



## Chancellor's Staff Advisory Council Minutes for 2/13/14

**Members Present:** Christina Baglas, Nora Crutcher, Tracee Davis, Erica Diaz, Lucy Diaz, JudyAnn Dutcher, Kim Dwire, Alejandra Greene, Shayna Ingram, Emily Boone, Carol Saucedo, Kayla Smith, Doug Truong, Alma Villa, Nicole Zavala, Viena Zeitler

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

**Members Absent:** Maria Coombs, Amy Jacobs, Taggart Malone, Nicole McCoy, Cara O'Callaghan, Rick Van Hoorn

**Guest:** Maria Ayllon

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

### I. Approval of Minutes

- Minutes for January meeting approved.

### II. New Business

- Basketball tickets for 2/22 game at 4 PM are available for CSAC and Staff Assembly members. It was discussed to meet before the game in Isla Vista for social time. Christina will check with the Social Activities Committee for suggestions. The tickets are for general admission. It is possible for everyone to sit together but there are not floor seats. Attendees should congregate behind the basket area. Christina confirmed that attendees do not have access to hospitality area.
- Looking for suggestions of new presenters, anything of interest to CSAC members. It was mentioned that the Campus Climate Survey results will be released soon. A suggestion was made to invite a presenter from that committee group for the March meeting. Anyone with suggestions, please send a note to Nicole and Christina.

### III. Subcommittee Reports

#### CSAC Website/Marketing & PR

- The committee met with Andy Satomi who is building the new CSAC web site. Andy should be done with the web site by the end of February. The committee is hoping for a launch in mid-March. Kudos to JudyAnn who has done an amazing job with the content design.
- Doug emailed John Longbrake to decide how the S-list notices can be integrated with Public Affairs plans for their future newsletter. Future discussions need to occur.

### Development

- Kayla discussed a spreadsheet that gathers information from previous Staff Social and Winter Warmer events. This spreadsheet lists all the areas that need our help. For the Staff Celebration Luncheon, Kayla still needs paper goods and table covers. Kim suggested reaching out to Jordano's who has donated such items in the past. For last year's Staff Social, there was wine and goodie bags. Athletics will be able to donate gift cards this year. Kayla also asked for help with pop-up tents. The ones that we can get from the RecCen require setup. The tents are needed over food areas as vendor didn't provide tents last year. It was decided that we need paper goods, wine, tents and gift cards. 10 cases of wine were obtained for last year's Staff Social. The date for the Staff Social is Wednesday May 16th. It was discussed the possibility of combining both due to the consequences of having alcohol in the middle of the week versus end of the day on Friday. We need to get a licensed alcohol pourer and also police presence. Some CSAC members questioned whether the Staff Social was worth it. Kim said that the first committee meeting was scheduled for next Thursday and she wants our input to bring to the table. Only 6 bottles of wine were used last year which was the first year's event. Kim confirmed that we had security last year and that no CSOs or police presence is needed when there is no alcohol involved. We all questioned if this event should be skipped this year. Kayla is asking for new contacts for the raffle gifts for both the Staff Social and Luncheon events. Kayla clarified that she is not asking for CSAC's help, the committee only needs the names of potential donors of goods/services and the committee members will reach out to the vendors for donations. There was a suggestion about the possibility to give wine away as raffle gifts.

### Nominations

- Nominations for the Parking Rate Paying Board and the Chancellor's Sustainability Board will be going out by Rick, very soon.

### Staff Celebration Week

- They met and now have tentative dates for the Staff Celebration Week.
- Committee is asking for donations of activities.
- The location for the SCW luncheon is still to be determined. The committee is hoping to have a final location confirmed by mid-February (Faculty Club Lagoon Lawn). Once that is confirmed they will begin to publicize.
- The committee suggests changing the way it is set up to reduce the number of people from walking by the Chancellor so much. Maybe move close to a side walk.
- We need to remind people to bring hats.
- Rick got a paddle board lesson donated.

### Staff Issues

- The committee had a small meeting. They have not been able to talk to John Longbrake regarding The Current. The committee would like to explore what more could be done on the "staff" section of The Current.
- The Engagement committee has not met since December. They need to find a Staff Champion. Donna Coyne comes to mind to serve in that role.

- The committee also explored a Communications Forum to address how several aspects of communications on campus *\_are\_* or *\_are not\_* being addressed. Something similar to a Learn at Lunch session. The committee would bring John Longbrake to answer questions and discuss The Current and technology. Another item that can be addressed at this communications forum is ETS (Enterprise Technology Systems). Maybe bring representatives from ETS to explain to everyone who they are about. There was a recent ETS presentation at Loma Pelona but the invitation was not open to everyone on campus.

