



## Chancellor's Staff Advisory Council

### Minutes for June 11, 2015

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**Members Present:** Emily Boone (Co-Chair), Alejandra Greene (Co-Chair), Tracee Davis, Erica Diaz, Judy Ann Dutcher, Amy Jacobs, Tom Kenna, Nicole McCoy, Cara O'Callaghan, Jennifer Ramirez, Rocio Torres, Doug Truong, Rick Van Hoorn, Alma Villa, Viena Zeitler

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

**Absent:** Maria Coombs, Nora Crutcher, Nancy Emerson, Taggart Malone, Carol Saucedo, David Whitman, Diane O'Brien, Gary White

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Meeting called to order at 10:00am

Approval of Minutes: April and May minutes approved.

#### New Business –

- Discussion regarding CSAC Co-Chairs:
  - o No nominations to date.
    - Discussion of duties and time expectations
    - Coordination of guests and topics
  - o Emails to group
  - o Sub-Committees leadership – knowing the staff celebration week chair could be helpful in procuring co-chairs for CSAC.
- Discussion about consolidating the committees and reducing their number.
  - o Make sub-committees within sub-committees
    - Nominations/website/marketing, staff issues and development, staff celebration and social activities
    - Make committees more efficient
    - Ask committee members to only sign up for one committee and put all their energy into that committee and its sub-committees
  - o Seven leaving CSAC this year: Emily Boone, Maria Coombs, Nicole McCoy, Amy Jacobs, Cara O'Callaghan, Doug Truong, Rick Van Hoorn

## Committee Reports

### Marketing/Website

- Will add committee chairs' emails to the website.

### Development

- Will ask the Chancellor for an annual budget of \$6,000
  - o \$3,500 for Staff Social, \$1,500 for Staff Breakfast, \$500 for Winter Warmer, and \$500 for Ice Cream Social
- Will ask the Chancellor to add trash and plates/utensils to the Staff Celebration Week budget
- T-shirts and CSAC Retreat budget should be brought to Diane O'Brien for approval.

### Nominations

- EH&S position has 1 nomination
- Discussed using the past nominees database for the last year to reach out to those that are obviously willing to serve the campus community with personalized invitation to apply for CSAC

### Staff Celebration Week

- Emily will work on Staff Celebration Week book to help with planning next year

### Staff Issues – nothing to report

### Staff Development

- Proposing a Learn at Lunch roundtable for our staff organizations to introduce themselves to the staff

### Social Activities

- Date needed for CSAC end of the year party

### Items for next meeting

- Dr. Michael Young and Dr. Yonie Harris will be at July meeting
- Emails will be sent by nominations committee regarding Co-Chair
- Vote at July meeting to get Co-Chairs in place before August
- July meeting we will vote on changes to the bylaws to condense committees as outlined above.

Meeting Adjourned at 11:42am

Minutes submitted by Viena Zeitler.