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, October 19, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/82543454437, to consider and act upon the following matters:

1) Call to Order: 9:33 a.m.
2) Roll Call:
   a. CI Staff Council Voting Members:
      i. Academic Affairs: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton
      iii. Office of the President: Mary McDonnell
      iv. Student Affairs: Annie Block-Weiss, Hannah Smit, Leticia Dowd, Tanya Y. Gonzalez, Crystal Delatorre
      v. University Advancement: Carolyn Shamowski
   c. Absent: Marina Moreno, Leticia Dowd
3) Approval of Agenda:
   a. Motion: H. Smit
   b. Second: M. McDonnell
   c. Discussion: None
   d. Vote: Yes- 15, No- 0, Abstain- 0
4) Approval of Minutes: September 21, 2021
   a. Motion to approve Minutes: R. Fuentes
   b. Second: K. Ibrahim
   c. Discussion: Request to amend Minutes to strike out meeting with the group and adjust to developing the CRMT
      1. Changed to: The campus is working to develop the Cultural Resources Management Team (CRMT) to ensure we are following legal and cultural protocols whenever we will be disturbing the earth
   d. Motion to approve amendment: R. Fuentes
   e. Second: H. Smit
   f. Vote on amendment: Yes- 14, No- 0, Abstain- 1
   g. Second to approve the Minutes: D. Stewart
   h. Vote approval of Minutes: Yes- 14, No- 0, Abstain- 1
5) Public Forum:
   a. 1st print of the CI View is available and there is a limited number so grab them while they last. (Chair A. Block-Weiss)
6) Reports:
   a. Ex-officio Reports:
      i. Student Government Representative (President Aurora Rugerio)
1. Looking to fill 4 open senator positions. Please encourage students to apply and direct them to aurora.rugerio235@csuci.edu or sgasi@csuci.edu if they have questions.

2. A Student collaboration is occurring between Student Government and University Police for the active shooter trainings. More information will be coming out later in the week.

3. Working on planning process of Art with an Impact

   ii. Office of the President (Interim Chief of Staff, Dr. Kaia Tollefson)
      1. Presidential Search has kicked off for CI's next permanent president
         a. Please check out website and submit survey
         b. IEAT reports have been submitted. 41 different activities were suggested by the teams between now and Spring 2023 when funding allocations will expire. We want to keep the energy high for that work.
         c. Centralizing of data positions is occurring on campus
         d. The President's Office is having conversations regarding culture change with student representatives on committees
            i. Questions being addressed: How do we ensure students are onboarded for their service? What is the committee about and how does it engage students in meaningful ways?

   iii. Academic Senate Chair (Dr. Greg Wood)
      1. None

b. Division Reports
   i. Division of Academic Affairs
      1. None
   ii. Division of Business & Financial Affairs
      1. Human Resources had identified an Executive Director of Human Resources, Mitzy Williams
      2. Hired new front desk assistant to support Lindero Hall, Melissa Cuevas. She is working on her master's in Public Administration. Please welcome her if you see her.
      3. Student Business Services, Student Financials Accountant is Diane Phillips. She will be supporting student accounts, collections, and 1098T, etc.

   iii. Office of the President
      1. Hired Alex Padilla- Communications Specialist

iv. Division of Student Affairs
   1. This week is National Transfer Student Week, those who have student assistants please encourage them to attend. https://www.csuci.edu/step/transfer-students.htm
   2. Housing application for spring 22 is now open
   3. Summer conference is anticipated to be busy, if you have internal groups please reach out to external events

v. Division of University Advancement
   c. Financial Report: (Treasurer René Fuentes)
      i. Added Krispy Kreme Money, deduction of prizes for newsletter winners, new Staff Council Tablecloth, Canva Pro Subscription
      ii. Balance: $2,460.08

d. Committee Reports:
   i. Communication (Committee Chair Katelynn Ellison)
      1. Newsletter coming out this Thursday
      2. Reminder you have Canva Pro and use your Teams for your subcommittee
      3. Enhance Instagram presence and reward new followers
      4. Staff Spotlight- https://csuci.qualtrics.com/jfe/form/SV_0lFU7pjcFCdBVRQ

   ii. Events & Recognition (Committee Chair Carolyn Shamowski)
1. Holiday Playlist where people can add a holiday song or photo, remarks- flyer will be going out in the newsletter to participate
2. Virtual Cookbook, any holiday recipes, we can get that added in there.
   iii. Governance (Committee Chair Melissa Bergem)
      1. Proposed meeting at beginning of November but need to reschedule, discussing agenda topics
   iv. Ways & Means (Committee Chair Colleen Haws)
      1. Upcoming Fundraisers- flyers below announcements
         a. Candle Fundraiser Information: Visit our online store at www.iraisemore.com
            i. Our group ID is: 62443
            ii. Available from 10/8 - 10/29
         b. See’s Candy available until December 3rd
     2. 4 Restaurant Fundraisers in November

