Hope everyone’s week is going well. As Spring Quarter continues to move along quickly, please note that a number of reminders on various topics and projects that continue to be in progress are included below. This week’s Update follows and, as always, thank you all for your hard work and dedication.

1. A friendly reminder that we have a Staff meeting scheduled for this Thursday at the usual time of 1:00pm - 3:00pm (PDT). If an in-person hybrid option is available, it will be confirmed with the distribution of the meeting agenda. Remote attendance will be via Zoom at the regular meeting link here: https://ucsb.zoom.us/j/625014226?pwd=aGJOVTRBNzhpQmM1dXJYZUZ1c3F5QT09.

2. The Associated Students Spring General Election is underway and scheduled to conclude this Thursday, April 27th at 4:00pm. Please encourage your students to vote. They can access the ballot directly at this link: http://vote.as.ucsb.edu/. You can view daily voter turnout numbers on the AS website home page (https://www.as.ucsb.edu/) as well as the AS Elections Board webpage (https://elections.as.ucsb.edu/).

3. Per Lili’s personnel announcement earlier today, Ashleigh McGuire will be joining the department on Monday, May 1st under a limited appointment to the Admin Office Coordinator position. Ashleigh will be providing support for customer service with the department and overseeing and managing the processing of payments, encumbrances, and account adjustments. Additionally, she will post budgets, and hire, train, and supervise the Admin, Main, and Annex student staff. Please see Lili’s email message for additional details and be sure to welcome Ashleigh to AS.

4. While the safety and well being of the University’s employees is a high priority, incidences of injury or illness can occur. In such work-related cases, it is important to remember that all such occurrences must be reported to the campus Workers’ Compensation team within 24 hours of the University’s first notice of an incident. The reporting link (here: Employer’s First Report (EFR) https://ehs.ucop.edu/efr/home) is on the Workers’ Compensation website: https://www.ehs.ucsb.edu/programs-services/workers-compensation. As you may know, Workers’ Compensation is a state-mandated insurance plan designed to provide benefits and assistance to all workers who are injured as a result of their employment or who develop job-related illnesses. Please take the time to review the wealth of information and resources located on the website.

5. As a number of you are already experiencing, Spring quarter typically includes a resurgence in student group travel. Please remember that it is important for staff to ensure that related University travel policies are adhered to including completing a risk services travel form and all other relevant issues to a particular travel plan. Please see the University’s Travel Risk and Insurance website for related information, guidance, and policies located here: https://www.ucop.edu/risk-services-travel/index.html.
6. In an effort to improve the well being and safety of the campus community, the Vice Chancellor for Student Affairs, Margaret Klawunn, distributed a public health announcement email on April 19th addressing concerns from accidental fentanyl and xylazine exposures. Important related information and resources links are included, including how to obtain and use opioid overdose reversal medication (Naloxone/Narcan) and fentanyl testing strips [https://adp.sa.ucsb.edu/gfr/overdose-prevention-naloxone](https://adp.sa.ucsb.edu/gfr/overdose-prevention-naloxone). Please take some time to familiarize yourself with the email message’s important information if you have not already done so.

7. REMINDER: The Campus Telephony Refresh Project continues to move forward quickly (information here: [https://www.it.ucsb.edu/campus-telephony-refresh-project](https://www.it.ucsb.edu/campus-telephony-refresh-project)) and is set to replace the existing phone system throughout the department with a cutover to the new Zoom phone application on May 19th. If you have not already done so, please review and update as soon as possible this spreadsheet that Sean posted in the Staff Slack channel on April 12th to update/confirm phone lines in your area: [https://docs.google.com/spreadsheets/d/1O_VG7ybQSK4Z_9MtQK4ip1ch8JJB1VlhG9wpoJHCQ8U/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1O_VG7ybQSK4Z_9MtQK4ip1ch8JJB1VlhG9wpoJHCQ8U/edit?usp=sharing). Updating this information is critical for ensuring that current needed phone lines are preserved for the cutover.

