



Chancellor's Staff Advisory Council Minutes for 7/11/13

Members present: Emily Read, Ryan George, Cara O'Callaghan, Kegan Allee, Maria Coombs, Cristina Madrigal, Shayna Ingram, Nicole Zavala, Kimberly Tapia, Barbara Piszczek, Rick Van Hoorn, Tim Sullivan, Lia Cabello, Kim Dwire, Amy Jacobs, and Doug Truong

Non-voting members: Patty Makela (Chancellor's Representative), Stacy Janick (Chancellor's Representative), and Martha Olsen (Staff Assembly Representative)

Members absent: Christina Baglas, Hazel Ando, Lucy Diaz, and Shoroog Tobaishat

Meeting called to order in Cheadle Hall, Room 5123, at 10:05 a.m.

I. Approval of Minutes

- Ryan George moved to approve the June 13th minutes with the minor edits that were discussed, Shayna Ingram seconded.
- The minutes from the meeting in May are still not ready for approval.

II. CSAC Co-Chairs for 2013-2014

- **Christina Baglas and Maria Coombs have been nominated, but the decision has been tabled until August 8th to allow newer members to consider the position.**
- Maria Coombs suggested that there be a "mentorship" period for new co-chairs to find out what the position involves and get more comfortable with the responsibilities.
- Ryan George suggested that the co-chairs be selected in January to give them time for this "mentorship".
- It was also discussed that co-chairs attend sub-committee meetings to act as advisor, but that it is up to the co-chairs to decide how involved in the sub-committees they want to be.
- **On August 8th, there will be a vote regarding a change to the by-laws to include selection of co-chairs earlier in the year, so they will have time to get some behind the scenes information about the position before the end of the fiscal year.**

III. Sub-Committee Chairs

- CSAC Website, Marketing and PR will be chaired by Shayna Ingram.
- Development will be temporarily chaired by Maria Coombs and possibly taken over by Kegan Allee once she finds a replacement for Staff Issues.
- Staff Issues will be temporarily chaired by Kegan Allee.
- Nominations will be chaired by Rick Van Hoorn and Amy Jacobs.
- Staff Issues - Professional Development - a chair will be selected at the CSAC Retreat. The chair should also serve on the GAUCHO U committee to maintain a connection between the two groups.

- Social Activities will be chaired by Cara O'Callaghan.
- S-List will be chaired by Doug Truong. It was suggested that a flyer be included in the new employee orientation packet.
- Staff Celebration Week will be chaired by Emily Read and the Staff Social will be coordinated by Kim Dwire.

IV. Next Year's CSAC

- There are a minimum of 9 spots to be filled on the committee.
- 5 nominations were received.
- Doug Truong moved to accept all 5 nominees and Shayna Ingram seconded.

VII. Sub-Committee Reports

- **Nominations Committee** - There were two ranking requests put out for search advisory committees: Dave Bothman was chosen for EVC and VC Administrative Services is yet to be determined.
- **Staff Issues** - The Staff Assembly website will be updated with the engagement survey data.
- **Staff Issues - Professional Development** - The curriculum is being put together for GAUCHO U II. Alumni will be invited to attend some networking events next year. GAUCHO U I projects are still going.
- **S-List** - flyer will be made up to include in the new hire packet.
- **Staff Assembly** - Greta Carl-Halle and Sandy Camp will be next year's co-chairs. Dr. Young received the Senior Leadership Award.

Meeting adjourned at 11:43 a.m.

Minutes submitted by Emily Read