



Chancellor's Staff Advisory Council Minutes for 1/9/14

Members Present: Christina Baglas, Emily Boone, Maria Coombs, Nora Crutcher, JudyAnn Dutcher, Kim Dwire, Alejandra Greene, Shayna Ingram, Amy Jacobs, Taggart Malone, Nicole McCoy, Cara O'Callaghan, Carol Saucedo, Kayla Smith, Doug Truong, Rick Van Hoorn, Alma Villa, Nicola Zavala, and Viena Zeitler

Non-Voting Members: Diane O'Brien and Gary White

Members Absent: Tracee Davis, Erica Diaz, Lucy Diaz

Guests: John Longbrake and Doug Drury

Meeting called to order in Cheadle Hall, Room 5123, at 10:02 a.m.

I. Guest

- John Longbrake, Associate Vice Chancellor for Public Affairs and Communications. Originally asked to build awareness of UCSB to external markets. The Current website is for UCSB news and is accessible to staff. It is image driven with a focus on RSS feeds from other departments. Analytics are considered in the future development of the site. It is 95% ADA compliant. The campus-wide calendar is being developed. In the future, there are plans for a regular (perhaps daily) digest of new info to be mailed via an opt-out list. The next major project will be the UCSB home page.
- Doug Drury, Director of Administrative Services IT. The policy is in place for the S-list to be opt-out. Discussed issues around email in general: not every hire gets an email address as well as people sometimes change email addresses in their own department. There is a desire for consistent communication with relevant content, a branded look and feel, at a regular interval.

II. Approval of Minutes

- Minutes for December meeting approved with edits discussed in meeting.

III. Co-chair Announcements/New Business

- Vote on Marketing/Website Committee Bylaws – passed
- Vote on Development Committee Bylaws – passed

IV. Committee Reports

- **Nominations:** Kelly Irvin was chosen as Student Resource Center Representative
- **Staff Celebration week:** no date, no plans, but have talked with special events catering and Rec Cen
- **Staff Issues:**
 1. UCSB Answers is a 3rd party SA web feature used as way to direct guests to the info they're searching for rather than using a Help feature. There is a desire to get this feature for staff related issues.
 2. There is a desire for a static staff website portal with links to staff resources

- **Staff Issues – Professional Development:**
 1. Gaucho U/cohort U: Kayla and Erica shared the Mentorship Connection project. They are looking for resources, e.g. someone on CSAC to be on the Mentor Connection Committee. This program would be a year-long program (looking to begin this June) and they are addressing questions around sustainability. They perhaps will have a committee from various departments and run it similarly to Farmer’s Market.
 2. Welcome Wagon: still in discussion with John Berberet in how this could work with new employee orientation. They wanted to start April 15 but will be postponed.
- **Social Activities Committee:**
 1. Successful Winter Warmer: they needed more bins for the Food Bank collections. People had a hard time finding the location so better signs are needed next year. Had plenty of food and tables. Lots of room for mingling.
 2. Men’s basketball game upcoming with Staff Assembly.
 3. Discussed Staff Celebration week e.g. El Paseo with alumni and the CSAC end of year BBQ
- **Staff Assembly Updates, Gary White:**
 1. Gaucho U Mentorship Program Presentation
 2. Successful Winter Warmer
 3. System-wide staff assembly: a. town hall health care discussion; b. UC Path: new person is reviewing the process; c. discussed Engagement Survey and will consider re-survey in 2015.
- **Marketing/Website Committee:**

Status quo on website

S-list discussion regarding making it an opt-out list and when this should be implemented.
- **Development Committee:** developing a spreadsheet on people who have donated in the past

V. Items for Next Agenda

- Project Management Office will be here in February. Send questions to Nicole.

Announcement

- Open House for Ocean Walk Housing 9am-3pm M-F

Meeting adjourned at 12:00 p.m.

Next CSAC Meeting: February 13th, Cheadle Hall, Room 5123

Minutes submitted by JudyAnn Dutcher