

STAFF COUNCIL MEETING MINUTES
1.18.2022 • 9:30-11 a.m.

NOTICE OF MEETING OF THE STAFF COUNCIL OF CSU CHANNEL ISLANDS

NOTICE IS HEREBY GIVEN, to the general public and to all of the members and represented parties of the Staff Council of CSU Channel Islands, a campus recognized organization providing representation of Staff through campus Division selected representatives. A meeting of the Staff Council will be held on Tuesday, January 18, 2022 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: <https://csuci.zoom.us/j/83194464872>, to consider and act upon the following matters:

- 1) Call to Order: 9:35 a.m.
- 2) Roll Call:
 - a. CI Staff Council Voting Members:
 - i. *Academic Affairs*: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Stephanie Chavez
 - ii. *Business & Financial Affairs*: Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Marina Moreno, Melissa Bergem, Reneé Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua
 - iii. *Office of the President*: Mary McDonnell
 - iv. *Student Affairs*: Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Crystal Delatorre
 - v. *University Advancement*: Carolyn Shamowski
 - b. Present: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Stephanie Chavez, Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Marina Moreno, Melissa Bergem, Reneé Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua, Mary McDonnell, Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Carolyn Shamowski
 - c. Absent: Crystal Delatorre
- 3) Approval of January 18, 2022 Agenda:
 - a. Motion: R. Fuentes
 - b. Second: M. McDonnell
 - c. Discussion: None
 - d. Vote approval of the Agenda: Yes- 15, No- 0, Abstain- 0
- 4) Approval of Minutes: December 14, 2021:
 - a. Motion: K. Ibrahim
 - b. Second: R. Fuentes
 - c. Discussion: None
 - d. Vote approval of Minutes: Yes- 14, No- 0, Abstain- 1
- 5) Public Forum: None
- 6) Reports:
 - a. Ex-officio Reports:
 - i. Student Government Representative (*President Aurora Rugerio*)
 1. During Winter Break, Student Government is planning events like Raise Your Voice.
 - a. Raise Your Voice is an in-person, 2- day on campus event, with nonprofit organizations from our local community to inspire our students to make difference.
 - ii. Office of the President (*Interim Chief of Staff, Dr. Kaia Tollefson*)
 1. Telework agreements are able to be worked out with your departments and the majority of campus will be working virtually until February 7th when all staff will return with the students as they return to in-person instruction
 2. Please check your email to receive all updates regarding campus and COVID-19 requirements

3. Booster vaccinations are required for all those who are eligible to receive it, effective for the Spring 2022 semester.
 4. We are hoping to hear the results of the Presidential search soon and hopefully by January 26th
 5. Inclusive Excellence Action Plan received a billion dollars of requested funding for the proposed initiatives which will be narrowed down to \$650,000 to reflect the actual funding allotted. The SRPC Meeting is January 28th
 6. IEAP champions and Co-Chairs will be at the meeting,
 7. Feb 4th SRPC meeting will recommend for funding and awards provided by February 11.
- iii. Academic Senate Chair (*Dr. Greg Wood*)
 1. The Academic Senate has been hard at work with updating bylaws language
 2. There are about 32 faculty on Senate, and they are proposing to add 3 staff representatives and 3 MPP staff to the group.
- b. Staff Council Chair Report (*Chair A. Block-Weiss*)
 - i. Vice Chair Cathy Hutchinson has been working on a staff committees website to help with transparency and engage staff that are interested in serving on committees.
 - ii. We will have a Bylaws discussion item later in the meeting
 - c. Division Reports
 - i. Division of Academic Affairs
 1. None
 - ii. Division of Business & Financial Affairs
 1. We are losing Title IX and Inclusion Coordinator, Becca Lawrence, on February 1st
 2. If needed on FHR Council: website is <https://www.csuci.edu/financial-services/fhr-council.htm>
 - a. If members have any future topic suggestions, or need to be added to the distribution email list (since there are so many new staff), contact Teresa Montoya at teresa.montoya@csuci.edu. Please use "FHR Council" as the email subject.
 - iii. Office of the President
 1. C&M is in the President's Office, and the Director of Institutional Research will be joining us February 14th
 - iv. Division of Student Affairs
 1. Kristina Hamilton's last day was last Friday
 2. Free COVID Home Tests | USPS
 - a. <https://special.usps.com/testkits>
 - v. Division of University Advancement
 1. New hires, January 24 we hired Coordinator of Alumni Engagements
 - d. Financial Report: (*Treasurer R. Fuentes*)
 - i. Not a great turnout in some recent fundraisers and current balance is \$2431.41
 - e. Committee Reports:
 - i. Communication (*Committee Chair K. Ellison*)
 1. Newsletter is going out this Thursday
 2. Please nominate staff for the Spotlight or Shout Outs
 - ii. Events & Recognition (*Committee Chair Carolyn Shamowski*)
 1. Check out our [Virtual Cookbook](#)
 - iii. Governance (*Committee Chair M. Bergem*)
 1. Will review Bylaws Updates in Old Business
 - iv. Ways & Means (*Committee Chair C. Haws*)
 1. We will hold off on the donut fundraiser due to the Omicron variant and delay of in-person instruction
 2. Still have ongoing [coffee fundraiser](#)

7) Outstanding Business:

a. DISCUSSION ITEM: Staff Council Bylaws

i. Action Item for vote will occur next meeting on February 15, 2022.

