



## Chancellor's Staff Advisory Council

### Minutes for April 9, 2015

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

**Non-Voting Members Present:** Amanda Kritzberg, Diane O'Brien, Sandy Camp (Staff Assembly), Ricardo Alcaino (Office of Equal Opportunity and Sexual Harassment)

**Absent:** Tracee Davis, Erica Diaz, Taggart Malone, Rick Van Hoorn, Gary White

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Meeting called to order at 10:02am

#### New Business

Guest speaker, Ricardo Alcaino (Director & Title IX Coordinator for the Office of Equal Opportunity and Sexual Harassment)

- Passes out notes @ what is happening right now with sexual violence system wide and nationwide and the report from UCOP
- Explains and gives background of ACT
- Education type program about sexual violence
- Became beyond education, it helped enforcements
- Title IX – not just students...staff, everyone
- Campus Save Act
- Guidelines are now the Law
  - Napolitano – she asked “what are we doing for VAWA”
    - Make the initiative UC wide
    - Form a campus wide task force (meeting since July 14<sup>th</sup>)
- Regents, faculty, staff, grad students, advocates (CARE, Campus Advocacy Resources and Education), Student Affairs
- CARE: Survivors of sexual assault, stalking, dating violence, etc.
  
- Policies & procedures get triggered and situations come forward
  
- Maria asks: What happens when someone reports an incident? What does trigger mean?
  - Administrative procedures, not criminal
  - His office does not have to report it; they cannot file a charge for someone else

-Examples: invite Police to meet with victim

-Sandra – Presentations in departments?

-Ricardo: Irvine great example of model

-Changed policies last year to expand and apply sexual violence as well

-Ricardo: someone falsely accused = sexual harassment

-Survivor/victim focused, but don't forget about the falsely accused = balance

-Maria: What happens if it's on campus vs off campus

-Ricardo: Affects workplace, affecting educations = our concern

-Temporary restraining orders

-Threat management team

-Maria: What is a threat?

-Ricardo: Do they have weapons? Means to get here? Welfare checks?

-what conduct do they exhibit in the workplace?

-Ricardo hands out Procedures for Responding to Reports

-Complaint – intake – resolution – response

-His office keeps all records

-David: What should we be doing with staff to respond to things on social media...How do we stay prepared to respond?

-Ricardo explains the sit-in to protest a hearing/case, survivor of sexual assault, that campus did not react appropriately

-The campus did address it

-Bringing attention to the general topic is good

-Ricardo: Campus Climate Survey

-8% respondents – students (YES they had unwanted sexual contact), which is about 700 complaints

-Ricardo: System wide, updating policy again

-Staff input is important

Maria – talks about the sub-committee addressing the sexual violence, throughout the survey

Approval of Minutes: -Nicole - change Concerts on the Green date from 8<sup>th</sup> to 7<sup>th</sup>

-Carol motions to approve minutes, Viena seconded.

## Performance Management Program Update – Alejandra

- E-course
- Alma - not user friendly, people complaining
- PMCP in search field brings it up
- Alejandra will share feedback

## Committee Reports

Marketing/Website – no updates

### Development

- Nora: in contact with Marborg and Jordanos to donate to luncheon
  - Trash overflowing last year
- Ask for 30 garbage, 20 recycling
- Staff Social – same trash bins

Nominations- no updates

### Staff Celebration Week

- Pass around list of activities that need CSAC reps
- Paper cutting “party” for the table covers, 4/30 @ 12pm, Rec Center classroom 2103 (bring scissors), bring markers
- Staff Assembly can help
- Brand new: Staff Pool Party, Concerts on the Green,
- Emily goes over SCW schedule
- Adventure Program donation or staff social
- Rock Wall at luncheon
- David: Interested in adding an LGBT Mixer for staff to the SCW schedule
- Nicole: When will the D-list go out with the schedule?
- Waiting on flyer and event descriptions (Emily)
- \$15 polos for new members

### Staff Social

- Maria - low on budget, no money for the food
- cookies and drinks
- low \$2k

### Professional Development

- Carol – Gaucho U tour of pilot program for new staff (funding from HR)
- Response from survey – 30% good idea, 70% presentation of staff resources was valuable
- Any other recommendations – tour was more for prospective students...should be at staff level
- Ice breaker/name tags
- Buddy system - new staff members connect with others
- Handout of acronyms
- Classes – example: Twitter (through Lunch & Learn?)

-Encouraging managers and supervisors to take advantage of the resources, example: Lynda.com

#### Staff Issues

- Maria - Engagement survey to discuss re-marketing of the S-list – Gaucho Voice
- Deadline by Staff Celebration Week, in order to roll it out
- Cost: John Longbrake said there is going to be fees associated per email
- John's recommendation was to use mail chimp since its free
- Maria shares the costs associated
- Can we have an email that would serve as the email for the group & inquiries?  
Moving forward with that
- The Name: everyone loved the logo JudyAnn created
- Gaucho Voice: Staff Insight
- Doug thought it was just Staff Insight, no Gaucho Voice (too long?)

#### Staff Assembly

- Ice Cream Social – 12pm
- Get more ice cream this year so it doesn't run out
- Concern: Health Net is being eliminated in 2016? – no changes to basic structure to Blue and Gold, and it will remain the same
- STAR plans were confirmed
- Staff Citation Awards – 10 awards given
- Update wording on next year's recognition program
- Engagement Survey – reminder
  - So far UCSB is the lead campus for returns, 34% (UCSF being 2<sup>nd</sup>)

STAFF PHOTO – postpone, many are absent

#### Open Discussion and Action Items –

Emily – sign-ups for events updates

-announced next week (in order for staff to ask for permission), then 1 week later registration will open

Maria – send registrants emails to confirm if they are attending

Doug – suggests calling guests the morning of to confirm

Doug – to ask Andy to send lists of all registrants to CSAC

-we will create wait lists for the various popular events

Alma – send CSAC members schedule for luncheon – tasks/duties

Meeting adjourned. Meeting Adjourned at 12:00pm

Minutes submitted by Rocio Torres.