

California State University Channel Islands Staff Council

AGENDA

Regular Meeting

**Thursday, February 20th, 2025
9:30AM - 11AM**

Location: Sage 2030 or [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) called to order @ 9:39 Brian L and seconded by Tom E
2. **NEW** Staff Welcome – Join us in welcoming the new additions to CI!
3. Public Comment Period (Chair, Rebecca Slocum) - none
4. ACTION: Approve Consent Agenda (Chair, Rebecca Slocum) motion by Tom E and Brian L

CONSENT AGENDA

1. ACTION: Approval of Staff Council meeting minutes of [January 16, 2025](#) (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
 - i. We welcomed a new Assistant Director of Leadership and Annual Giving, Marilyn Sappington. She is a delight, and we hope you find time to connect with her.
 - ii. Hosted a scholarship reception with over 80 students + donors on February 7th
 - iii. Career Fair is April 9th!
 - iv. Brandon Langford provided our division an amazing undocumented students presentation and offered many ways we can support them. I have shared his presentation here - https://www.canva.com/design/DAGb1nuwKy8/RENYOWIco0tgFnhlYAYLZg/edit?utm_content=DAGb1nuwKy8&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
 - e. Office of the President

- i. Save the Date for Admitted Dolphin Day 2025! Saturday, April 12th – keep an eye out for ways to get involved coming soon!
- 3. INFORMATION: Campus Committee Reports
 - a. [Academic Senate](#) – Jeannette Edwards, Cynthia County, Sean Kramer
 - 1. Resolutions in support of systemwide Staff Council and staff Trustee passed unanimously on Tuesday, February 11th
 - ii. Appointments, Elections, and Bylaws Committee (AEBC) - Rebecca Slocum (temporarily)
 - 1. Bylaws updates are ongoing; elections are underway for AY 25-26
 - iii. Committee on Equity & Anti-Racism (CEAR) – Courtney Gross
 - iv. Unity Coalition – Rachel Danielson
 - 1. No updates
 - b. Employee Campus Climate Survey Committee – Rebecca Slocum
 - i. Fall 2024 survey complete, results TBA
 - c. [Non-Tenure Track Faculty Council \(NTTC\)](#) – Rachel Danielson
 - i. [NTTF Council Meeting Notes – 02/04/2025](#) (and included below)
 - d. [President’s Advisory Council on Inclusive Excellence \(PACIE\)](#) – Rebecca Slocum
 - e. [President’s Planning & Policy Committee \(PPPC\)](#) – Rebecca Slocum, Brian Lindgren, Edna Davoudi
 - i. New policies or revisions presented February 17, feedback due March 10:
 - 1. [Policy on Intent to Enroll and Orientation \(EM\)](#)
 - 2. [Policy on Application Roll-Over \(EM\)](#)
 - 3. [Policy on Undergraduate Admission Exceptions \(EM\)](#)
 - 4. [Policy on Student Involvement on Campus during Pre-Finals & Finals Week \(Dean of Students\)](#)
 - 5. [Policy on Access Management and Facility Security \(Facilities\)](#)
 - 6. [Policy on Gifts-in-Kind and Acceptance of Gifts-in-Kind \(UA\)](#)
 - 7. NEW Policy on Student Code of Conduct for Student Organizations (Dean of Students)
 - ii. New policies or revisions to be presented March 10:
 - 1. [Policy on Issuing Official CSU Channel Islands Transcripts \(EM\)](#)
 - 2. [Policy on Submission of Official Transcripts to CSU Channel Islands \(EM\)](#)
 - 3. [Policy on Chargebacks \(BFA\)](#)
 - 4. [Policy on Campus Violence \(HR\)](#)
