



Chancellor's Staff Advisory Council Minutes for April 12, 2012

Members Present: Mayra Alcalá, Lia Ciabello, Sandra Camp, Mary Hilligoss, Maria Coombs, Barbara Piszczek, Kimberly Dwire, Timothy Sullivan, Kimberly Tapia, Kegan Allee, Shayna Ingram, Doug Truong, Ryan George, Natalie Fawcett, Julie Miller, Tracee Cunningham, Christina Baglas

Non-Voting Members: Kevin McCauley

Members Absent: Hazel Ando, Christopher Wilderman, Gary White (non-voting)

Meeting called to order in 5123 Cheadle Hall at 10:05 am.

I. **Approval of February and March 2012 minutes (10:06 am)**

- Hazel had 1 alteration on February minutes, which Kegan was going to fix
- Tim complimented Kegan on the minutes
- Julie moved and Maria seconded to approve both sets of minutes; approved unanimously by present CSAC members

II. **Co-Chair Announcements (10:08 am)**

- SAC Consortium
 - UCB recommended to Brown and other universities with similar staff advisory councils that CSAC might want to participate in a nation-wide consortium of CSAC-like organizations
 - Lia and Maria attended video conference; representatives from 6 other groups attended (some long-established, some just starting)
 - Initial discussion concerned what interest was on other campuses with similar councils, what they were doing (including volunteering in community), succession planning and retirement issues
 - Lia: universities everywhere undergoing changes; good for CSAC to be involved in this, but up to future co-chairs and council members
 - Tim: Kevin suggested involving Staff Assembly (SA), other organizations on campus; will keep CSAC informed of developments
- Table Paper Cutting Sign-up
 - Hazel needs volunteers for Weds, May 2nd, 10-12
 - Bring scissors! (KTapia: "It's fun!")
 - Sign-up sheet was passed around
 - Discussion of creating giant Ryan-shaped paper dolls garnered nearly unanimous approval.
- Staff Citation of Excellence Awards
 - SA asked Lia and Tim to help review nominations
 - Many nominations, cash prizes
 - Tim: "Pretty neat, campus-wide"

- Lia: individuals and groups of staff were nominated
- 2012-13 Co-Chairs
 - Co-chairs asked CSAC members to consider possible nominations for new co-chairs by May meeting
 - As chair of nominations committee, Ryan runs; will E-mail in April and put together ballot; vote in June
 - Mayra: [being a co-chair] is a good opportunity for growth and leadership
 - Lia: educational, insider's look at university
 - New members will be solicited/nominated and selected in June/July

III. **New business from Kevin (10:22 am)**

- Kevin McCauley stated that 1-2 years ago, Chancellor formed a climate/inclusion committee due to racially-motivated violence/issues happening on UC campuses; similarly President Yudof has created system-wide climate assessment
- System-wide climate assessment will survey faculty, staff, and students
- 80 standard system-wide questions with campus-specific questions added; campus-specific questions can be submitted by UCSB people through late May for possible inclusion in the survey; Kevin will E-mail staff group chairs about this opportunity
- UCOP/UCSB is looking for a 30% return rate – approximately 6,000 students, 600 staff, 300 faculty
- Will happen in Winter 2013; there will be prizes and a couple weeks to complete the survey

IV. **Committee Reports (10:26 am)**

- Website
 - Ryan will put up staff forum presentations; calendar is almost ready
- Nominations
 - GradDiv dean and Admissions director committee nominations still active; Ryan will send out bios tomorrow for review and needs quick turnaround
 - Kevin: Ryan will receive another nomination request for smoke-free implementation committee member – about education enforcement of UCOP rule that bans smoking on campuses
 - Shayna and Ryan will send out E-mails about new chairs, new members
- Staff Celebration Week
 - Julie said SCW is in full-swing with calendar almost finalized; new event: laughter yoga!
 - Kim Tapia described excitement brewing around the car show (10 cars so far to be showcased in vendor lot behind MCC/Ortega, reserved for entire day), which Andy from Engineering shop proposed and will act as day-of coordinator for; Kim also paraphrased funny E-mail from pro-bicyclist bloc threatening to protest car show
 - Chef Showcase was described (4 chefs from campus)
 - Movie for Pollock Theatre is still in the works, though the hope is “Sound of Music”; Natalie corrected time of movie, which will be at 7:30pm instead of six
 - Julie will E-mail final schedule

