

Executive Director Report

Delivered to ASUCSB Senate by

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Personnel Announcements: Student Staff

All areas of the department are seeking student staff support. AS employs approximately 350 undergraduate students and those positions are currently being recruited and filled (posts are made on handshake job board—in career.sa.ucsb.edu).

Personnel Announcements: Current Updates on Career Staff

Over the summer we have had lots of changes in personnel and the following is a general report of the staffing plan, including recruitment and active work that is in progress. Please know that while we are down these many staff members, we are endeavoring to both fill these vacancies and accomplish the workload. If there are any needs that you are experiencing, relative to staff—please feel free to contact me personally. Student representatives are needed. Our website is UpToDate and accurate regarding our staff and their contact info.

1. Director for Student Development (etc.) Interviews in progress. There will be student forums when candidates are brought to campus.
2. Administrative Assistant: Interviews about to be scheduled.
3. Campus Support Advisor (CSA)- candidate pool is available but committee still to be formed. Campus Support Advisor- for the TSA, Global Gauchos and AS Public and Mental Commission. Under the direction of the Assistant Director for Governmental Affairs (LaDonte King), the AS Campus Support Advisor (CSA) provides advice to AS UCSB students in three areas: transfer policies, policies related to international students, and public and mental health issues. The CSA advises the AS Transfer Student Alliance, the AS Global Gauchos Committee and the AS Public and Mental Health Commission.

The Campus Support Advisor (CSA) maintains knowledge of policies and needs for transfer students, international students and issues related to student public and mental health.

In the area of transfer: articulation agreements and transfer requirements and regulations and collaborates relevant UCSB departments involved with transfer students and transfer student issues.

4. HR and Payroll Analyst- should be entered for recruitment soon. Need one more student for this search committee. Currently am appointing a limited appointment into it due to the critical nature of this position because Coraline, our Assistant Director for Human Resources (who formally held this position and who has been accomplishing those duties until it is filled once more—had to take a leave due to her work Visa having expired. She (Coraline) will be back in November, and her workload at the moment is being taken up by Denise Rinaldi, who retired, but who I have hired back to help with training and our Strategic Plan.

5. Additional changes in staff include Diana Collins Puente and Sarah Seidschlag being appointed co-Interim Assistant Directors for Community Affairs, Civic Engagement and Advocacy. Their appointments end at the end October. Ruth Garcia Guevara has been on leave since last March, and has now returned to work, 50% time, until January 4th, 2019 when she will return to work full time.

Open Vacancies in Recruitment

6. Assistant Director for Finance and Business (Cindy Lopez, retired, and I have hired her back for this academic year to help with these responsibilities and to help recruit and train the next ADFB).
7. Assistant Director for Community Affairs, Civic Engagement and Advocacy (Diana Collins Puente and Sarah Seidschlag are currently sharing these responsibilities).
8. Assistant Director for Business Services (formally held by Mathew Norton and while this position is open, I have made myself responsible for this area of work).
9. UCIV/Pardall Center Coordinator (currently seeking to increase Edgar's time to support this function).
10. Helpdesk technician (position formally held by Scott Gordon, and whose workload is currently absorbed by Sean and Carmen—we will be going out for recruitment soon, and/or seeking temporary help).
11. Public Events Manager (position formally held by Paul Grankowski and whose workload is currently absorbed by Marilyn Dukes—we will be going out for recruitment soon).

Issues-Resolved

1. IRS Status. Over the past 9 years, or so, I've been working with the Internal Revenue Service (IRS) Regarding AS' Non Profit Status. This past year, we clarified that we no longer need to file 990s and we had the State of California recognize the non profit-status of the association. The following is : Recognized by the State of CA

Regarding	: Tax-Exempt Status
Organization's Name	: UNIV. CENTER/ASSOC. STUDENTS OF UNIVERSITY OF CA, SANTA BARBARA
CCN	: 9790830
Purpose	: Educational
R&TC Section	: 23701d
Form of Organization	: Unincorporated Association
Accounting Period Ending	: 06/30
Tax-Exempt Status Effective	: 06/30/1960

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section.

2. IDEAS, Undocumented Students and AS.

Last year's Senate requested funds for the hiring of a staff attorney to work with IDEAS, and the undocumented student population by way of a resolution. I implemented that by employing AS Legal Resource Center's – Ron Perry—who began to offer dedicated time to serve this student population as an Independent Contractor over the summer. Additionally, we have invited IDEAS to use the AS Annex conference meeting room and we are supporting their use of the AS Annex kitchen by having repaired the exhaust fan and cleaned the space for everyone's use.

3. **Special Election.** As you may have noted, there is an upcoming Special Election staff have been supporting that effort and you should be seeing notifications around campus regarding it.
4. **CareerTracks and UCPATH.** These two entirely unrelated major system changes have occurred over the summer in regard to personnel. First, the CareerTracks implementation created a new classification framework that is a relational system of personnel title codes. It sought to identify all of the career personnel into new "family" categories. Its intent was to formally and appropriately describe all the personnel across the entire UC system and across the UCSB campus.

