



## Chancellor's Staff Advisory Council Minutes for 12/11/14

*Members Present:* Emily Boone (Co-Chair), Maria Coombs, Tracee Davis, Judy Ann Dutcher, Amy Jacobs, Nancy Emerson, Taggart Malone, Nicole McCoy, Cara O'Callaghan, Sean O'Shea, Carol Saucedo, Doug Truong, Rick Van Hoorn, Nicole Zavala, Viena Zeitler, Erica Diaz

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

*Absent:* Nora Crutcher, Alejandra Greene (Co-Chair), Tom Kenna, Jennifer Ramirez, Alma Villa, Lucy Diaz, Gary White (Staff Assembly)

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### I. Proceedings

10:04am – **Meeting called to order by Emily Boone**

10:04 – 10:15 **Approval of October Minutes**

- Minutes were approved and seconded.

10:15 – 10:18 **New Business**

- Financial Aid Advisory Committee – 1 member
  - It was asked if any CSAC member was interested in becoming a member. Emily offered to forward the committee information
- Staff Advisors Town Hall – Dec. 16th
  - Flyers for the Regents visit to the campus were passed out. Emily asked if everyone would post them in the common areas of their offices to help spread the word. It was asked that CSAC members would offer help to set up for the visit. An email will be sent out to the D-List for follow up.

10:18 – 10:50 **Committee Reports**

- Marketing/Website Committee
  - Doug Truong informed everyone that the D-List emails automatically get forwarded to the S-List distribution.
  - The website has continued to be updated, emails have been added for a total of about 800 recipients. This represents a net increase of about 40 over last year.
- Development Committee

- Will meet in January. No report to give, but will talk about donations for Staff Celebration Week at the next CSAC meeting.
- Nominations
  - Campus Climate Implementation Committee chose 5 people: Maria Coombs, Viena Zeitler, Donna Coyne, Erica Losada, and Sandy Camp.
  - The person chosen for Vice Chancellor for Student Affairs Committee was Lisa Slavid. It is still to be determined who the others will be.
  - The 12 nominees for the IV Committee need to be voted on and it was asked that people get their votes in as the deadline is December 12<sup>th</sup>.
  - Only two people put their names in for the Search Committee for the new Undergraduate Dean of Letters and Science, but it is not known who was chosen.
  - A call went out for the CIO Search Committee, and the deadline to submit names is December 15<sup>th</sup>.
  - Rick Van Hoorn mentioned that he is waiting for 6 months to hear back from Campus Planning Committee as whether or not they've made a choice. It was in September when the names had been forwarded to them. As of yet there has been no response. Todd Lee was going to be asked directly. The CPC website was checked, and the status was "Pending."
- Staff Celebration Week
  - Dates have not yet been set for Staff Celebration Week. A note was received from the person who's coordinating the PWA Conference (Jacklyn Gutierrez) and they are going to try to coordinate their event with Staff Celebration Week. A discussion ensued regarding the pros and cons of having the PWA Conference coincide with Staff Celebration Week. A concern was raised due to the fact that staff will be required to be away from their desks for too long a period of time in order to attend both events. Emily said she would follow up with the PWA to discuss this in further detail.
  - Concerts on the Green are happening. The date is Thursday, May 7<sup>th</sup>. Details are being discussed with the UGen. It didn't occur last year due to the IV shooting.
  - It was brought up to explore having a breakfast in addition to the lunch for those employees who are not typically on campus during lunch.
- Staff Issues
  - Nothing to report from the Committee.
  - Emily discussed how the Chancellor goes about reviewing and addressing the questions submitted to him.
  - One question may have been addressed. That is where there might be an IV representative implemented.
  - It was agreed that revised questions be submitted to the Chancellor.
  - It was brought up to request a second meeting with the Chancellor (rather than only once per year) in order to follow-up on the results of his responses to questions submitted to him.
- Staff Issues – Professional Development
  - The Welcome Wagon Proposal was offered to Gaucho U. They have accepted it and will continue with it.
  - Share any ideas for future projects.
  - It was asked if information of Cohort projects from Gaucho U could be given to CSAC members.
  - The idea of there being one campus calendar was brought up. One already exists through Arts & Lectures available on the A&L website.
- Social Activities Committee