- Hope was expressed that the lagoon lawn will look better for the luncheon and SCW events than it does right now.
 - Staff Social: Housing is donating ice cream, Athletics will set up tents; will incorporate crafts bazaar; special events catering; it was confirmed wine will be available; prizes for drawing at social and luncheon are being figured out
 - SA—Dana Huffman in charge of cookie contest
 - Christina is working on scheduling the Middle Eastern Ensemble to perform at the luncheon; TBD
- Staff Assembly (Gary absent, Sandy described)
 - SA met at Merced
 - Suggesting a possible walking/activity session or group for UCSB staff
 - 44 nominations for citation of excellence awards; narrowed down to 10
 - Sandy noted that UCOP is dismantling monetary incentive programs for staff so there may be no cash rewards for the Citations in the future
 - SA newsletter out on 4/20 will discuss SCW events
 - Brief discussion of possible 3% raise for PSS
- Staff Celebration Week (2nd discussion)
 - Chef Showcase was elaborated; “celebrity servers” will be in attendance (TBD)
 - Kevin noted that the Chancellor has signed SCW memo encouraging staff to attend events
- Staff Issues
 - Staff Forum was an audience success: 75 people attended (not including CSAC members), standing room at SRB in March
 - Received 41 surveys back from attendees; lots of information provided, good feedback (available in Dropbox)
 - Lots of attendees found out about the staff forum via E-mail, s-list or d-list
 - Staff Forum featured in last hard copy print version of *93106*
 - Sub-committee met 4/11 to discuss a future forum, possibly week prior to graduation/finals in June
 - Last year the June 2nd forum was on the budget; this year, possible topics include: 1) changes to systems/operating procedures such as UCPath, Gateway, Kronos, etc.; 2) building [e.g., long-range development planning]; 3) bi-weekly paychecks, 4) PMO steering committee
 - Kim Tapia approved of these topics—suggested we ask speakers to provide timelines and outline specific changes
 - CSAC members seemed unanimously in favor
- Staff Issues (Professional Development)
 - Kim Tapia: moving along, committee has grown to include Gene Lucas and EVC staff, Tricia Hiemstra occasionally
 - Home was found for Professional Development program in HR, consultant has been officially hired (Steve) to facilitate
 - 4 classes – module system, focused on core competencies, team-building, talent development – communication, conflict resolution, change management, and teamwork

- o After courses completed, enrollees would be asked to put together a project to help their own department
- o Courses would be available to all staff, not just managers/supervisors
- o Tim: need to get buy-in from employees so they can spread the word
- o Lia: purpose to create a cultural shift
- o Julie: What is the cost to classes? How will enrollment be determined? (Answer: unclear at this time; however, Kevin expects the classes will be offered regularly)
- Sandy mentioned tax from UCOP
 - o Kevin mentioned there were be a forum next Monday, April 16th, at 3:30pm in SRB about the assessment tax from UCOP and the “funding stream initiative;” must RSVP to Lynn McLaughlin-Hill at x7533; some CSAC members told Kevin they had seen no announcement about this
 - o Lia and Tim will have lunch with the presenters of the forum on Tuesday
- Social Activities Committee
 - o The next happy hour is the last day of SCW, May 18th, at Holdren’s in Goleta, after 5pm.
 - o Ryan was especially excited about this event.

V. Old Business (11:23 am)

- Ocean Walk Tour happened. Kim Dwire says all houses are closed except for 2; the second phase is being built and there *might* be housing available for staff. Check with John Gaffney in housing.
- Allosphere Tour also happened. Mayra described how she found the interdisciplinary work interesting (music, MATP, physics, engineering working together) and the presentation—seeing how cancer grows in and how medicine can travel through a body. Barbara will try to get CSAC-specific tour. Tim mentioned that tours are being offered against at the end of April as part of the All-Gaicho Reunion.

VI. Anything Else?/Items for Next Agenda (11:26 am)

- Discussed wearing identifying colors for the luncheon or simply name-tags. Was not decided. Julie said the SCW committee would get back to CSAC with a plan.
- Kim Tapia suggested arranging a CSAC photo and there was general assent.
- Discussed how to keep track of who attends events – asking event-runners or CSAC reps to do head-counts (probably reps). Ryan and Julie will make a form.

Motion to adjourn made by Maria, seconded by Barbara.

Meeting adjourned at 11:33 am.

Next CSAC Meeting: May 10, 2012, Cheadle 5123

Minutes submitted by Shayna Ingram