 - 5. [Policy on Fundraising Events \(UA\)](#)
 - 6. NEW Policy on the Recognition of Employee Years of Service (OTP/Staff Council)
 - f. [Strategic Resources and Planning Committee \(SRPC\)](#) – Rebecca Slocum, Alex Calderon, Amanda Sanchez
 - i. No new dates – next meeting TBD
 - 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) \$2840.48 motioned to approve Brian L and seconded by Tom E
- 9. INFORMATION: Staff Council Chair's Report (Chair, Rebecca Slocum)
 - a. Council representative seat changes – New Riley in DAA; call for open seats to fill end of June for terms and elections will start in the summer
 - b. Summary on January Enrollment Management presentations and enrollment initiatives – BPS (Best Practice and Solutions) it was over two days and working on getting information out soon to share with entire campus
 - c. Reports from shared governance meetings – postponed until Rebecca comes back
 - d. Resources for supporting our students and each other – included in the Feb Ferry and Newsletter (high anxiety and high stress with current events) Brandon Langford is the first person to have student has questions
- 10. INFORMATION: Ex-Officio Reports
 - a. Student Government Report (Student Government President, Andrew Fox – Proxy Annie Block-Weiss) - Student Government President, Andrew Fox, is unable to attend, but wanted to share for his ex-officio report that Student Government is excited to partner with the Staff Council on a Staff Spotlight series that will be on Instagram. Additionally, the Student Government is partnering with CSUCI Dining Services to put on a Cooking on CalFresh event on March 12 at 12pm in the Student Union Dolphin Den. It will be Mardi Gras themed, and they will be making gumbo. Please share with your students. Also, ASI Elections "Turn the Key and Lead" has officially launched to get students to run for office! Students can run for Student Government President (paid), Vice President (paid), and Senator (stipend) positions, as well as ASI Board Directors (looks great on a resume). The application closes March 14 at 5pm. We would love a robust group of students running for office! Lastly, a survey went out to all students asking their opinion on category II fee increases, please encourage them to fill that out!
 - b. Office of the President Report (Dr. Kaia Tollefson, Chief of Staff, or designee) - not present
 - c. Academic Senate (Dr. Christina Smith, Chair) - not present
- 11. INFORMATION: Committee Reports
 - a. Outreach & Dev: Launching a [kindness campaign](#) for February! **In a world of uncertainty, kindness goes a long way.** The individual with the most points on the card will be provided a gift basket of CI merchandise including a hoodie, mug, reusable cutlery and more! Looking into spring fundraiser – online and experience on campus; organizing a table for sells goodies and food at the STEAM Carnival – profits go to SC and shifts would be 2 hrs each going out by next week. Open to all staff not just SC members. Link coming soon; Lanny will be there =)
 - b. Communication & Brand Management
 - i. New members: Riley Crain and Melissa Bergem – working on next newsletter March 4th ; send to Rachel or SC email for new submissions; chair of subcommittee is still open

