



Chancellor's Staff Advisory Council Minutes for 3/13/14

Members Present: Nora Crutcher, Tracee Davis, Erica Diaz, Lucy Diaz, , Kim Dwire, Alejandra Greene, Shayna Ingram, Emily Boone, Carol Saucedo, Doug Truong, Alma Villa, Nicole Zavala, Viena Zeitler, Amy Jacobs, Cara O'Callaghan,

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

Members Absent: Christina Baglas, JudyAnn Dutcher, Kayla Smith, Maria Coombs, Taggart Malone, Nicole McCoy, Rick Van Hoorn

Meeting called to order in Cheadle Hall, Room 5123, at 10:03 a.m. by Nicole Zavala

I. **Approval of Minutes**

- Minutes for February meeting were approved.

II. **New Business**

- CSAC rep. for Cookie Contest - Date is Thursday, May 15, 12-1pm
- Need judge – Lucy Diaz volunteered and Carol Saucedo will be back-up.
- CSAC participates in upcoming interviews of Executive Vice Chancellor candidates - Stacey Janick invited us to participate. Christina Baglas will represent CSAC and will sit in on the interviews which will take place this week and next week.

III. **Subcommittee Reports**

CSAC Website/Marketing & PR

- Doug reported that Andy Satomi transferred the information and worked with JudyAnn the website that will roll out in 2 weeks. Shayna stated that the calendar is up with the profiles. We need more wording in the history section of CSAC. Diane O'Brien said that she has some documents that she has sent to Christina. Timing is good since we will be recruiting soon for new CSAC members.

Development

- Kayla was not available for report. Cara stated that the Chancellor has officially approved 1 change to the approved bylaws. Contact changed to Christina.

Nominations

- Amy reported that Rick oversaw the Parking Lot Rate Payer Sustainability nominations and there were three individuals chosen. Currently looking for nominations for the Gervitz Grad School position.

Staff Celebration Week

- Emily reported that the committee had not met. Date for lunch is May 9th. Staff Celebration week is May 12-16 with the staff social scheduled for May 16.

Staff Issues

- Viena stated that this subcommittee didn't meet. Maria met with the Engagement Survey Committee.
- S-list – Some of the challenges discussed at the meeting was that the s-list is ending up in junk mail. Suggestion was to have people with clipboards at the staff luncheon to have people sign up. There was discussion about the DRAFT letter written by Greta that is due to come out from ABOG, CSAC, etc.. Several members of our committee expressed concerns that the memo seemed to have a negative tone. Viena agreed to share feedback on the letter with Staff Assembly. It would be great if we could get everyone on campus to “Opt Out” of the S-list by July 1st.
- There was also some discussion about whether or not this letter is necessary based on the presentation about changes in sharing information with staff/faculty presented in our previous meeting by John Longbrake.

Staff Issues: Professional Development

- Welcome Wagon Project (for new employees) - The committee is gathering data to give to JudyAnn who will polish it up and create a PowerPoint presentation. The committee has already spoken with John Berberet about making a Learn@Lunch presentation once the PP is ready. Data that is gathered will be kept on the CSAC website.

Social Activities

- Staff social will be at the Rec Cen lawn 2:30-4:30pm during staff celebration week.
- Basketball game social happened. Some committee members reported that there was some confusion about where to meet at the game.
- Cara reported that the next social will be planned will be a Happy Hour probably at Paloma. They will set date within the next 2 weeks and let everyone know.

IV. Staff Assembly Updates

- **Newsletter came out with staff spotlight.**
- **Need representation for next Staff Assembly meeting – Eric Diaz may be able to represent CSAC**
- Ice Cream staff social will be May 12 under the area where the BARC office is.
- UCSB Staff Assembly will host Administrative Services Fund....?
- Cookie Contest – May 15
- Arts & Crafts at the Winter Warmer had 29 vendors

V. Old Business

- CSAC T-shirts - Cara stated her interest in getting t-shirts for our committee so there is uniformity when we are at events. She stated that she would talk with Taggart about cost of blue polo shirts.
- Bylaws have been updated and can be found in the Dropbox . File is called ByLaws 3/2014.
- CSAC Name tags – Nicole will follow-up on this.

Meeting was adjourned at 11:03 a.m.

Next CSAC meeting: April 10, CCR Cheadle 5123, 10 a.m.-12 p.m.

*(Corrected) Minutes submitted by Carol Saucedo
April 11, 2014*