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 19, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/99786011559, to consider and act upon the following matters:

1) Call to Order: 9:34 a.m.

2) Roll Call:
   a. Absent: Alyssa Lyons, Crystal Delatorre, Jessica Dalton, Melissa Bergem, and Stephany Rodriguez
   b. Present: Catherine Hutchinson, Cesar Rangel, Daniel Stewart, Marina Moreno, Karly Ibrahim, Colleen Haws, Renee Fuentes, Christine Girardot, Annie Block-Weiss, Hannah Smit, Carolyn Shamowski, Mary McDonnell, Tanya Yancheson, Crista Fisher- proxy for Leticia Dowd

3) Approval of Agenda:
   a. Motion: D. Stewart
   b. Second: H. Smit
   c. Discussion: None
   d. Vote: Yes- 13 No- 0 Abstain- 0

4) Approval of Minutes: December 15, 2020
   a. Motion: R. Fuentes
   b. Second: C. Haws
   c. Discussion: None
   d. Vote: Yes- 13 No- 0 Abstain- 0

5) Public Forum: None

6) Reports:
   a. Ex-officio Reports:
      i. Student Government (Chief of Staff: Isaiah Ball)
         1. Actively engaged in Lobby Core- going virtual in March to advocate to Student Representative. The opportunity will be open till February 7th at 11:59 p.m. for any students who want to join our Student Government.
      ii. Past Staff Council Chair (Rosario Cuevas)
         1. Welcome Back Everyone!
      iii. Office of the President (Dr. Kaia Tollefson)
         1. 2021, if things go well with the vaccination roll out, we will be on campus. We are in the midst of planning for a safe return for everyone.
         2. Thinking about a DEI update, the President is deeply committed to move the work forward, involve all Divisions with a roll out of more information at the beginning of the semester
         3. Climate Survey, data collection was completed in Fall of 2020. Both quantitative and qualitative data, went through a round of vetting results planned to complete in May 2021 and then Courageous Conversations will follow.
         4. Staff accomplishments and acknowledgements- if work has been particularly stellar, Dr. Yao wants to know so he can recognize them. A spring address will occur towards end of February. If you have staff work you would like to be acknowledged, please send their names, what they did and why it was significant to Kaia. Please include any pictures if you have them.
      iv. Academic Senate Chair (Dr. Greg Wood)
1. Planned goals to engage this spring:
   a. Equity initiatives
   b. Formalizing processes around hiring, highlighting where and how faculty have input
   c. Continue to improve communication

b. Division Reports
   i. Division of Academic Affairs
      1. C. Hutchinson- Faculty are back this Thursday! Please be patient as you are waiting responses from faculty. When we arrive back, the Division of Academic Affairs will have a welcome back and we will have workshops in the afternoon. This time staff are invited and will have sessions focused around self-care and hear updates from our New Provost
   ii. Division of Business & Financial Affairs
      1. As of January 1st, Joyce Spencer is new Director of Environmental Health and Safety
      2. The Police Department is in the process of being accredited through CALEA, 3 year process beginning this month and we will be accredited by the conclusion.
      3. R. Fuentes- Title IX went through extensive training with a compliance group through the Chancellors Office. There is a lot of work to do with campus safety and employee CSAs- Campus Security Authority.
      4. Human Resources Diana Enos updates- Human Resources is down 5 employees, Payroll moved from Financial Services to HR. Vicki Metcalfe came back to help for a few months and is training Michele Naveau and Richard Guyette. Deadlines are being met but we want to ask if anything comes up you need done right away, you can always reach out to Diana.
   iii. Office of the President
      1. Dr. Yao has brought Andrea Coppinger to the President’s Office to support him in his role.
   iv. Division of Student Affairs
      1. An email will be going out today regarding the Division changes in the recent reorganization. In summary, Cindy Derrico moved to AVP of Campus Life and new Dean of Students and Housing is moving under Campus Life, Leticia Dowd is moving over to VP’s Office to support Toni, Advising and STEP were moved under ROI, ASI will report to VP’s office and report to Dottie Ayer.
   v. Division of University Advancement
      1. Jake Castellanos replaced Robin Reilly as a Career Counselor
      2. Foundation webinars will continue in Spring 2021