- c. Governance: election committee conversation and split open board seats and campus committee members; SC officers start next month and have June meeting to confirm new members; new campus wide committees would start in July and or early Aug. Qualtrics is coming soon on gaging interest on committee

12. NEW BUSINESS

- a. Volunteering at the Arts & Sciences STEAM Carnival – Alex C.
 - i. Still working on organization
 - ii. Two hour shifts – looking to put together sign up
- b. [SCR 25-01 – Resolution Calling for Accountability from Academic Personnel](#) - First Read
 - i. Open for comment – Tabitha Swan-Wood references to Equity Task Force – is this enough in our resolution for accountability. Hoping to get more than a resolution out of this, could this be a combined task force (NTTF and SC and Equity Task Force). - Riley C - Looking for enough power to bring this forward with Faculty to be validated with faculty allowing us to do this
 - ii. Suggestions to make broader; investigate what other campuses are doing with handling these situations; do we have expectations listed and is it accessible; is there a feedback channel and is not union; potential of conducting our own survey working with Institutional Data

13. OUTSTANDING BUSINESS

- a. Updates on Corporate Games
 - i. Formed a logistic committee to help with organization of the games
 - ii. First meeting 2/19/25 for promotion and service project; some spots are still open in some sport teams

14. OPEN TOPICS – Paula R. Toastmaster Club “Bell Ringers” – Develop your public speaking skills; Every Tuesday from lunchtime 12-1; 25 people so far and open to staff and faculty Solano next week then moving to the Library – Noche de Familia sign ups for volunteer – email monica.rivas@csuci.edu this Saturday Feb 22. 5:30 – 8:30; March 4th Latino Male Students (how to support them); Alex last one more event - ; ChiLFASA is doing a see’s candy fundraiser – proceeds go to Si Se Pudo graduation ceremony

15. ADJOURN – motion Tom E and Brian L @ 10:58am

Next Staff Council Meeting is scheduled for 9:30am on Thursday, March 20th, 2025, in-person (SAG2030) or on [Zoom](#) as needed – agenda to come.

Agenda respectfully submitted by Rachel Danielson, CI Staff Council Secretary

Addendums

From: Edwards, Jeannette <jeannette.edwards@csuci.edu>
Sent on: Friday, February 14, 2025 9:24:31 PM
To: CI Staff Council <CI.StaffCouncil@csuci.edu>
CC: County, Cynthia <cynthia.county@csuci.edu>; Kramer, Sean <sean.kramer@csuci.edu>
Subject: Academic Senate Update

Hello, Staff Council -

Please share the following update from the Academic Senate Canvas page as appropriate.

Academic Senate Updates

The Academic Senate Canvas page has been updated to include all materials from our most recent meeting, including the Memos on Interim Dean hiring, as well as the responses from President Yao and Interim Provost Lavariega Monforti. It has also been updated to include the Interim Provost's report and additional materials discussed at the meeting.

Email [Jeannette Edwards](#), Staff Council Academic Senate Representative, if you would like the pdf files provided to you.

Second, we [Academic Senate Executive Committee] will be holding an *All-Faculty* meeting on Tuesday, February 18 at 3:30 in the format of "Senate Exec Office Hours." The hope is that you and/or your colleagues will bring questions, comments, and concerns to a space where we can get together and talk as *faculty* during these times of uncertainty. The Zoom link is below. Thank you all for your service to the Academic Senate and to CI, Christina All Faculty Meeting Tuesday, February 18, 3:30 <https://csuci.zoom.us/j/85308964579>

Sincerely,
Jeannette

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Jeannette Edwards
Coordinator, [Mission Based Centers](#)
(Adaptability, Input, Intellection, Empathy, Positivity)
[Pronouns: She/Her/Her](#)
Division of Academic Affairs
High Impact Practices & Experiential Education
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Bell Tower West 1145
[Teams](#) * [Zoom](#)
 [Book time to meet with me](#)

Celebrating the successes of our students, faculty, staff and community
[ACADEMIC EXCELLENCE](#) / [HANDS-ON LEARNING](#) / [CAMPUS LIFE](#) / [ALUMNI SUCCESS](#)

NTTF Council Meeting (Rachel Danielson Notes)

Tuesday, February 4, 2025

10:45 am to 11:45 am

Zoom Link: <https://csuci.zoom.us/j/83531140619>

Sierra Hall 2131

Request for Proxy: none

RSVP Attending

1. Tabitha Swan-Wood
2. Nancy Deans
3. Susan Lefvre
4. Brain Rasnow
5. Billy Munroe
6. Tabitha Swan Wood
7. Susan Lefevre
8. Nancy Deans
9. Greg Wood
10. Chris Scholl

Tentative:

1. Vivian Henchy
2. Kendall McClellan

In-person:

