



## Chancellor's Staff Advisory Council Minutes for May 12, 2016

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### **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 Saucedo, 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 19<sup>th</sup> at 2pm- SRB conference room

- VIII. Staff Assembly**
- a. There will be a town hall on September 29<sup>th</sup> 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 5<sup>th</sup> deadline
    - iv. Jade will include in GVSE

Meeting adjourned at 11:46 a.m.

*Minutes submitted by Barb Beainy*