



## Chancellor's Staff Advisory Council Minutes for 11/14/13

**Members Present:** Christina Baglas, Maria Coombs, Nora Crutcher, Tracee Davis, Erica Diaz, Lucy Diaz, JudyAnn Dutcher, Alejandra Greene, Shayna Ingram, Amy Jacobs, Nicole McCoy, Cara O'Callaghan, Emily Boone, Carol Saucedo, Kayla Smith, Doug Truong, Rick Van Hoorn, Alma Villa, Nicole Zavala, Viena Zeitler.

**Non-Voting Members:** Gary White (Staff Assembly), Diane O'Brien

**Members Absent:** Kim Dwire, Taggart Malone

Meeting called to order by Christina Baglas in Cheadle Hall, Room 5123, at 10:01 a.m.

### I. Welcome:

- Special Thanks to Guest Diane O'Brien, including small introduction.

#### Reminder:

- CSAC emails (specifically the agenda email) might be sorting to SPAM mailboxes. Copies of the agenda and minutes were passed out in hard copy.

### II. Approval of Minutes from 10/10/13 (Opened 10:04)

- Minutes for October meeting edited:
  - Update time from 10:15am to 1:15pm.
  - Viena's name spelled wrong correction: Viena Zeitler
  - Add Guests to non-voting members, and add Donna Coyne.
  - Spelling error: competition.
  - Next Meeting Nov 14<sup>th</sup>, not Nov 13<sup>th</sup>.

*Move to Approve:* Christina Baglas, *Second:* Maria Coombs. *Vote:* Unanimous.

**Minutes Approved 10:09.**

### IV. Co-chair Announcements (Opened 10:09)

- Christina announced Staff Assembly is starting to analyze data from the UC Staff Engagement Survey Committee. Maria will be joining the efforts.
- Amy Jacobs will be joining a Student Affairs Financial Aid Advisory Committee.
- Shayna reminded members to please take bio pictures for the CSAC website.
- Co-chairs confirmed that all members have access to Dropbox now. Erica Diaz is still waiting on her IT support to come download it.

### IV. Committee Reports (Opened 10:12)

- CSAC Website:
  - Shayna reported they are revamping the website. They are making incredible progress and are happy with it. They are excited to report with 70% completion and plan to launch soon.
  - JudyAnn is impressively contributing to the updates.

- Christina & Shayna are working hard on adding content.
  
- Development:
  - Kayla reported their first meeting was focused on identifying committee *objectives*. Then they can move forward to adding the committee to the bylaws.
  - Efforts are being placed on contacting campus leads for donations: Thankfully Diane O'Brien will be a good liaison with her link to the Office of Development. Nora Crutcher was helpful to give a sample "appreciation sheet."
  - Winter Warmer is already covered/in motion for December 13<sup>th</sup>.
  - Staff Celebration Week will be the new focus.
  - The committee also plans to meet with GauchoU co-horts to avoid duplication of efforts already in motion (via Gaucho U cohorts). The Gaucho U presentations will be in December, and this will help provide direction.
  
- Nominations:
  - Amy Jacobs reports that their nominations were submitted for the *Campus Regulations Committee*. Haley Orton, from Graduate Division, & Rod Tucknott, from Recreation, were selected for this campus committee.
  
- Staff Celebration Committee:
  - Emily Boone reported she has a meeting with past committee chairs Lia Cabello & Hazel Ando to get information from past years.
  - A doodle poll for the next committee meeting will also be sent out.
  
- Staff Issues:
  - Maria Coombs reported that after the last CSAC meeting, with pressing issues of the Health Care options (or lack thereof), the committee had a mini-meeting.
  - A petition was sent out via S-List for signatures to 1400 subscribers. With a 24-hour deadline, there were about 800 signatures collected. \*Feedback received was that some hesitation/concerns were due to verbiage used. However, the committee was still pleased with the volume.
  - The signed petition was sent to UCOP, via Academic Senate.
  - No new benefits options have been added to date, but there has been some discussion regarding extending or reopening "Open Enrollment." Hopefully, if new options are presented, then people can opt into those before the next enrollment cycle.
  - Viena shared that the recent Town Hall Meeting was "intense."
  