1. Member term limits every 2 years, Executive Member time commitment proposed to be every 3 years
2. Revise position responsibilities and titles such as Custodian of Records changed to Coordinator of Public Relations
3. Each Division is proposed to have set numbers of representation that do not change. This comes as a result of issues with counts by Divisions constantly fluctuating and difficulty to recruit and retain members
4. The Council will receive all items being presented via email after this meeting and materials to review before the next meeting.
5. A lot of other schools set a standard number which we have a proposal for a set number and establish basic requirements for the agenda to be able to move forward

ii. Questions/Concerns?

1. R. Fuentes- no concerns, great job for succession planning, and these plans are needed by more committees on campus.

8) New Business:

a. INFORMATIONAL ITEM: All Staff Council items must be placed in our storage located in University Hall (*Secretary T. Gonzalez*)

- i. Please coordinate with Tanya Gonzalez tanya.gonzalez@csuci.edu to collect SC items not currently in storage
- ii. For the items we have, we will work on an inventory list.

b. INFORMATIONAL ITEM: Corporate Games is being postponed until October 2022 (*Chair A. Block-Weiss*)

- i. Do not expect this spring and we are still working on where the funding will live for this annual event

c. DISCUSSION ITEM: Book Club Affinity Group (*Chair A. Block-Weiss*)

- i. Resources from Wendy Olson will be provided
- ii. Previous Chair for the Committee has left CI so we are looking for a new facilitator
- iii. The schedule can be around any timeline and this was a fairly popular group

d. INFORMATIONAL ITEM: Update regarding Staff Council Coffee Shop Treats (*Custodian of Records H. Smit*)

- i. Originally we were hoping to have our coffee/tea event tomorrow but due to virtual instruction until February 6th, we are looking at mid-February once the climate on campus is more stable with people present and reduced restriction

e. DISCUSSION ITEM: Staff Council Self-Care Pop-Up Debrief (*Treasurer R. Fuentes*)

- i. We had 127 attendees in attendance
- ii. It was great to see lots of new faces, people visited in small groups and Administrators stopped by to check it out.
- iii. Thank you everyone for attending!
- iv. We received feedback and for future reference with COVID-19 protocols we will not allow people to rummage through baskets and encourage to take what you touch as it is a health and safety concern.
- v. Very positive overall response, see new people, \$1.09 per person, well done!
- vi. Staff would like to receive more notice if possible and it was suggested to increase the budget to get more supplies
- vii. Shout out to Renée Fuentes for spearheading this event

f. INFORMATIONAL ITEM: Update on Presidential Search (*Treasurer R. Fuentes*)

- i. Mid-February expect more information
- ii. Interviews held last Thursday and there are 27 people on hiring committee.

- iii. It is an honor to represent staff, as there have been time with some intense push back, and feeling imposter syndrome while serving in this capacity.
- g. DISCUSSION ITEM: Staff Pulse (*Vice Chair C. Hutchinson*)
 - i. Please email Cathy or Annie with things that are impacting staff and getting a pulse where staff are at on campus
 - ii. It is difficult seeing staff leave in droves. Sometimes when I am silent it is because I feel I have been beaten into a submission. With losing the Title IX Coordinator, it is devastating for the campus and there have been no answers around succession. It is scary. I am tired, and feeling disheartened
 - iii. There is no COVID time, and going on maternity leave next month as a staff I struggle when I get sick with COVID, do I take two weeks off maternity leave I have been saving for 4 and a half years or should I not take the time and try to power through. I have colleagues new to university and do not have sick leave and when they get COVID they lose out on money or all their accrued time.
 - I. Response- If you trust me, take the time. The Union has pushed this issue to the state legislature to get 80 hours of COVID-19 sick leave back. Catherine Hutchinson will be meeting with the Chancellor's Office tomorrow. Federal monies paid for the release time in the past and if it continues for 2022, it will be retroactive to January 1, 2022.
 - iv. I echo the feeling of burnout, feeling of disconnect, and acknowledge this campus doesn't feel the same right now. Having so many positions in flux is often an uncomfortable feeling.
 - v. Coffee and Collaboration with the Ombuds is a great place to connect with people across campus. [Schedule to attend today!](#)
 - vi. We are hoping the IEAP initiative will get funding in early February. While looking at the campus climate survey data, how data shows up in their life around ideas creating the connection can be helpful to dive into more.
 - vii. The Dolphin Navigator Program is a great way for new staff to connect with other staff and the campus.
 - viii. It is a difficult environment for new hires in the virtual environment.
- h. Closing Comments:
 - i. None
- i. Adjournment:
 - i. 10:59 a.m.

Next Staff Council Meeting is scheduled for Tuesday, February 15, 2022 at 9:30 a.m. via zoom link:
<https://csuci.zoom.us/j/88328757684>

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.