As Spring Quarter continues to fly by at a rapid pace, numerous pending projects, assignments, and requests from within and outside of the department continue to be addressed by department staff. With so much resulting work on everyone’s ‘plates’, please be sure to practice patience with potential delays as much of this work needs to get processed before the end of the quarter. This week's Update follows and, as always, thank you all for your hard work and dedication.

1. 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](https://www.it.ucsb.edu/campus-telephony-refresh-project).

2. Marisela distributed an email to the Association on May 11th outlining the Fiscal Year 2022-2023 funds rollover request process. AS groups and entities desiring a funds rollover must submit their requests by midnight on Sunday, May 31st. The form to request a rollover is on the Finance & Business Committee website here: [https://asfb.as.ucsb.edu/rollover-requests/](https://asfb.as.ucsb.edu/rollover-requests/). Please familiarize yourself with the details in Marisela’s email message if you have not already done so.

3. Student Affairs will be holding its Spring Divisional Meeting on 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 is unconfirmed at this time but will be announced if/when available.

4. Marilyn posted a staff appreciation brunch announcement in the Slack Staff channel on Monday, May, 15th. The brunch is scheduled for this Thursday, May 18th at the Cajun Kitchen patio. Please be sure to complete as soon as possible the related Slack Staff Brunch Poll regarding your attendance.

5. Many of you may have noticed when visiting the Pardall Center that the facility’s pole sign panels have been severely weathered and in desperate need of replacement. On Friday May 12th, Fernando announced in the Slack Staff channel that the panels have finally been replaced and he included a picture of the installation. Thanks to Fernando, Kat and Chelsea for the concerted effort!

6. **REMINDER:** The 2022 - 2023 Associated Students Awards Banquet is scheduled for the evening of 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!
7. 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/. 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.

8. REMINDER: Please review the UCSB Human Resources (HR) website (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/), 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.

9. 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.

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: 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, 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.

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.

12. 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.