   i. Earned $16 from bracelet fundraiser
   ii. Disseminated prizes to staff who found elves in December newsletter
   iii. Current balance in Staff Council account is $4029.88

d. Committee Reports:
   i. Communication *(Cesar Rangel)*
      1. Thank you so much for your service Beyrin and Michele!
      2. Welcome Back Cesar!
      3. Receiving great feedback on newsletters!
   ii. Events & Recognition *(Carolyn Shamowski)*
      1. Still working on the Virtual Cookbook
   iii. Governance *(Report by M. McDonnell)*
      1. We will need to fill 7 seats, 5 from Business and Financial Affairs, 1 from Student Affairs, 1 from University Advancement
      2. Service Commitment is 2 years from July 1- June 30
3. Keep talking to friends and colleagues and gather up some interest. Serving on Staff Council is a great experience and we are looking forward to continued growth.

iv. Ways & Means (Interim Chair Colleen Haws)
   1. Reminder we raised $16 from the AVON bracelet fundraiser
   2. We are looking into different ways that other Staff Councils approve spending and will meet with the Ways and Means Committee later this month

7) Outstanding Business:
   a. None

8) New Business:
   a. DISCUSSION ITEM: Review Staff Council Member Expectations and Goals (A. Block-Weiss)
      i. Goal Review
      ii. Staff Council Expectations
         1. Disseminate information to your prospective Division
         2. Commit to your assigned Committee,
         3. Proxies
         4. Your voice matters! We want everyone to speak, ask questions, remain engaged.
         5. When you serve on the Staff Council, you are representing your Division, not just yourself.
         6. Constructive Feedback is vital to move forward.
         7. Engagement
      iii. Anything to add to our list of expectations and goals?
         1. R. Fuentes- With where the Staff Council is going the organization could be a tremendous force. Giving the Staff Council more structure and organization is good. It has the potential to do great things. It would be exciting to look at it from a system wide perspective. There are many levels between staff with so many nuances. Staff Council could become a system wide effort on each campus.
         2. C. Shamowski- Passion is there. Everyone is in this together. We have got this! Beautiful job and thank you everyone!!!
         3. T. Yancheson- I think the current progress is going well and it is good to focus on structure
      iv. To Do Lists- will be added to the end of the agenda or emailed out
         1. Please get a pulse for how your teams are doing. If notable issues are present, please send to Annie Block-Weiss
         2. Tanya will send out a template email to aid in communication with your Divisions
         3. Please read through the Bylaws and bring at least 2 questions or suggestions that you could bring forward to have the Governance Committee to focus on. Additionally, think of 2 ways of ways to engage staff. Please think over these topics for the next month. We want you to feel empowered in your roles as representatives.
   b. INFORMATIONAL ITEM: Coffee Affinity Group (A. Block-Weiss)
      i. People really enjoyed the buddy program through HR and we were getting a lot of feedback about enjoying the coffee affinity group. If interested, please email Annie. Each month, a pair of staff will be pulled out and she will email the pair that they are coffee buddies and they plan to meet and get to know each other.
   c. INFORMATIONAL ITEM: Payroll Deduction Opportunity (R. Fuentes)
      i. We have the opportunity to do a payroll deduction in which funds will go directly to the Staff Council. You can donate $1 each month. If interested, reach out to Renee and she will send the form through Adobe Sign. Everything is coordinated from University Advancement by Julia Levi.
      ii. We do have a tax ID number so it could be tax deductible.
   d. INFORMATIONAL ITEM: Website Updates (T. Yancheson)
      i. Walked through updates for Affinity Groups, Minutes and Agendas, Intent to Ask Questions, and Stay In touch Page
9) Questions and Future Topics?
   a. None
10) Closing Comments:
   a. None
11) Adjournment: 10:41 a.m.

Next Staff Council Meeting is scheduled for Tuesday, February 16, 2021 at 9:30 a.m. via zoom link: 
https://csuci.zoom.us/j/99786011559

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.