

California State University Channel Islands
Staff Council

AGENDA

Regular Meeting

Thursday, December 12th, 2024

9:30AM - 11AM

Location: [Zoom](#)

[Meeting Etiquette](#)

Meeting Information: <https://www.csuci.edu/staff/council/minutes-agendas.htm>

OPENING STATEMENTS

1. Call to Order (Chair, Rebecca Slocum) and Roll Call (Secretary, Rachel Danielson)
 - i. Call to order 9:32AM
 - b. Motion to remove ACTION: AEBC staff representative
 - i. Motioned by Rachel Danielson, seconded by Amanda Sanchez
2. **NEW** Staff Welcome – Join us in welcoming the new additions to CI!
3. Public Comment Period (Chair, Rebecca Slocum)
4. ACTION: Approve Consent Agenda (Chair, Rebecca Slocum)

CONSENT AGENDA - Brian L moves to approve; Tom E seconds. Approved.

1. ACTION: Approval of Staff Council meeting minutes of [November 21, 2024](#) (Secretary, Rachel Danielson)
2. INFORMATION: Division Reports
 - a. Division of Academic Affairs
 - b. Division of Business & Financial Affairs
 - c. Division of Student Affairs
 - d. Division of University Advancement
 - e. Office of the President
3. INFORMATION: Campus Committee Reports
 - a. [Academic Senate](#) – Jeannette Edwards, Cynthia County, Sean Kramer
 - i. Committee on Equity & Anti-Racism (CEAR) – Courtney Gross
 - ii. Unity Coalition – Rachel Danielson
 - b. Employee Campus Climate Survey Committee – Rebecca Slocum
 - c. [Non-Tenure Track Faculty Council \(NTTC\)](#) – Rachel Danielson
 - d. [President's Advisory Council on Inclusive Excellence \(PACIE\)](#) – Rebecca Slocum
 - e. [President's Planning & Policy Committee \(PPPC\)](#) – Rebecca Slocum, Brian Lindgren, Edna Davoudi
 - f. [Strategic Resources and Planning Committee \(SRPC\)](#) – Rebecca Slocum, Alex Calderon, Amanda Sanchez
 - g. Student Success & Continuous Improvement Task Force – Riley Crain
 - i. One additional seat is available for staff representation – email CI.StaffCouncil@csuci.edu to submit a nomination
 - h. University Art Review Committee (UARC) – Kellen Smith
 - i. [University Police Advisory Council \(UPAC\)](#) – Alex Garza

INFORMATION AND ACTION ITEMS

8. ACTION: Approval of Financial Report (Treasurer)
 1. \$2840.28 balance
 2. Approved by unanimous consent

9. INFORMATION: Staff Council Chair's Report (Chair, Rebecca Slocum)
 1. Discussed reasoning behind sending the survey about campus responses to the Mountain Fire
 2. Encouraged everyone to respond to Campus Climate Survey
 3. Still waiting for confirmation from OTP about Corporate Games
10. INFORMATION: Ex-Officio Reports
 - a. Student Government Report (Student Government President, Andrew Fox)
 - b. Office of the President Report (Dr. Kaia Tollefson, Chief of Staff, or designee)
 - c. Academic Senate (Dr. Christina Smith, Chair)
11. INFORMATION: Committee Reports
 - a. Communication & Brand Management (Subcommittee Chair, Alex Garza)
 - a. Won't be meeting again until late January
 - b. Governance (Subcommittee Chair, Paula Robertson)
 - a. Teresa Montoya proxy for Paula
 - a. BFA (request full doc from Teresa to include in minutes)
 - a. Financial Services – holiday closures info will be sent out soon
 - b. SBS moving to Gateway
 - c. EOC Marshall Training, 12/17
 - d. SPRC 12/17
 - c. Outreach & Development (Subcommittee Chair, Alex Calderon)
 - a. Will be sending a survey for folks to choose which fund we will be donating the See's fundraiser money to
 - b. Islands Kitchen vouchers have been delivered to the Homecoming door decoration winners
 - c. Reminder about the Toy Drive – accepting through the end of this week
12. OUTSTANDING BUSINESS:
 - a. Update - Policy on Recognition of Employee Years of Service status
 - b. [By-Law updates](#)
 - a. Sean K motions to bring to the floor for discussion; Alex G seconds
 - b. Amanda Sanchez motions to vote on as is; Brian L seconds
 - c. Approved by unanimous consent
 - d. Will notify Paula, update by-laws online and in SC files
 - e. Shift to proportional seats will take effect during next election cycle (spring 2025)
 - b. Other topics
 - a. Brian L - Reminder to attend holiday celebration next week
 - b. ChiLFASA, the next meeting is tentative for 2/6/2025 at 12:00
- ~~1. ACTION: AEBC staff representative~~
- 1) ADJOURN
 - i) Sean K motioned; Amanda S seconded
 - ii) Adjourned at 10:01AM