7) Outstanding Business:
   i. None
8) New Business:
   a. DISCUSSION ITEM: Goals for 21-22 (Chair A. Block-Weiss)
      i. Review Goals- group additions are in italics
         1. Connectivity to foster Community
            a. Develop affinity groups
               i. Sometimes these affinity groups get overlooked and while is on the newsletter and website it might be a good idea to use our social media for affinity group needs.
               ii. Have a hybrid model with affinity groups
               iii. Grab and go coffee on campus with your CI Staff Council
         b. Provide spaces for staff to connect with each other
            i. Online
            ii. Invitation sent from each Division lead to their departments
            iii. What about 20 minutes at the end of the day (“twenty Tuesday”)
            iv. (Dry happy hour with) quick, fun ice breaker or trivia question. Examples:
               i. www.quizbreaker.com
2. Divisional morale efforts
   a. Accountability and Follow-through
      i. Differing welcome back goodies was different by Division
      ii. Recommend CI Connect
      iii. Staff morale is handled very differently depending on your Division
      iv. Recommend a Staff Appreciation week like other campuses do
   b. Review and Implementation of PACIE shared definitions
   c. Actionable change based on the campus climate survey
      i. Make sure everyone feels recognized
3. Collaboration -Group 3-
   a. Intentional interaction with other staff groups on campus
      i. Find out what staff groups are on campus, partner at their events, hold table
         at the library to share info at the library
      ii. Set up staff council coffee hours
      iii. Provides staff council and committee list to colleagues
      iv. Dolphin Navigator- provide expansion on communication
      v. New hires and recent departures, put info on the newsletter
      vi. Have a Staff Council Welcome Committee, provide a plant, sweet, card, etc.
   b. Representation on Academic Senate and structures to enhance communication
      between the entities
   c. Review and evaluate committees excel to better understand who is at the table
      and who can still be added to the table
      i. How can we start implementing them?
      ii. Break Out Rooms- the CI Staff Council was divided into 3 groups where they provided
         feedback captured in italics in the Minutes (Closed Session)
      iii. Share Out (Open Session)
   b. DISCUSSION ITEM: Presidential Search Updates (Treasurer R. Fuentes)
      i. Presidential Search Stakeholder Survey- https://www.surveymonkey.com/r/CSUCI-President-InputSurvey
    1. You do not need to attend the Open Forum to complete the survey- Please complete
       the above survey!
    2. Challenges with attendance to the forum could be related to areas being short staffed
    3. Communication came out fairly late to garner large attendance from the Chancellor’s Office
    4. Our campus requested it come out sooner but that was not our decision
    5. Our campus doesn’t realize this form is it and this is the only avenue for this presidential Search.
    6. Survey deadline is October 21, 2021
   c. INFORMATIONAL ITEM: Halloween Zoomtakular Virtual Event 2021(C. Shamowski)
      i. RSVP by Friday, October 22, 2021: https://csuci.qualtrics.com/jfe/form/SV_1XjMXwkg91gJsJ8
      ii. WHEN: Friday, October 29, 2021
      iii. WHERE: Zoom ~ Virtual Platform Event, Click to join the Event: https://csuci.zoom.us/j/87835028642 (Password: 523520)
iv. **TIME:** 10:30 a.m. - 12:00 p.m.

v. If we exceed 300 participants, we will switch over to a webinar that can accommodate up to 3000 attendees

vi. Ways to participate:
   1. Individual or Team or Family or Pet Costume Contest
   2. House or Room or Desk Decoration Contest
   3. Pumpkin Carving Contest
   4. Attendee/Watch/View
   5. **NOTE:** The Judges will pop in and out of the Zoom Event to view your presentation, video and to see your creations. The scores will be tallied and the Winners will be announced on Monday, November 1, 2021!

d. INFORMATIONAL ITEM: CANVA Pro *(Secretary T. Gonzalez)*
   i. Please design within your Committee Team and the general account will be utilized for Exec and larger SC needs.
   ii. All Chairs have the login info
   iii. Helps with historical documentation and knowledge/work transfer

9) Closing Comments:
   a. ChilFASA Update: Raza Bienvenida on Thursday, Oct. 21 from 3-5 p.m. at Founders Courtyard or via Zoom ID: 851-921-39430
   b. ChilFASA (hybrid) meeting on Monday, Nov. 8 at 3:30 p.m. contact Amanda to rsvp at amanda.sanchez@csuci.edu
   c. Strategic Resource Planning Committee Meeting on Friday at 1 p.m. join link is at https://www.csuci.edu/strategic-resource-planning/committee-meetings.htm
   d. Graduation Initiative 2025 Convening is on Friday for info go to https://www.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/convening
   e. Please encourage coworkers to take the rule 211 mandatory survey- given bi-annually. The campus will get fined if do not meet percentage required by air pollution control district.
   f. CCM Dia de los Muertos- Ofrenda, you can bring a picture of passed loved one, happening, October 21st from 5-7 p.m.

10) Adjournment: 11 a.m.

Next Staff Council Meeting is scheduled for Tuesday, November 16, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/89054437567

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.