Hope week 8 is going smoothly for all of you. With the end of Spring Quarter rapidly approaching, a number of reminders for pending events and projects make up the majority of the topics below. This week’s Update follows and, as always, thank you all for your hard work and dedication.

1. Friendly reminder that we are scheduled for a Staff meeting this Thursday, May 25th at the usual time of 1:00pm - 3:00pm. The remote attendance option will be via the usual Zoom link here: https://ucsb.zoom.us/j/625014226?pwd=aGJOVTRBNzhpQmM1dXJYZUZ1c3F5QT09. An in-person option, if available, will be confirmed along with location with the distribution of the meeting agenda.

2. As we approach the end of May, please note that next Monday, May 29th is the Memorial Day holiday. Please also note that a number of staff may be taking additional time off so please plan accordingly should you be in need of affected staff communication or collaboration.

3. As many of you are aware, today marks the nine year anniversary of the May 23, 2014 Isla Vista Tragedy. As was also requested this morning via email by Student Affairs, please take a moment of reflection by visiting the 2014 Memorial webpage here: https://www.as.ucsb.edu/2014-memorial/ and to remember the victims of the Tragedy. Please note that an updated message from Chancellor Yang commemorating the anniversary will be linked soon and after receipt in the Memorial webpage.

4. Campus Information and Technology Services (ITS) announced in a May 18th email message that Multi-Factor Authentication (MFA) will be required for campus Identity Management Services beginning this Thursday, May 25th. Please see the original email message for related details on this group of applications. For those of you already utilizing MFA for other campus applications, nothing additional is required. SIgn up instructions for those not currently utilizing MFA is also included in the email message.

5. UCSB Sustainability announced via a May 19th email message that it will be hosting a final transportation workshop on creating the first equity-based transportation plan for the Isla Vista community. The workshop will be held this Wednesday, May 24th from 6:00pm - 8:00pm at the IV Community Center. Please see the original email message for additional details.

6. REMINDER: Although the Campus Telephony Refresh Project continues to move forward to replace the existing phone system throughout the department, the cutover to the new Zoom phone application has been delayed until Friday, June 30th. Despite the delay, if you have not familiarized yourself yet with the project, please do so as soon as possible by reviewing the information located at the project information website here: https://www.it.ucsb.edu/campus-telephony-refresh-project.
7. **REMINDER:** Student Affairs will be holding its Spring Divisional Meeting this Wednesday, May 24th from 9:00am to 11:00am in Corwin Pavilion. The Division's annual year-end awards for staff and departments will be part of the agenda. Please plan on attending. A remote attendance option will not be available.

8. **REMINDER:** The 2022 - 2023 Associated Students Awards Banquet is scheduled for next Tuesday, May 30th at 5:00pm in Corwin Pavilion. Food, fun, awards, and a cool retrospective slideshow courtesy of Sean are all on the agenda. We hope to see you there to help support and celebrate students in their achievements this academic year!

9. **REMINDER:** The Presidential Policy on Abusive Conduct in the Workplace required training must be completed by June 28, 2023 by logging in to the UC Learning Center located at this link: [https://www.learningcenter.ucsb.edu/](https://www.learningcenter.ucsb.edu/). Please be sure to carve out time to complete the training before the due date. The related policy can be viewed here: [https://policy.ucop.edu/doc/4000701/AbusiveConduct](https://policy.ucop.edu/doc/4000701/AbusiveConduct).

10. **REMINDER:** Please review the UCSB Human Resources (HR) website ([https://www.hr.ucsb.edu/](https://www.hr.ucsb.edu/)) in order to become familiar with the location and scope of available HR information and resources. When related issues or questions are encountered, please start there as all AS staff are University employees, and the guidance and policies contained on the website apply to us all.

    For additional confirmation of this, and should related questions come up, the UC Regents maintain a Regents Policies website ([https://regents.universityofcalifornia.edu/governance/policies/](https://regents.universityofcalifornia.edu/governance/policies/)), within which *Regents Policy 3301: Policy on Associated Students* clearly confirms at the end of Section 2 that “…employees of the Associated Students are employees of the University.” Therefore, while funding comes from student fees, as University employees, related University policies apply. You can view the full Regents Policy 3301 here: [https://regents.universityofcalifornia.edu/governance/policies/3301.html](https://regents.universityofcalifornia.edu/governance/policies/3301.html).

11. **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 FAQs 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).

12. **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.

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. RHFA's are intended to be temporary, with a related assessment requirement to determine how well existing work arrangements have been functioning 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](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](https://www.hr.ucsb.edu/flexible-work-arrangements).
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.

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.