



Chancellor's Staff Advisory Council

August 11, 2011

Members Present:

Julie Miller, Barbara Piszczek, Sandra Camp, Mayra Alcala, Lia Cabello, Tim Sullivan, Judy Zachary-Smithson, Natalie Fawcett, Sally Lombrozo

Non-Voting Members:

Kevin McCauley

Members Absent:

Hazel Ando, Judy Zachary-Smithson, Kathy Murray, Christopher Wilderman, Jose Raygoza, Denise Rinaldi, Kimberly Tapia

Meeting called to order in Cheadle Hall 5123 at 10:00 AM.

I. Welcome (10:05 AM)

- Members are welcomed to the meeting.
- Minutes were approved after a quorum was present.

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

- Ryan is working on a flyer. The CSAC Flyer Prototype will be discussed at the next meeting.
- Co-chairs are hoping to get annual report contributions to the Chancellor by September 1st.
- The end of the year social event at Holdren's was a great success.
- Mayra (and on behalf of Ryan) thanks members for a great year.
- New co-chairs Lia and Tim introduce themselves to the group.

III. Staff Assembly Representative (10:15 AM)

- Staff assembly will be having a retreat soon.
- Gretta Halle and Martha Olsen are the new co-chairs of Staff Assembly.
- Martha Olsen will be starting a walking club if anyone is interested.
- Staff Assembly continues to be provided with updates on North Campus. The hope is that certain units will be allotted to staff to be purchased through an open lottery system.

IV. Membership for Committees (10:20 AM)

- *Staff Issues*: Emily Parsons will serve as chair. Lia Cabello and Tim Sullivan will be members.
- *Staff Issues, Professional Development*: Members will be Tim and Barbara. Suggestions include working with other Universities and exploring different models of how to approach development, using Michael Young's management development group as a model, and seeking cross-training opportunities through other departments on campus.
- *S-List*: There is no longer a need for the S-List committee.
- *Nominations*: Ryan will chair the nominations committee. Sally has been training him for this position.

- *Staff Celebration Week:* Julie and Hazel will continue to be co-chairs. Natalie, Barbara, Sandy, Mayra, and Lia will serve as members.
- *Website:* Ryan, Barbara, and Emily will be members.
- *CSAC Social Committee:* Lia, Emily, Tim, and Barbara will head this informal committee to plan different quarterly events.
- New members and those not present will sign up for the committees at the fall retreat.

III. Old Business (10:35 AM)

- *CSAC Fall Group Activity:* CSAC would like to have a fundraiser which includes a cupcake sale for breast cancer awareness. We would need decorating supplies or individuals could bring their own. This event can be co-sponsored by the Wellness Center and PWA. The event would take place in early October. CSAC will look for bakeries/companies willing to donate cupcakes to the event. Sandy will contact PWA. Barbara will contact the Women's Center.

VI. New Business (10:40 AM)

- The CSAC Retreat will be held on Thursday, September 15th from 8:30 AM – 1:00 PM at San Clemente. Lisa Slavid from Housing will be assisting with the retreat. This will be the first meeting in which new members will attend.

VII. Items for Next Agenda (10:50 AM)

- There will be now formal meeting due to retreat.

Meeting adjourned at 11:00 AM.

Next CSAC Meeting: (Retreat) September 15th, 8:30 AM – 1:00 PM at San Clemente

Minutes submitted by Emily E. Parsons