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
o 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
o 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
o 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
  o 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)
  o 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
  o 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
  o Faculty regular process
  o Staff 50/50 lottery

2. Halloween costume contest for staff coming up on Oct. 30th

3. Carol Saucedas updated the group on two committees:
  o Toastmasters and Optimist Club joint event with guest speaker: Oct. 16 12:15-1:30pm
  o 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