Hope everyone’s week is going well. With so much typically happening over the next two months, please be sure to take time for yourself where possible, including the Staff Appreciation Week activities noted as an update item below. This week’s Update follows and, as always, thank you all for your hard work and dedication.

1. As Sean presented in last Thursday’s Staff meeting, the Campus Telephony Refresh Project (information here: [https://www.it.ucsb.edu/campus-telephony-refresh-project](https://www.it.ucsb.edu/campus-telephony-refresh-project)) is set to replace the existing phone system throughout the department with a cutover to the new Zoom phone application approaching quickly on May 19th. In preparation, please review and update as needed 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 as soon as possible is critical for ensuring that current needed phone lines are preserved for the cutover.

2. UCPath announced in an April 14th email message that it has launched an enhanced ‘Ask UCPath” site featuring improved design, with quick search options and easy access to self-service resources. Please see the original email message for details, image examples, and a helpful overview video about the updated site (here: [https://youtu.be/mSSkGh5Gc8l](https://youtu.be/mSSkGh5Gc8l)).

3. As campus Emergency Management announced via an April 17th email message, and Katherine confirmed in her related email on the same date, the campus will be conducting its second 2023 quarterly test of its emergency alert system tomorrow (Wednesday), April 19th. There is no set time for the test and no action is required on the part of staff members.

4. In its April Procurement Post newsletter (available here: [April 2023 Newsletter](#)), campus Procurement provided an updated quick overview on the campus catering approvals and process illustrated in a flowchart located here: [https://drive.google.com/file/d/1WLrjtx_Hp8LargkvZblcNxAWOK6lqW/view](https://drive.google.com/file/d/1WLrjtx_Hp8LargkvZblcNxAWOK6lqW/view). For complete related details and instructions for these requirements, including the vendors that can be used and available options when Campus Catering is not available, please see campus Risk Management’s Catering Services web page here: [UCSB Catering Services Process](#).

5. Also in its April newsletter, campus Procurement warned that order shipments that are routed through the ports of Los Angeles and Long Beach are experiencing delays due to halted operations as the port workers union withholds labor pending contract negotiations. You may want to check into rerouting any order shipments that you are aware of being impacted by this issue.

6. 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.

8. Student Affairs announced in an April 13th email message that the deadline for submitting University Awards nominations has been extended until this Friday, April 21st. Please see the original email message for additional details. University Awards descriptions and nomination forms are available online at this link: https://forms.gle/RyUVf2pq1HZTk1HA9.

9. 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.

10. 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/GhPPrL85XzTxb1Q36. 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.

11. 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://studentsstaff.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.

12. 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.
13. 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.