8. REMINDER: UCSB Information and Technology Services (ITS) will be implementing Google Drive quotas for individual UCSB Google Drive accounts in order to comply with storage allocation requirements within the campus’ Google workspace. While specifics and timing are evolving, as time permits, please check your personal drive folders to assess whether any stored items can be deleted or transferred to other platforms such as the UC Box application. You can also review related FAQ’s at this project link: [https://connect.ucsb.edu/messaging-collaboration-services/google-storage-project/storage-project-faq](https://connect.ucsb.edu/messaging-collaboration-services/google-storage-project/storage-project-faq).

9. REMINDER: Student Affairs announced in an April 13th email message that the 2023 Staff Appreciation Week is currently scheduled for May 8th - 12th. The full calendar of related events will be distributed in the near future. Please be sure to keep some time available to participate during these dates.

10. REMINDER: As the recruitment process continues simultaneously for a number of open positions within the department, many of them have, or are close to, reaching the open forum stage. This is an opportunity for department staff and students to meet finalist candidates, ask questions, and provide feedback. Please attend as many of these open forums as your schedules allow as your feedback on candidates is extremely valuable and plays an important role in making final hiring decisions.

11. REMINDER: The 2022-23 AS Awards Banquet is set to be held in-person at Corwin Pavilion on the evening of Tuesday, May 30th. The Awards nomination form is now open, so please submit nominations for outstanding students in the respective awards categories by the deadline on Monday, May 1st at this link: [https://forms.gle/GhPPRL85XzTxhb1Q36](https://forms.gle/GhPPRL85XzTxhb1Q36). Also, should your schedules permit, please consider attending the awards banquet in support of the Association’s students and their contributions. As a reminder, food and a fun retrospective slideshow of the year’s activities are part of the celebration.

12. REMINDER: Search committees for department open career positions continue to be underway or in process of being formed. As part of the makeup of committees, current AS student employees are being invited to participate. To encourage this, please inform and invite student staff in your respective areas to apply, and for those interested, please have them complete and submit the requested information at this link: [https://studentstaff.as.ucsb.edu/student-participation-in-search-committees/](https://studentstaff.as.ucsb.edu/student-participation-in-search-committees/). Submissions will be reviewed by Marisela and student body President, Gurleen Pabla for appointment. Student employees who receive stipends may also apply to participate in career level personnel search committees.

13. REMINDER: Current Remote/Hybrid/Flexible Arrangements (RHFA’s) for the department continue to be extended without any required action on the part of staff or supervisors. Related guidance from the Division of Student Affairs continues as-is without any new updates.

Regardless of update delays, RHFA's are intended to be temporary, with a related assessment requirement important to determine how well existing work arrangements have been functioning, including
how well services have been provided, in light of students being on campus at or near full capacity.

For any staff member seeking a permanent change in their work agreement, there is a formal process and related agreement form that must be followed, completed and approved. This begins with proposed changes and decisions discussed and agreed upon by supervisor and employee, as well as department and Divisional leadership prior to submitting an agreement form. A fillable PDF for guiding the related discussion is the UCSB Remote/Hybrid Work Agreement form which can be found at the link located here: https://www.hr.ucsb.edu/sites/default/files/docs/Flexible%20Work/Remote-Hybrid%20Work%20Agreement%20(fillable).pdf, which, along with other information, can be found on the UCSB Human Resources Flexible Work Arrangements webpage here: https://www.hr.ucsb.edu/flexible-work-arrangements.

Please also keep in mind that some proposed instances may require a change in job description or a reclassification or a reduction in work hours. These are all controlled by the UCSB Human Resources department and the UC Office of the President (UCOP). It is an integrative process between oneself, one’s supervisor, the department head (Marisela), the Division of Student Affairs, and the UCSB Human Resources Department. This includes compensation and all relevant controls. It may also include oversight and review by UCOP given that AS is 100% funded by student fees.

14. REMINDER: Adherence to ongoing campus COVID-19 mitigation strategies is critical to maintaining a safe work environment including the strong recommendation to wear a face covering in campus-controlled facilities and events, washing hands, etc. Please see the campus COVID-19 Information webpage (here: https://www.ucsb.edu/COVID-19-information) for related policies, as well as the COVID-19 Updates webpage (here: https://www.ucsb.edu/COVID-19-information/campus-updates) for the latest information.