



Chancellor's Staff Advisory Council Minutes for October 8, 2015

Members Present: Nora Crutcher, Tracee Davis, Alejandra Greene, Carol Saucedo, Dave Whitman, Viena Zeitler, Monica Solorzano, Mayra Magana, Brett Beisecker, Carolyn Meisner, Alma Villa, Barb Beainy, JudyAnn Dutcher, Erica Diaz, Jennifer Ramirez, Mia Weber, Rocio Torres, Taggart Malone

Non-Voting Members

Present: Amanda Kritzberg, Erica Losada

Absent: Tom Kenna

Meeting called to order in SAASB, Room 3101, at 10:05 a.m.

I. Retreat Recap:

1. Decision to move Staff Social from Staff Celebration Week to summertime event.
2. The group discussed focusing on manageable goals to present to the chancellor rather than larger scope projects/proposals.

II. Guest Speaker Ideas:

1. Margaret Klawuun - Vice Chancellor, Student Affairs
2. John Berberet - Human Resources, Learn at Lunch Programs
3. Chuck Haines - Director of Capital Development
4. Gaucho U representative
5. Library representative
6. Housing representative
7. Benefits representative
8. CARE "Green Dot" representative
9. Sustainability representative

III. Committee Reports:

1. Staff Events: Nancy provided an update on the Winter Warmer Event
 - o Winter Warmer location in front of Cheadle approved and scheduled for December 11th, 11am-1pm

- \$500 budget will be used to enhance event in addition to donated and homemade items (coffee, hot chocolate, cookies etc.)
 - Ideas: Costco cheese platters, Costco cookies to supplement homemade items
 - No Waste Event: encourage guests to bring reusable mugs
 - CSAC will bring back-up cups in the event some guests do not bring personal mugs
 - CSAC staffing and responsibilities day of event: will work in ½ hour shifts and provide home baked cookies and treats (spreadsheet will be distributed for sign ups)
2. Staff Issues: Alejandra will update the group next meeting
 - Marc Fisher could discuss bike path and skateboard safety if he is a meeting guest
 3. Marketing/Website: JudyAnn provided an update regarding Gaucho Voice, Social Media, and asked group for content suggestions for CSAC to promote
 - Gaucho Voice Staff Edition: Improvement from the S-list but must troubleshoot challenges with MailChimp at department server level
 - Possible interim idea: Go back to the S-list and send the link bringing user to the CSAC website (challenge is the more clicks, the less traffic)
 - Social Media: CSAC has Twitter account (Nicole will post 2 x per week) and Facebook account (JudyAnn will post 2 x per week and provide CSAC members access and permissions to post)
 - Encourage people to “like” page on Facebook
 - No Instagram account
 - Content: What should CSAC be promoting?
 - Professional development opportunities
 - Events (Parents & Family weekend etc.)
 - Employee benefits (Lynda.com, Coastal Housing benefits, discounts, etc.)

IV. Staff Assembly and Other Committees Update:

1. Sierra Madre: 35 units, 2-3 bedroom/bath
 - Faculty regular process
 - Staff 50/50 lottery
2. Halloween costume contest for staff coming up on Oct. 30th
3. Carol Saucedo updated the group on two committees:
 - Toastmasters and Optimist Club joint event with guest speaker: Oct. 16 12:15-1:30pm
 - Chancellor’s Advisory Committee on the Status of Women (CACSW) met recently

V. New Business:

1. Engagement Survey Representatives: Engagement Survey implemented to help UC better understand the views, needs, and experiences of non-represented staff on topics related to working at UCSB (i.e. workplace collaboration career development, & performance management)

2. Committee meets 1 x per month
 - o Monica and Viena agreed to participate. Carolyn is the alternate

VI. Guest Speaker: Farfalla Borah, Employee and Labor Relations

1. Performance Management Program-please sign up for classes and spread the word!
 - o Open to employees and supervisors: instructor-led class that gives a general introduction to performance management principles, performance evaluation forms, and the Performance Management Certificate Program.
 - o Online courses available
 - o Performance evaluations due dates: Annually (best cycle for department, not necessarily Oct. 1st)
 - o New performance evaluation soft rollout, required starting next year
 - Designed to be completed after the training course (not intuitive)
2. See Power Point Presentation for details
 - o Class dates, times and to register for the class, log into the [UC Learning Center website](#) and enter code PMCP in the search field to look for available offerings.
 - o Contact: Farfalla Borah, Employee & Labor Relations Manager
805.893.4482, Farfalla.Borah@hr.ucsb.edu

Meeting adjourned at 11:25 a.m.

Next CSAC Meeting: November 12th, 10 a.m. -12 p.m., Cheadle Hall 5123

Minutes submitted by Barb Beainy