UCPATH is an entirely new system by which university transactions regarding personnel for both career staff and students are employed. It just went live last Thursday and a great deal of time and effort has gone into this entire new system. Literally all of the transactions are processed at UC Riverside—not locally. Therefore, there is a timelag that we now have to plan and account for, when hiring personnel.

Both of these systems have required a great deal of time and energy to understand implement from me and our staff. I believe that we have them both well in hand, but are still undergoing training regarding UCPATH.

5. **Updates across the department of relevance to us all.**
 - a. The annual audit of our financial system and controls is underway. It will be likely completed by the end of this quarter. As soon as it is completed, and finalized, our audit firm will be presenting to you all the annual reports.
 - b. **Procurement**—we have been engaged for over a year with the office of procurement management on the campus in a new way. That is, while we have always relied on their support and guidance while committing to contracts, we have experienced a higher level of consultation and regulation over the past year. As you all know, the only person who can sign off on contracts, per legal code is your Executive Director and while we continue to work on training with them, our contracts with outside vendors are signed by both me and the procurement office relevant personnel. They certainly do review all of the commitments that we make and support our needs. However, as you may be aware, this means that we need to give them (and ourselves) plenty of time for review and to manage potential edits.
 - c. **Gateway**—along with a closer alignment with the campus procurement procedures, we have begun to purchase many of our supplies using Gateway.

This also requires more time, for planning and review. So, if you need supplies, or when you need supplies, please connect up with AS Admin and/or your advisor.

- d. Travel-From time to time the association sponsors travel for students. This may include conferences, or meetings/visits to other locations. All of this is sponsored by student fees. Therefore, it is regulated under those guidelines. The opportunity to travel is a privilege and it has great potential to both support your offices by meeting with others in person and to engage the greater community of the State of California and the nation in your work. Over time there have been situations that have challenged this resource, including students not following policy when engaged in this travel. So, over time, we have developed a series of expectations and requirements for travel that many of you have seen including signing of waivers, the code of conduct, and the sharing of emergency contact information.

Our technological support area is working on a single portal that will contain the entire process—from participants, to organizers to staff and administration. It is not ready to be unveiled yet. I will dedicate a future report entirely to this topic.

For now, however, as soon as you or any entity with whom you work is thinking about either traveling to another location—anywhere—or bringing /hosting folks here (at UCSB); please talk with your advisor. Amongst the new features is a requirement for pre-travel workshop to be delivered by your advisor. Additionally, I am seeking a way for all student expenses (including incidentals) to be covered for those engaged in the travel.

A reminder, as organizers of travel experiences, please ensure that fair practices are followed regarding how folks are selected to participate, so that all of those who may want to attend are given fair opportunity to do so. All of those decisions need to be made by you, and documented in minutes for responsible entities.

Our standing policies should reflect these upgrades to our department travel and I will be including new requirements, and possible consequences for not following the expected AS policy, along with potential sanctions. If anyone is interested in working with me on this, please let me know as soon as possible. I've been consulting with the Alcohol & Drug Program (ADP) who has helped us to develop our own pre-travel workshop, now being required for all AS travel.

e. Accomplishments

- i. The AS FoodBank has refrigerators!!
- ii. All of us are on GOOGLE for the first Fall, ever!!
- iii. All of us can use SLACK—and we should use it—as it is paid for by the association.
- iv. We are seeking to implement a new “cRM” – Client Relational Management system called Salesforce so that all of the staff and student

work that is accomplished through the association is captured in one database.

- v. AS ' Leadership Summit is this weekend...please plan to attend it and the AS/OSL leadership retreat it is critical that we start off the year ASONE.
- vi. Across the entire association specific entities are hosting their own retreats to orient each other on upcoming work and sharing the historical memory that each of us holds from prior years.
- vii. Over this past summer I attended a meeting of all of the heads of student government departments at Berkeley and I also attended the UCSA meeting in Pomona in support of the students attending it.
- viii. I sat on the search for the Director of the Counseling and Psychological Services (CAPS) this summer and Dr. Brian Olowude was selected as its next Director.
- ix. I have worked with a couple Senators over the summer on their projects; please do not hesitate to reach out to me as you begin to craft your work.

My Time:

Department-wide managers will continue to meet every two weeks, and the entire AS department is convened every two weeks. From time to time you may notice our administration office is closed; and that is usually the reason.

My office hours are on Fridays from 1-3 PM and/or by appointment. I will be attending an upcoming meeting of the UndocuQueer Conference in Pullman Washington October 11-14th. My phone numbers are 805 448 6550 and my email is marisela@as.ucsb.edu or mmarg@ucsb.edu