#### Staff Issues: Professional Development

- The committee has met again to discuss the Welcome Wagon now being referred as "New Comers Club". The committee discussed the pros and cons to having the New Comers Club meet at MCC versus Learn at Lunch setting.
- The committee has broken up in groups to gather information. JudyAnn will put together a presentation to show John Berberet to explore the Learn at Lunch option. The Learn at Lunch session came to mind because it is an already established session but gathering at the MCC would be less formal allowing people to connect with each other. Some committee members will be speaking with new staff in their departments and gather suggestions.
- Members mentioned that it would be helpful to have the organizational structure of the campus. For example a lot of people do not know what is the "Executive Vice Chancellor's" office about? A CSAC member mentioned that there is an Institutional Planning & Research Assessment chart for 2013-14 and it is located in the Budget & Planning web site at <http://bap.ucsb.edu/>
- The committee is also gathering an acronym list and knows that it probably won't get them all but will try. They suggested sharing the list with CSAC members for input.
- The UCOP classification series can be found on HR's web site.

#### Social Activities

- They will follow-up about gathering next week.

### **IV. Staff Assembly Updates**

- **Gary White** reported that they met last month on 1/16 to discuss the Welcome Wagon.
- The Ocean Walk is available Monday through Friday at specific times. This is the new housing development for Faculty and Staff. The lowest priced inventory is gone. \$570K is the average cost of a condo. There are 6 condos left. Staff is on a waiting list and it is a lottery.
- Will begin reviewing for nominations that were sent out.
- They need new aprons for the Ice Cream Social.
- The cookie contest will be on Thursday during SCW.
- People participating in the raffle must be present to win.
- They are on the hunt for a better PA system.
- The Arts & Crafts Bazaar vendors are willing to come again during SCW.
- They collected 450 bags of food for the Food Bank during the last Winter Warmer.
- Donations for drawings can be from on-campus and off-campus providers.

- There have been talks about housing and the Sierra Madre student housing that will go to Santa Catalina. Student Health would go somewhere near the SRB along with a new parking structure (probably where the Faculty Club parking lot is) then the Student Health spot will become a new development.
- It was suggested for the Long Range Development Committee to come and talk to CSAC. People don't know how to get on waiting lists or anything about the lottery. Maybe have Dennis Whelan discuss such details.
- The Staff Excellence Awards are monetary. Marc Fisher has committed the budget for this purpose. They are either \$300 or \$500 and the awarded staff cannot be in a union.

## V. Old Business

- CSAC approved the proposed changes to bylaws and they have been submitted to Chancellor Yang for final approval.
- Since there is time before our guest arrives from PMO, CSAC discussed the following:
  - Speaker suggestion - Worker's Comp Program in place by UCOP called "work strong". Invite someone from worker's comp as a speaker to describe what they can offer people. Injury prevention program, etc.
  - Speaker suggestion - invite the Long Range Committee to talk about housing.
  - Speaker suggestion – Invite speakers from Public Affairs & Communications and ETS.
  - The CSAC standing meeting in May will not have a guest speaker because it is a busy month with SCW. The meeting is on May 8th and the luncheon is on the 9th. We will likely be canceling this standing meeting and only hold an emergency/working type meeting for SCW manual labor. Every CSAC member helps the luncheon and at least one CSAC member must be present at other activities to introduce/represent CSAC. In the past this was 1-2 activities plus luncheon.
  - SCW will have a tour to Storke Tower with the carillon and Shayna said that the carillon would provide a tour for CSAC members only. The rules for playing music will be explained. Staff Assembly is welcome to join this CSAC group tour.
  - Rick can get us through the ropes training as a group. CSAC participation will be to reward ourselves. We don't need to be physically fit. Of course the participation won't be mandatory as some CSAC members may not feel comfortable participating in this activity.
  - The idea to set up a photo booth at the luncheon was discussed. This would need to be donated. An option would be to figure out a way to get a back-drop and someone to take the pictures, and a CSAC member can run it. The Lagoon would be the perfect frame. Nora's sister is a professional photographer who may be able to donate her time. Sean Lieberman has a photo booth and JudyAnn will ask him to see if he would like to participate.
  - PPS/Kronos training was attended by Kim. They provided cheat sheets that are very helpful. Kim brought calendars and other handouts to share with CSAC. Some of these handouts are available on the Business & Financial Services web site.

#### **IV. Guest**

Maria Ayllon, UCPATH Project Manager

After introductions around the table, Maria provided an update on the UCPATH project, and that project information is available at <http://www.ets.ucsb.edu/projects/ucpath> and <http://ucpath.universityofcalifornia.edu/>.

Meeting adjourned at 11:53 a.m.

**Next CSAC meeting: March 13th, CCR Cheadle 5123, 10 a.m.-12 p.m.**

*Minutes submitted by Alejandra Greene*