Next Staff Council Meeting is scheduled for 9:30am on Thursday, January 16th, 2025, in-person (SAG2030) or on [Zoom](#) as needed – agenda to come.

Agenda respectfully submitted by Rachel Danielson, CI Staff Council Secretary

Members of the public in attendance: Kellen Smith, Riley Crain

From: Montoya-Morua, Teresa <teresa.montoya-morua@csuci.edu>
Sent Saturday, December 14, 2024 1:01:49 AM
on:
To: CI Staff Council <CI.StaffCouncil@csuci.edu>; Slocum, Rebecca <rebecca.slocum@csuci.edu>
CC: Robertson, Paula <paula.robertson@csuci.edu>
Subject CI Staff Council: BFA Updates 12/12/24

Hi All,

I am sending you the updates shared during the Staff Council Meeting that the departments within BFA provided.

Financial Services:

- Holiday closure communication is coming soon. This is mainly for SBS, AP, and MSRP.
- SBS is in the Gateway Hall planning phase
- Upcoming Training information is available on the Financial Services Training webpage: <https://www.csuci.edu/financial-services/financial-services-training.htm>
 - Hospitality updates and information Friday, December 13 at 10 a.m.

Public Safety:

- EOC Marshal Training is scheduled on Dec. 17 at 11 a.m. in Ojai Hall 1986. This training provides information and procedures for B.E.T. Marshals about the Emergency Operations Center (EOC) and what to do when the EOC is activated. Info on Disaster Service Worker can be found on this website: <https://www.csuci.edu/publicsafety/emergency-management/procedures/disaster-service-worker.htm> For more information on Building Marshal training, contact [Maggie Tougas](#).

ITS:

- Cyber Shopping Safety: The holiday season is here, and so many deals are appearing online. Keeping your data secure is a must, so to stay safe with your online shopping check out these quick tips. See below. For more information, contact CSUCI's Information Security Team at infosec@csuci.edu or visit the ITS Information Security website.
 - Email Ads: The latest deals will start to appear in your inbox. Make sure the sender is who they say they are before clicking.
 - Verify the Site: When trying to find that perfect gift, you never know what online shop you may stumble into. Before signing up and checking out your cart, make sure the store is legitimate and trusted by others.
 - Securely Connect: It is always a good idea to double-check the website URL beginning with <https://> to better secure your information.
 - Don't get Scammed: Scalpers tend to go after the trendiest buys and try to resell the products. Don't buy outside of a trusted retail seller to ensure your products are safe.
 - With these tips in mind, you'll be sure to get just what you were looking for without losing your data. Find more tips here: <https://www.staysafeonline.org/articles/safe-online-holiday-shopping>

Budget & Planning:

- A Strategic Resource Planning Committee meeting is scheduled for Tuesday, December 17 at 1:30 p.m.

Kind regards,

Teresa Montoya, Proxy for Paula Robertson