Members Present:
Barb Beainy, Tracee Davis (co-chair), Erica Diaz, Nora Drake (co-chair), Judy Ann Dutcher, Nancy Emerson, Tom Kenna, Mayra Magana, Nicole McCoy, Jennifer Ramirez, Monica Solorzano, Carol Sauceda, Alma Villa, Viena Zeitler

Non-Voting Members Present:
Diane O’Brien, Amanda Kritzberg, Erica Losada (Staff Assembly)

Absent:
Brett Beisecker, Alejandra Greene, Carolyn Meisner, Rocio Torres, Mia Weber, David Whitman

Meeting called to order at 10:07 a.m. in the Chancellor’s Conference Room

April Minutes approved

I. Events Committee-Chancellor’s Staff Celebration Lunch
   a. Overview: Nancy reported the luncheon was a great success
      i. Attendance above expectations
   b. Lunch date/day: received positive feedback associated with the day change
      i. Tuesday was a more convenient day than the traditional Friday
   c. Food quality: overall good
      i. Taco and salad very good
      ii. Cookies disappointing and appeared to be store bought rather than the advertised "homemade"
         1. Will request fresh baked homemade desserts next year
   d. Food quantity: overall good
      i. Adequate amount of tacos
      ii. Increase salad order next year
      iii. Increase dessert order next year (or hire dessert police)
   e. Improvements to be considered for 2017 lunch
      i. Align food service with advertised lunch time
         1. Discrepancy between the advertised lunch start time and the agreed upon 11:30am contract start time with caterers
         2. Next year Events Committee will coordinate advertised lunch time with food service and confirm with caterers
            a. Ensure decreased wait times and improved line flow
ii. PA System and DJ suggestions
   1. PA not loud enough- increase volume
   2. DJ played “interesting playlist”-next year ask DJ to exclude songs containing inappropriate language and eliminate heavy metal songs

iii. Program: enjoyed the Chancellors program but folks seemed to be more engaged with individual conversations at tables
   1. Shorten the program
   2. Remove awards ceremony from lunch agenda and assign elsewhere (too loud and folks not paying attention)

iv. Needed resources: purchase elastic table clothes, professional banners, first aid kit etc....

II. Staff Social Event- Chancellor’s Staff Celebration Week
a. Overview: Erica reported that the event went well
b. Attendance: 2-3 p.m. highest attendance
c. Vendors: increased number of vendors this year was well received
d. Location: Rec Cen staff was not accommodating
   i. Change location next year, possibly Storke Plaza?
e. Food: participants suggested going back to traditional food rather than appetizers
   i. Eliminate tickets for food

III. Marketing Committee- Chancellor’s Staff Celebration Week
a. Overview: Jade and CSAC members reported that the marketing strategy and execution was a HUGE success
   i. Daily communications and notifications worked really well
   ii. Social media and flyers very creative, well done, and well received
      1. Jade used “fun facts” to increase attendance at tours – great idea!
         a. #1 served ice cream: mint chip
         b. # people attended lunch: 2356
   iii. Challenges: hashtags did not get a lot of action
b. Jade confirmed the “wrap up” Staff Celebration Week communication would go out soon

IV. Physical Facilities and Orfaela Children’s Family Centers Events- Chancellor’s Staff Celebration Week
a. PF: attendance was high and both parties were a hit
   i. breakfast was attended by the AM crew & dinner attended by the PM crew
b. Childcare facilities
   i. Tom graciously offered to deliver food to Orfaela staff next year
      1. Tom will collect headcounts for each center
         a. SRB location approximately 15 and Devereux location approximately 40

   c. Housing and Residential Services
   i. CSAC will consider ways to include H&RS staff next year
V. Chancellor’s Staff Celebration Week - Tours
   a. Storke Tower Tour: great success
      i. Proposed adding more tours during Staff Celebration Week
      ii. Add quarterly tours or a couple of tours per year
   b. Architecture Tour: great success despite conflicting with Storke Tower tour
   c. Coal Oil Point: fantastic and 100% attendance
      i. Increase time of tour to 1.5 hours
   d. Touch Tank: always a hit!
      i. Open year round
   e. CSAC suggestions: advertise and offer tours at multiple times throughout the year

VI. Staff Celebration Week - Pool Party
   a. Overall review: Carol reported that the pool party was well organized and fun
   b. Location: Rec Cen, good service on the pool deck
   c. Attendance: 70 plus people
   d. Outcome: great prizes and very fun

VII. Staff Issues
   a. Mayra reported that the proposal writing team will be meeting on May 19th at 2pm - SRB conference room

VIII. Staff Assembly
   a. There will be a town hall on September 29th to discuss engagement survey
   b. Gaucho Mentor Connection: looking for future expansion
      i. Present at June CSAC meeting - Erica Losada and Helly Kwee
      ii. Inform and discuss future goals
      iii. Need more mentors
      iv. Possible topic to consider for a piece in the Gaucho Voice Staff Edition

11:24 a.m.

IX. New Business
   a. CSAC members needed
      i. Losing 11 members
      ii. Co-chairs term expires this year
         1. Nominations for new co-chairs
         2. Co-chairs for sub committees would be helpful as well
      iii. July 5th deadline
      iv. Jade will include in GVSE

Meeting adjourned at 11:46 a.m.

Minutes submitted by Barb Beainy