel Ando, Judy Zachary-Smithson, Timothy Sullivan, Lydia Davenport, Natalie Fawcett, Kathy Murray

Meeting called to order in Cheadle Hall 5123 at 10:07 AM.

I. Welcome and Approval of Minutes (10:07 AM)

- Members noted typographical and factual error on page two of the minutes.
- The January minutes were corrected and were approved unanimously

II. Co-Chair Announcements (10:09 AM)

- Hazel Ando was unable to attend meeting, but wanted to extend thank you to everyone for attending the basketball game.
- Nadia Tapia has resigned from CSAC. She is no longer with the university.
- The May meeting, centered on new membership and co-chair nominations, will fall during staff celebration week. Discussion held concerning moving May meeting. Consensus reached to move May meeting to May 19th. Mayra will send out a reminder email.
- The committee will be looking for new co-chairs next year. Second and third year members can also serve as co-chairs. Encourage committee to begin thinking about who might be interested in serving for next year.

III. Staff Assembly Representative (10:15 AM)

- Sandra Camp: Staff Assembly is in charge of coordinating the ice cream social for Staff Celebration Week. In past years, Housing donated the ice cream, but at this time there is no word from Housing on this matter. Staff Assembly had the opportunity to discuss staff housing with the Housing Committee, who will be more active in years to come. Citation of Excellence awards' application process is nearing completion. Last week, all candidates were ranked.

IV. Sub Committee Reports (10:20 AM)

- *Staff Issues:* The committee continued to discuss the possibility of putting together a forum and inviting EVC Lucas to speak to staff about pressing budgetary concerns. Committee is encouraged to solicit leadership support of other staff organizations functioning on campus, Staff Assembly, CSAC, PWA, ABOG and, in turn, making a formal request to the EVC.
- *Staff Issues, Professional Development:* The committee is looking into what Housing can do for the program. Committee may find ideas in next week's Student Affairs professional development conference.

- *S-List*: Currently, there are 740 subscribers, which may have grown since last checked. Judy Zachary-Smithson will be sending out a notice to Student Affairs staff to encourage them to join the S-List. It is still a goal of the committee to become part of the New Employee orientation program in Human Resources. A second prompt encouraging staff to join will be issued in the fall.
- *Nominations*: No new calls have gone out since last meeting. The final decision on choices made for Director of Human Resources and Audit Services is still pending.
- *Staff Celebration Week*: Julie passed around a preliminary schedule for staff celebration week. All of the events listed on the schedule are confirmed. Sandy will be heading up the Staff Social Committee. Sandy has sent out letters requesting funding for the staff social and currently has \$800 in commitments. Staff Social will have games, activities and be held on the lawn of the Recreation Center Pavilion. Luncheon has moved to May 6 before staff celebration week begins and will now be called Staff Kickoff Luncheon. Pottery and plants will still be a part of the luncheon. The proceeds from the pottery sale go back to the department and provide funding for the program. The greenhouse sale goes to a guild and to the clients living in Devereux. Kim is working on a “Cooking Throw-down” in which chefs from the five dining halls compete in cooking challenges. Chefs from the dining commons will compete. “Top Ten Ways to Celebrate Staff,” presented by Employee and Labor Relations, is new to the schedule this year and targeted towards Supervisors and Managers. Other new events include the Ombuds High Tea, a social and tour of the Resource Center for Sexual Diversity, and a family-friendly *Improv Night*. Julie asks committee how they feel about advertising a paid class for HR. Consensus reached that events staff must pay for should not be advertised on staff celebration week schedule. Committee continues to discuss with Magic Lantern Theater the appropriateness of the current choice of the family movie night film, *Space-Balls*. The Committee encourages suggestions for titles for Mark French’s motivational talk on Wednesday. Please submit suggestions to Julie. Staff sign-up for Staff Week is currently on hold due to the luncheon time change. The committee will need assistance with preparation and clean-up of luncheon. Kimberly raised the idea of holding a crafting workshop for departments to construct centerpieces for their tables at the luncheon.
- *Website*: Committee discussed changes they would like to see on the website including a photo library for staff events, adding a nominations form to the website for new membership, consolidation of links on left-hand side of main page, increasing text-size throughout, and the addition of photographs to the biography page. Discussion held of the possibility of tracking traffic on website but concerned if UCSB policy would permit doing so. The committee also discussed pulling together a focus group to look at the website. Facebook is still a lingering possibility; the committee is looking into if policy will allow it. The Staff Celebration committee would like to advertise on the CSAC Facebook page.
- *Marketing*: The committee discussed holding different staff social events throughout the year. Judy found opportunities for which CSAC can provide volunteers. Members asked the committee if they plan to have a table at the luncheon. Further discussion held if CSAC should open up the possibility of tabling to other staff organizations on campus. Ryan will contact fellow co-chairs of other organizations to see if they would be interested.

V. Old Business (11:20 AM)

- Meta Clow was appreciative of feedback provided on the sustainability interim policy.
- Kathy sent a copy of the 2009 CSAC survey. The Website Committee brainstormed ideas about the survey. They would like each committee to come up with two to three questions that they consider relevant to the survey.

VI. New Business (11:25 AM)

- Committee discussed approving minor changes to the by-laws concerning voting within the nomination process. Sally moves to approve proposal. Barbara seconds the motion. Mayra friendly amends that the S-List should be included as an “available mechanism.” Sally accepts friendly amends. All approved. Motion passed. Updated bylaws will be provided in next meeting.
- Sally discussed the use of Café Press and using the CSAC logo as a possible fundraiser.

VII. Items for Next Agenda (11:35 AM)

- Feedback for CSAC Retreat with Survey Monkey to gauge how council doing (will be due before April meeting)
- Members are encouraged to think about any speakers they would like to see attend and present at CSAC meetings.

Handouts Included

- Tentative Staff Celebration Week Schedule
- 2009 CSAC Survey Questions

Meeting adjourned at 11:37 AM.

Next CSAC Meeting: April 14, 2011, Cheadle 5123

Minutes submitted by Emily E. Parsons