**Online:
Agenda**

1. **Public Session** (10:45 to 10:55am)
 - a) Opening of session
 - b) NTTC Officer Report
 - i) Please respond:
 - (1) the Low-Enrollment Survey
 - (a) Council will have the opportunity to contribute to questions to be included
 - ii) Sonoma State – petition out there with CFA to support ceasing of firings
 - iii) Co-Chairs drafted rough versions of Policy and Resolution over Winter Break
 - iv) NTTF evening orientation 2/13, 6-6:45PM via Zoom
 - (1) RSVP to nttc@csuci.edu by 2/4/2025
 - c) Public forum
2. **Determination of quorum (60% of voting members = 7, proxies count)** (10:50 -10:55am)
3. **Review of and approval of agenda** (10:50 -10:55am)
4. **Old business** – none
5. **New business** (10:55 – 11:38am)
 - a) [Academic Senate Policy on Honorific NTTF Titles](#) (10:55 – 11:07am)
 - i) Will be bringing this to Senate Exec no later than 2/13 so they can discuss it at their 2/18 meeting
 - ii) Folks expressed concern with use of “honorary”
 - (1) Implies the title is not earned, since other honorary titles are given without the traditional pathway/coursework (e.g., honorary doctorates)
 - b) [Academic Senate Resolution on Discriminatory Distinction](#) (11:07 – 11:20am)
 - c) Senate Bylaws and Constitution (11:20 – 11:30am)
 - i) Put any comments into “Clean” version of documents
 - d) Questions for the Enrolled Survey Follow-Up (11:30-11:38am)
 - i) Can I get access from Tabitha?
6. **Open discussion** (11:38 – 11:45am)
 - a) DASS Minute
 - b) Discuss the business of the day
7. **Adjourn** (11:45am)
8. **Included** Written Reports

Other Notes:

Feedback received regarding the Years of Service Recognition

Some folks didn’t agree with the way years were determined

Some folks didn’t think a certificate and lapel pin were “worth it”

How did it come about that Staff Council is a voting member of NTTC?

Susan Lefevre let us know there was a training over the break where information was presented on how to appropriately handle staff interactions. I asked for the slides and also offered to provide information, or even present, at their next training







CSUCI Kindness Challenge

Hosted by:



Staff Council is hosting a Kindness Challenge. We value our campus culture and the unique ways we, as individuals, uplift and support one another. Try to finish as many tasks of the kindness challenge as you can! Tally up your points at the end of February and share with Staff Council. The individual with the most points will receive a prize.

Hold the door open for someone. +1	Give a compliment to a friend. +1	 Pick up trash in a public space. +1	Buy coffee or a snack for a colleague +3	Make a card or drawing for a friend or family member. +3	Take a moment to check in with yourself. +2	Donate a toy or clothes to a charity. +3
Introduce two colleagues to each other. +2	Organize a lunch or coffee break to build camaraderie +3	Make a meal for someone. +3	Give a hug to a family member. +2	Take a moment to engage in self care for yourself. +3	Let someone in front of you in line. +1	 Bake cookies for a loved one. +3
Make cards or artwork for someone you care about.  +3	Water a plant or tree around you. +2	Help a colleague with a task at hand. +2	Express gratitude to someone impactful in your life. +3	Leave a positive note on someone's desk. +1	Call someone who is important to you. +3	Donate food to a local pantry, including the Dolphin Pantry +2
Make a care package for someone in need. +3	Thank a student worker for their contributions to the department +1	Share helpful resources like articles, trainings, or wellness tips +2	Help a friend with a small task. +2	Leave a 5-star rating on something you enjoyed. +2	TOTAL: _____	

HSI SPEAKER PLATICA SERIES PRESENTA

DR. ELIGIO MARTINEZ JR. UNDERSTANDING AND SERVING LATINO MEN ON CAMPUS



Eligio Martinez Jr., Ph.D. is an Associate Professor in the Educational Leadership Department at Cal Poly Pomona. His research focuses on examining the experiences of young men of color throughout the educational pipeline. Eligio is also a Senior Research Associate with the CSU Young Males of Color Consortium. He received his B.A. from UCLA and his M.Ed. and Ph.D. from the University of Washington.

RSVP

**TUESDAY, MARCH 4TH
11:00AM TO 12:00PM
EL DORADO HALL
(ZOOM OPTION AVAILABLE)**



The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Disability Accommodations and Support Services at accommodations@csuci.edu or call 805-437-3331 as soon as possible, but no later than 7 business days prior to the event.

