



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

*Members Present:* Emily Boone (Co-Chair), Alejandra Greene (Co-Chair)  
Maria Coombs, Nora Crutcher, Tracee Davis, Judy Ann Dutcher, Tom Kenna,  
Nancy Emerson, Nicole McCoy, Cara O'Callaghan, Sean O'Shea, Jennifer  
Ramirez, Rick Van Hoorn, Alma Villa, Nicole Zavala, Viena Zeitler

*Non-Voting Members Present:* Diane O'Brien, Amada Kritzberg, Sandy Camp (Staff Assembly)

*Absent:* Erica Diaz, Lucy Diaz, Amy Jacobs, Taggart Malone, Carol Saucedo, Doug  
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### I. Proceedings

10:05am – **Meeting called to order by Emily Boone**

10:05 – 10:15 **Approval of October Minutes**

- Cara O'Callaghan moved to approve minutes with minor corrections, Viena Zeitler seconded.

10:15 – 10:40 **Farfalla Borah - UCSB Human Resources Presentation**

- Outline of the future UC Performance Evaluation Form
- Orientation classes for managers as well as non-represented staff members
- Classes to be taken before evaluation to be completed – Performance Management Series, sign up at UC Learning Center website
- One cycle of supervisory classes completed, 48 in all and currently in re-assessment and improvement phase
- UCOP reviewing creation of an E-Course for training, still in testing.
- Currently it is up to departments and managers to decide which form to use.
- Sandy asked if it would be a part of UC Path rollout
- Farfalla stated it would be tied into UC Path, and she is open to come out to departments and answer questions
- HR continuing to look at union requirements for notice, time, manager training and information awareness
- Nicole commented the goal was implementation for non-represented was in process as three CSAC members have been evaluated with the new format/form
- Concern raised over parity, different review programs, old vs. new
- Farfalla outlined that it is based on different employee class and job duties
- Viena asked when mandatory time will come.
- Farfalla states training needs to come first. Current staffing issues to train the whole campus. HR does not have a full time training manager. The goal is to set people up for success. Two classes for managers (3 total), 1 for staff (2 total) and 1 for ALL employees

- Traci commented about her being reviewed within 30 days of training. Classes key to begin process
- Farfalla said there is a lot of change with emphasis on timeline of training in near future. She closed stating she was happy to come back in the future. The HR website has new structure and is more interactive for the campus
- Cara commented how has At Your Service changed; Farfalla replied it is now UC Net
- Open Enrollment now thru November 22
- Cara thanked Farfalla for the added benefits of acupuncture and chiropractic care

#### 10:40 – 10:50 **New Business**

- Diane O'Brien announced that the two Staff Advisors to the Regents: Donna Coyne and Diedre Acker will be at UCSB Dec 16 and want to meet with Staff and leadership of groups. Please get the word out as they will discuss their roles and then be open for questions
- It was decided that there should be a Town Hall during lunch time.
- Emily continues to look for Financial Aid Advisory Committee (FAAC) member and a Campus Elections Committee (CEC) member; Maria volunteered for the CEC.

#### 10:50 – 11:10 **Committee Reports**

- *Marketing/Website Committee* – no report
- *Development Committee* – Nora discussed the Winter Warmer and that large items were covered. They were looking for more drinks support. Goal to raise money and what it goes for, is it possible to have matching program with CSAC and a local charity, maybe 50/50. Proposal for a third event, future budget and start date TBD.  
Traci pointed out some departments help out a lot. In the future an opportunity to ask for support funding.  
Sally commented that the PWA gets donations.
- *Nominations Committee* – Amy sent a report: awaiting more on Climate Survey – TBD, Still awaiting names for Dean, Humanities and Fine Arts, L & S - Josie Strange and Jamal Ahmed, Dean: Undergraduate Education, L & S
- *Staff Celebration Week* – no report
- *Staff Issues* – Maria stated they were creating questions for the Chancellor's next meeting; there are 8 key ones thus far. An S: list may be an option to be decided Sally stated.
- *Professional Development* – Carol Saucedo was not present but a comment was made about Gaucho U and collaborating with them
- *Social Activities Committee* – Luci sent in a report about a Holiday gathering being planned. Winter Warmer on Dec. 10. Farmer's Market force was mentioned by Hazel for future of the program. Bring food to the event and note healthy options. An email will be sent about setup, cleanup and plans for an HR table; flyers table and bring one's own cup. Need 1-2 dozen cookies and awareness of manager release time off. Also a note to bring cash.
- *Staff Assembly Updates* – Fifteen vendors expected for the Warmer. Assoc. Students to have donation bins for canned foods. Raffle tickets for those who donate. EVC David Marshall met with the Staff Assembly for an hour in Nov. There will be a future engagement survey review and one for non-represented versus represented staff.  
Halloween decorating a blast, more people than ever participated and Inst. For Collaborative Biotechnologies won the Dept. Prize.  
UCSF is hosting the system wide Staff Assembly meeting in 2015.

11:10 – 12:00 **Old Business/Items for Next Meeting**

- Emily commented on the review of the retreat goals. Possibly get group together post-graduation
- Maria requested feedback from the Chancellor regarding annual reports.
- Sally commented that UC Irvine new Chancellor came into their recent meeting there and asked how he can learn more.
- Nancy asked what is difference between Staff Assembly (SA) and CSAC? Sally explained about SA and included other groups such as ABOG, PWA and how can we increase membership.
- Discussion on review and getting Chancellor's feedback on eight questions.
- Diane O'Brien mentioned past position papers about specific topics and informing him about those issues. She had done that in the past as a member of CSAC.
- Maria asked about how to get support and conversations on issues and how that can be a success from the Winter Warmer.
- Emily stated that after their December meeting, if there are still open issues, create a new letter of focus.
- Traci asked about cutting through all eight questions and what are key ones to connect all UCSB committees – how do we all be a team?
- Sally commented on Housing for staff future.
- Emily stated January meeting for CSAC will have a debrief on the Chancellor meeting
- Cara commented about post graduate concerns with Chancellor and having a reporting option – more communication helps us be stewards for him.
- Traci asked how we can help Diane, pick two focal points that are really important to staff, get them more involved.
- Alma asked about feedback or timelines for causes, where CSAC items are, where they go.
- Cara had a request for more money with social events.
- Nicole Zavala mentioned having turned in the Annual report to the Chancellor and it will be posted on the website soon.

Meeting adjourned at Noon

Minutes submitted by Tom Kenna