



Chancellor's Staff Advisory Council

Minutes for March 12, 2015

Members Present: Emily Boone (Co-Chair), Alejandra Greene (Co-Chair), Maria Coombs, Nora Crutcher, Erica Diaz, Judy Ann Dutcher, Nancy Emerson, Amy Jacobs, Tom Kenna, Nicole McCoy, Jennifer Ramirez, Carol Saucedo, Rocio Torres, Doug Truong, Alma Villa, David Whitman,

Non-Voting Members Present: Amanda Kritzberg, Sandy Camp (Staff Assembly)

Absent: Tracee Davis, Taggart Malone, Cara O'Callaghan, Rick Van Hoorn, Viena Zeitler, Diane O'Brien, Gary White

Meeting called to order at 10:03am

Introductions: Introduced our new members Rocio Torres and David Whitman.

Approval of Minutes: February minutes: discussion of minor edits. George Thurlow has been given the minutes, but not responded with corrections. Emily Boone will make the changes that were discussed and also report back to the group if George Thurlow has any changes. Carol Saucedo noticed that there was much discussion of topics in her field. She will invite Ricardo Alcaino as a guest speaker to one of our meetings to help address some of our concerns.

Carol Saucedo moved to approve the minutes with the suggested corrections, Judy Ann Dutcher seconded the motion – approved.

New Business

Campus Lactation Rooms: The lactation rooms on campus were funded 10 years ago or more by a grant. HR would like us to help them address the issue of updating and maintaining the rooms.

- Carol Saucedo is working on the Chancellor's Advisory Committee on the Status of Women and they are looking at this issue, as well.
- What are the standards for these rooms and how are other campuses addressing this issue?
- Maybe we need to get together with Staff Assembly and HR about this.
- Alma Villa had an example of a friend on campus who needed a room, but it was too far away and not well organized (key unavailable, etc.).

- Presently there are 5 rooms Kerr Hall, Library, SRB, and Ellison.

Committee Reports

Marketing/Website

- Adding 2 new members onto the website.
- Committee coordinating with Lia Cabello and others on campus on S-List.

Development

- Recreation Department has donated some gift cards to be used for S-List incentive program.
- Marborg was called, but still waiting to hear back about donations for Luncheon.

Nominations

- No report

Staff Celebration Week

- Luncheon will be held on Faculty Club Lawn.
- Save the Date was sent to Diane O'Brien for the Chancellor's approval.
- Paper Goods – Nora Crutcher will ask Jordano's for donations. Alejandra Greene provided a count of what is in stock.
- Week's activities – some highlights:
 - o May 1st – Staff Social at the Recreation Center
 - o May 2nd – Staff Pool Party 12:30-4:30pm – See notes below
 - o May 4th – Luncheon
 - o May 8th – Concerts on the Green
- There was discussion about how to organize event sign ups.

Staff Issues

- David Whitman asked about S-List and how staff are being notified.
- There was discussion about the differences between the D-List and S-List and that the S-List is Opt in.
- They will be beginning a new marketing campaign.
- Sandy Camp said that the Office of the President is sending out a new engagement survey, which should be this month. Staff really need to fill this out in order to make a change. If any of us end up being a selected participant, then make sure to give lots of feedback. Last year we had a 60% return rate – best out of all the campuses.
- Maria Coombs spoke about revamping the S-List flyer. She and Lia Cabello met with a graphic artist about a flyer/email, but then got into a conversation about changing the name of the S-List. The proposed new name is "Gaucho Voice – Staff Edition". They hope to eventually lead people to a message board.
 - o Met with John Longbrake who will not support the S-List as an opt-out list. He also reiterated that the Current is a news site and not for announcements.
 - o UC Berkeley has a bulletin board type of system for staff announcements, however they also have a staff member to maintain it.
 - o If we want to request funding for this, it will probably have to come from the Chancellor's office.

- This would likely be housed in HR. There was discussion about who else would want to house this.
- There was discussion about the positivity of using the term “Gaucho”, which includes students and staff.
- Tom Kenna mentioned a site called UCOP Link, which has announcements and news that is system-wide.
- John Longbrake offered to put an RSS link on The Current front page. He will also help market the opt-out S-List and can post.
- Maria Coombs met with some of the other staff organizations to discuss a survey to see what people are interested in getting through the S-List.
- Doug Truong mentioned that there are two CSAC Facebook pages. He will work with Shayna Ingram to delete the duplicate.

Guest

John Longbrake

- The problem is that the D-List is broken. The concern is to get the most important messages through.
- Loves the idea of the Gaucho Voice as a solution.
- The Current mentions staff events and programs, but we do not have the resources to do profiles.
- Working on a campus message board that will include a calendar and have a staff portion.
- Surprised that CSAC and Staff Assembly messages are not going out on the D-List.
- Must find a home for Gaucho Voice and then it can be highlighted in The Current.
- Recommends marketing Gaucho Voice to both staff and faculty.
- Discussion about use of EMMA for weekly emails. This may be an additional expense.

Staff Issues Professional Development

- Gaucho U is taking over Welcome Wagon project.

Social Activities

- Still looking for a band for Staff Social.
- Planning a DJ, vendors, drawing.

Staff Assembly Updates

- Staff Celebration Week being discussed.
- Engagement survey.
- Status of women on campus.
- Gaucho U staff groups being assigned an SA representative for longevity.
- CUCSA (Council of University of California Staff Assemblies).
- Excited about S-List progress
- Will meet with Cynthia Seneriz about engagement survey results.

Meeting Adjourned at 12:06pm

Next Meeting is April 9th.

Minutes submitted by Nancy Emerson.