



## Chancellor's Staff Advisory Council Minutes for 11/08/12

### Members Present:

Kegan Allee, Hazel Ando, Lia Cabello, Sothy Chan, Maria Coombs, Lucy Diaz, Kim Dwire, Cristina Madrigal, Cara O'Callaghan, Tim Sullivan, Kimberly Tapia, Nicole Zavala, Christina Baglas, Shayna Ingram, Ryan George

### Members Absent:

Scott Simon, Doug Truong, Emily Reed, Tracee Cunningham, Lisa Skvarla, Barbara Piszczek, Martha Olsen

### Non Members:

Gary White, Kevin McCauley

### Guests:

Mathew Erickson, Brian Richards

Meeting called to order in Phelps Hall, Room 2536 at 10:10 a.m.

### I. Mathew Erickson & Brian Richards - PMO Presentation (10:10)

- Two informational handouts were passed out to the group: Kronos Timekeeping Implementations and UCPATH Implementation
- The role of Project Leadership is to support campus for teaching, research and maintenance of administration systems on campus.
- Four new systems being implemented: Financial Systems, Gateway, UCPATH and Kronos
- Kronos will be utilized by all departments by February 2013 to facilitate the ease of bi weekly pay.
- Communication on the new bi weekly pay schedule will be sent out on Twitter, FB, D-list and the S-list.

### II. Co-Chair Announcements/New Business (10:30)

- December Meeting is scheduled for December 6<sup>th</sup> since the Winter Warmer is scheduled on the day of our regular December meeting. Meeting room location will be sent out to all members via email.
- A message was left for Arlene Allen regarding the re-distribution of information about the S-List sign-up. Kimberly to follow up with Shayna regarding the wording.
- Winter Warmer is scheduled for December 13<sup>th</sup>, 11-1pm.

### III. Kevin McCauley distributed the Draft Resolution of Support UC Campus Climate Survey

- For the group to review. The survey is scheduled to run on January 7, 2013. Kevin asked CSAC members to review the document before distribution. A response is needed by December 1<sup>st</sup>. The Council did not sign the letter to support the survey and more information has been requested from Kevin prior to making a decision.

#### **IV. Development Committee**

- This committee was proposed by Scott Simon. Kevin approved the go ahead, but wants to see the specifics before final approval. Scott and Barbara to Chair Development committee.

#### **V. Basketball game dates**

- Hazel asked the group what their preference was to attend game nights. The group agreed to keep the game night during the week. Games are scheduled for January and February. Hazel will send out opinion poll to group for best date.
- Maria will put the photos from the Soccer game night on the dropbox .

#### **VI. Bios/website**

- Shayna will take Bio photos at our scheduled December meeting. New members need to prepare bios and submit for posting.

#### **VII. Confirm Committee Commitments**

- The CSAC 2012-2013 Committees list was distributed to the group and Maria asked the group to review for any errors and corrections. Corrections will be distributed at a later date.

#### **VIII. Dropbox info**

- Shayna and Ryan will send out invites. File share, bi laws, minutes, photos are in the Dropbox site. Revisions can be made by anyone. File names need to be identified by year.

#### **IX. Discussion about meeting minutes**

- Meeting minutes will be prepared by first year members.
- Special guests need to be identified but no specifics need to be documented, just a summary of what was discussed. Summaries need to be included in the minutes.

#### **X. Committee Reports (10:40)**

##### **CSAC website / marketing & PR**

The CSAC website will be updated. Ryan will ask Kevin about nametags. Cara would like to be added to the Development Committee.

Christina will move to Staff Celebrations Committee.

##### **Nominations**

Shayna thanked Ryan for taking over for her in her absence.

Transportation nominations need to be sent to Ryan before the end of the business day.

##### **Staff Celebration week**

Will meet on November 20<sup>th</sup>. Email Hazel with new activity ideas before the meeting. Hazel is hoping that Marburg will once again donate the trash bins to save money.

There were four other events during Staff Celebration week. The Chefs Showcase was a positive even. CSAC volunteers are needed for the next event. The idea of a Food Truck event be added. Kimberly will check with UCEN catering and dining. Health permits, approvals need to be considered. The Car Show is a popular event and the discussion of adding scooters and other vehicles to the event was discussed. This will be taken into consideration. The date for this event won't be issued until possibly February.

### **Staff Issues – Professional Development**

GaUCHO U is underway and is showing very positive outcomes. Hazel commented that her GaUCHO U cohort project was on the Centralized Calendar.

### **Social Activities Committee**

Ryan announced the date of the Winter Warmer – December 13<sup>th</sup>. There were 18 artisans last year. Tim will arrange for the beverages from UCEN, and Housing. Two new components to this year's Winter Warmer: AS food bank and Carolers. Greta is looking into an accapela group. Maria knows of a group as well, please contact her at ext. 6363. Ticket drawings will take place again this year, CSAC members are not allowed to be in the drawing.

Ryan will be sending out a Doodle poll for next Happy Hour gathering.

### **Staff Assembly Updates – Gary White for Martha Olsen**

Faculty housing lottery, names are being compiled now. Gary announced that the Halloween contest had a winner from someone in Housing. They didn't know his name but the costume was Hell Boy.

## **XI. Items for Next Meeting**

Bruce Miller will be coming to the December CSAC meeting

Meeting adjourned at 12:04 p.m.

Christina motioned

Hazel seconded it

**Next CSAC Meeting: December 6<sup>th</sup>, location to be determined later.**

Minutes submitted by Lucy Diaz