



Chancellor's Staff Advisory Council Minutes for 10/9/14

Members Present: Emily Boone (Co-Chair), Nora Crutcher, Erica Diaz, Lucy Diaz, Judy Ann Dutcher, Nancy Emerson, Alejandra Greene (Co-Chair), Amy Jacobs, Taggart Malone, Nicole McCoy, Cara O'Callaghan, Sean O'Shea, Jennifer Ramirez, Carol Saucedo, Alma Villa, Nicole Zavala

Non-Voting Members Present: Diane O'Brien, Amanda Kritzberg

Absent: Maria Coombs, Tracee Davis, Tom Kenna, Doug Truong, Rick Van Hoorn, Viena Zeitler

Proceedings:

10:04 am - Meeting called to order by Emily Boone

10:05 – 10:15 Approval of August Minutes

- Emily Boone will make these changes to the old minutes.
- Notes for retreat – to be discussed next meeting. Priority today is meeting with Chancellor.
- Cara O'Callaghan moved to approve the minutes, Nora Crutcher seconded.

10:15-10:30 Staff Celebration Week Chair(s)

- Tracee, Rick and Lucy are the only other returning members - all others are new.
- Tracee will be heading the staff social part.
- Time commitment is once a week from February.
- Nancy Emerson will co-chair with Emily.

10:30 - 11:15 New Business: Staff Issues and Questions for the Chancellor

- No lists have been sent to the Chancellor.
- Emily Boone and Alejandra Greene will prepare a list from the retreat and send to the CSAC to obtain feedback. This will also help us with who to invite to our meetings.
- Some of the things brought up at the retreat could be discussed within CSAC.
- Meeting with the Chancellor more than once a year.
- Expanding the TAP program- riding in 3 times a week does not give you enough time. Emily asked if the TAP program is funded by the Chancellor. It was recommended we present something to the transportation group first to see what they can offer. They will prepare a proposal showing need and percentage of people needing what changes.
- Budget for CSAC for staff celebration week. Development committee.
 - We can only get in-kind donations.
 - Food bank donation was a good way to go.
 - As committee members we had to buy our own T-shirts -- can this be considered marketing?
 - Emily Boone let us know we do have some leeway and can ask for funds. Food for the luncheon is covered as are rentals, paper goods are not.
 - Development committee will meet in the next couple of weeks to come up with a list of

what we want to ask the Chancellor to fund.

- Sub committees should send Emily what they would like to be discussed with the Chancellor. Call Emily if you have other ideas.
- UC Care was discussed last year somewhat extensively. The staff issues committee will decide on some issues to be discussed.

11:15-11:45 **Committee Reports**

- *Marketing/Website Committee* – Doug was not present but sent a report. Chancellors IT committee – DList is now forwarded to the SList automatically.
- *Development Committee* – Have not met yet but will in the next few weeks.
 - To be discussed:
 - What they want to ask for funding to support.
 - Winter Warmer is December 10th – They will try to get some cups – Cara O’Callaghan provided the cups last year (small cups – encouraging people to bring their own cups).
 - Let Nora know about anything else that would be good to have donated. Nora will contact Tracee and Lucy (not present).
 - We provide cookies - working with staff. Staff social gets money from the Vice Chancellors to get the food (Staff Assembly, PWA, and ABOG).
 - Need to get tables, table cloths which Recreation will supply (again).
- *Nominations Committee* – Amy Jacobs/ Erica Diaz -Lots of nominations (6) for **2014-15**.
 1. Vice Chancellor – Student Affairs (**Lisa Slavid selected**). (Amy)
 2. Campus Climate Implementation Committee (8 nominees, at Chancellor’s Office for decision). (Erica)
 3. Events Center Governance Board (**Josie Strange selected**). (Amy)
 4. UCen Governance Board (nomination deadline – 10/15/14). (Erica)
 5. Dean, Humanities and Fine Arts, L & S (nomination deadline – 10/20/14). (Amy)
 6. Dean, Undergraduate Education, L & S (nomination deadline 10/23/14). (Erica) –
 - Amy Jacobs pointed out that many people do not hear about certain events on campus – such as the IV tragedy memorial yesterday – AS sent out notices on FB, Twitter, AS list. Discussion ensued: Public Affairs (John Longbrake/Alex Parraga) have a new communication – EMMA (similar to constant contact) – Faculty and Staff – More visual masthead – to improve communication on campus.
- *Staff Celebration Week*- Emily Boone and Nancy Emerson are co-chairing. Probably will happen the first week of May – to be set by Diane O’Brien.
- *Staff Issues* – no report.
- *Staff Issues – Professional Development* – Have not met. Emily will send list to Carol Saucedo and Diane O’Brien.
- *Social Activities Committee* – Have not met - they have a couple of ideas.
 - Team building will be a focus.
 - Rod Tucknott was contacted and is interested in providing a Kayak trip – probably a small cost and a minimum number.
- *Staff Assembly Updates* - Gary White (absent) but they have met:
 - Talked about the DList forwarding to SList change.
 - Also talked about the Winter Warmer -- will be on a Wednesday to coordinate with the Farmers Market. There was interest in how this will happen – how to separate students/staff. Friday was good last year.

11:45 – 12:00 Old Business/Items for Next Meeting

- Discussion of retreat and goals for this year – to be discussed, but Emily will be sending out a list of the items discussed.
- Carol is on the Executive committee for LUNA – big event next Wednesday night. New employee resource group just starting to get off the ground.
- Carol was assigned to the Chancellor's staff Advisory committee on the status of women.
- Life Theatre is going to be here next week 10-12 and 1:30-3:30 next Thursday– let Carol know if you need this or if anyone in your department needs to be updated. Applies to the supervisory certificate.

Meeting adjourned at 10:45am

Minutes submitted by Nancy Emerson