- Staff Issues/ Professional Development:

- Nicole McCoy reported that the committee meeting was focused on brainstorming.
  - Ideas include:
    - Providing information for newly hired Staff in the form of a “Welcome Wagon” or “Tips & Tricks” workshop/worksheet. Potentially working with John Berberet utilizing Learn at Lunch.
    - Exploring the possibility of a Staff Career Counselor/Mentor program.
    - Exploring “What is the role of Staff Prof Development now?” (since Gaucho U is housed under HR now).
    - Taking surveys: What does Staff want? What is beneficial for New Employees? Gaucho-U Program evaluation?
    - An idea of website designed like “Edhat” for correspondence between staff/news updates.
  - Maria Coombs mentioned there is already a “Staff Engagement Survey” the committee could reference by contacting Greta Halle from Staff Assembly. The results of their survey became public in Spring.
  - Kayla Smith mentioned her Gaucho U cohort is already investigating mentoring programs across UC system wide. Who has it? Who houses it? Where to go? What makes it successful? She suggested the Professional Development Staff Issues committee could house the Mentorship Program.
  - Gaucho U cohort U was invited, via Kayla Smith, to join in the next committee meeting since the objectives seem to overlap. It is ideal to team up.
- Social Activities Committee:
    - Winter Warmer is celebrating its 3<sup>rd</sup> year!
      - Each CSAC Member is expected to bring labeled baked goods on Dec 13<sup>th</sup> for nondenominational winter (*not holiday*) event.
      - Please also sign up for set up/clean up, from 10:00-2:00.
      - Staff Assembly has put out a call for vendors.
      - A drawing will be hosted, but CSAC is not eligible to win.
      - Please bring can food donations to food bank.
        - Reminder, this is a waste free event so bring your own mug!
    - *Discussion:* The logistics of collecting money, either for CSAC development or for donations to AS food bank.
    - Maria Coombs nominated a CSAC Holiday Party as the next social event.
  - S-List:
    - Doug Truong reported that they are working on updates and consolidating “technology & communications” into one committee.
    - Contact with Marc Fisher has not been made, but still a goal.
  - Staff Assembly Updates:
    - Representative Gary White reports that the Health Care issue is the largest focus.

- President Napolitano is coming for a campus visit and the focus of conversation will be the Health Care concerns for our campus.
- Report: Halloween Party was successful with departmental participation and about 30 people participated in the costume contest at lunch.
- Volunteer needed: Carol Saucedo will help as a substitute for the CSAC representative next Thursday from 12:00-1:30 at the Staff Assembly Meeting.

**V. Old Business (Opened 11:05)**

- Already discussed in announcements and committee reports.

**VI. New Business (Opened 11:06)**

- Speaker: Donna Coyne (Associate Director, Admissions Office & Staff Advisory to the Regents) will be joining as a guest speaker next meeting. Please prepare questions.
- Request: Co-Chairs are taking suggested list of Invitees to CSAC Meetings:
  - Christina Baglas nominated: John Longbrake (Associate VC, Communications) to speak on communication.
  - Erica Diaz nominated: Ignacio Gallardo (Director of Career Services) to speak on mentorship.
  - Shayna Ingram nominated: “Safe Zone Training” for gender identity sensitivity training.
  - Amy Jacobs nominated: Someone to speak on PMO, UCPATH effecting staffing & workloads.
  - Request to speak to President Napolitano.
- Report: UC Regent George Keifer was on campus. Nicole Zavala & Christina Baglas, including all 2<sup>nd</sup> & 3<sup>rd</sup> year co-chairs, were invited to join a 15-20 minute discussion. They presented the following issues in their limited time:
  - Health Care options for non-medical center campus.
  - UCSB Pay Equality in comparison to the UC system.
  - Change to biweekly effects on staff. \*This was surprising to him.
  - Requested a follow up on what he learns via email communication.
- Casual Reminder: Membership drive for Meetup.com *Gaucha Giddy-Up* group, focused on Professional & Social community development for UCSB:
  - Tracee reminded people to please join, if interested. She will send out links via list serve for those interested.
  - Special thanks to Amy and Viena who already joined!
- Name Badges:
  - Viena Zeitler asked that we move forward in ordering name badges.

**Handouts Included**

- Agenda
- Minutes from October Meeting

Meeting motioned to adjourn at 11:24 by Christina Baglas. Viena Zeitler seconded. Vote:  
Unanimous

**Next CSAC Meeting: December 12<sup>th</sup>, CCR Cheadle 5123**

Minutes submitted by Tracee Davis