- Baby shower, Holiday Party, and Winter Warmer went well.
  - Feels uncomfortable denying students from getting cookies from the Staff table though nothing was discussed as to how to address it.
  - Students purchased items from the craft vendors and food trucks.
- Staff Assembly Updates - Gary White
    - Winter Warmer was discussed
    - Town Hall meeting
    - Revamping the website

**10:50 – 11:15 Old Business/Items for Next Meeting**

- Discussion of Winter Warmer
  - Cup consumption was an issue. Needs to be advertised more effectively, as a lot of people did not bring their own cups.
  - Staff Assembly did the advertising for Winter Warmer after meeting with CSAC. There were plenty of emails, but many people don't calendar events from emails.
  - Sending out flyers to each Department, listing events on the campus calendar, and campus signage were offered as solutions to the problem to getting the word out.
  - "Mug Shots with Santa" was proposed as a way to get people to bring their own mugs.
  - A photo booth was offered as an event for future Winter Warmers.
  - There was confusion as to who was bringing the hot coco, and condiments; and how much was needed in order to provide enough for people to drink. Steps will be taken to make sure this issue is taken care of for next year.
- Suggestions for Issues/Guest Speakers
  - Farfalla Borah is a speaker who is universally appreciated and will be asked to speak again.
  - Marc Fisher annual update
  - Social Justice Issues: How do we talk about/bring up issues like Ferguson MO, diversity, etc.? Staff Issues Committee will follow up with ideas on how to put together an event to address this topic. Previous like events will be researched to possibly be patterned after.
  - The Barbara Walker presentation given to LUNA was informative and interesting.

**11:15 – 12:00 Revisiting topics brought up at the CSAC Retreat**

- Emily passed out copies of the notes from the September 11<sup>th</sup> CSAC Retreat in order to pick a couple of topics to work on.
- If a meeting with the Chancellor happens in January it is hoped to be able to meet with him again in July for a follow-up. Asking for accountability from the Chancellor regarding the questions presented to him in January to be the focus.
- Getting feedback from Staff by way of a suggestion box and/or using an incentivized survey is a good idea, but the survey needs to be developed and made very specific as to what exactly is being asked of the people taking it.
- Suggestion button on the website presents problems as the Chancellor does not want there to be a form on the site. A Google Doc is a possibility, however. Suggestions via email already exist on the site, but perhaps that function isn't utilized as well as it should due to the inability to submit anything anonymously. This is where a Google Doc will come in handy. Judy Anne will follow up on getting one on the site.
- Discussion on fundraising and receiving donations was not addressed with the Chancellor. There is a budget for Staff Celebration Week and other events like the Winter Warmer and in order to get funding for various aspects of these events specific requests must be made.

- Obtaining a budget sheet/ledger for Staff Celebration week would be helpful to us in order to figure out exactly where we need to ask for funding.
- Marborg is always very helpful when it comes to donations of services and supplies. They are thanked with a card.
  - Plan to recognize the one year anniversary of the IV shooting. The Chancellor has been contacted by other Chancellors of Universities that have been through this type of thing warning him that the 1<sup>st</sup> anniversary of a tragedy can be just as difficult, and sometimes worse, to deal with than the actual event. It was brought up that it often happens that students are focused on to the exclusion of the Staff and we should be aware of the needs of Staff. John Berberet would be a good person to bring in to discuss this issue.
  - There is not enough staffing for professional development and how can we get the Staff who want to get training, trained? If the training isn't going to be made mandatory how do the Staff who don't want training get trained? Patterning a program after what other Universities have done and using Lynda.com are some avenues to accomplish this.
  - Perhaps an endorsement from the Chancellor to Department Heads would help Staff get more support from their Managers in order to attend professional development activities.

Meeting adjourned at Noon

Minutes submitted by Sean O'Shea