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, November 16, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/89054437567, 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
      iii. Office of the President: Proxy for Mary McDonnell- Alex Padilla
      iv. Student Affairs: Annie Block-Weiss, Hannah Smit, Leticia Dowd, Tanya Gonzalez, Crystal Delatorre
      v. University Advancement: Carolyn Shamowski
   b. Present: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Stephanie Chavez, Proxy for Mary McDonnell- Alex Padilla, Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Marina Moreno, Melissa Bergem, Renée Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua, Carolyn Shamowski, Annie Block-Weiss, Hannah Smit, Leticia Dowd, Tanya Gonzalez, Crystal Delatorre
   c. Absent: Hannah Smit, Leticia Dowd, Crystal Delatorre
3) Approval of November 16, 2021 Agenda:
   a. Motion: D. Stewart
   b. Second: C. Hutchinson
   c. Discussion: None
   d. Vote approval of the Agenda: Yes- 15, No- 0, Abstain- 0
4) Approval of Minutes: October 19, 2021
   a. Motion: R. Fuentes
   b. Second: K. Ibrahim
   c. Discussion: None
   d. Vote approval of Minutes: Yes- 15, No- 0, Abstain- 0
5) Public Forum: None
6) Reports:
   a. Ex-officio Reports:
      i. Student Government Representative (President Aurora Rugeria)
         1. Student Government submitted letter in support of removing the CA Mission artwork displayed in the library and Dean Virtue is in agreement to remove them. The removal has been presented to the campus Acquisitions Committee and they are working on removing the artwork.
      ii. Office of the President (Interim Chief of Staff, Dr. Kaia Tollefson)
         1. Presidential Search
            a. An Open Forum was held and at the end of this month the first round of interviews will be conducted. In mid-January the Board of Trustees will conduct final interviews. Past practice is the new campus is announced on the second day of the Board of Trustees meeting at the end of January.
2. We have 3 new campus committees focusing on Enrollment data, student recruitment and marketing & branding
3. Academic Affairs is launching their Accreditation process
   iii. Academic Senate Chair (Dr. Greg Wood)
       1. Rubrics have been developed based on the job postings for faculty recruitment
       2. 1 more Senate meeting this fall on November 30th
           a. Exec is setting the agenda for that meeting this afternoon
       3. Bylaws update- we are using a document to model the new Bylaws after
       4. Critical Friends Groups- wonderful at dealing with challenging issues that come up in an objective way.

b. Division Reports
   i. Division of Academic Affairs
      1. None
   ii. Division of Business & Financial Affairs
       1. All hand Division Meeting on Dec. 1st
       2. Just closed nomination recognition awards
       3. Hiring is occurring Division wide
       4. Welcome new Human Resources Assistant- Ashley Segovia
       5. Info to share: The SRPC meeting scheduled Friday, Nov. 19 at 1 p.m. If you have not already registered, please visit the SRPC website to access the Campus Attendee Instructions and Zoom registration link. If you have registered, please use the same link for the Fall semester. Please contact the SRPC Support Team at srpc@csuci.edu if you have questions.
   iii. Office of the President
       1. 3 candidates for the Director Chief Data Officer and are hoping to have on them on campus by mid-January. This position will help continue progress for institutional research and centralize them in the Office of the President.
       2. Dec., 17th 1-2:30 p.m. Town Hall Meeting
           a. Present 41 initiatives, Cabinet will select the high impact and feasible activities to bring to SRPC that will occur now until Spring 2023
           b. President brings info to SRPC on Jan 28th awarded by February 11
   iv. Division of Student Affairs
       1. Bridge the Gap- RSVP https://csuci.qualtrics.com/ife/form/SV_9MmOK7LKkTIVjb8
       2. Hunger and Homelessness Week is happening now
   v. Division of University Advancement
      1. None

   c. Financial Report: (Treasurer R. Fuentes)
      i. Prizes for Zoomtacular, newsletter games, CANVA subscription were spent
      ii. Balance: $2272
      iii. We apologize for the Mr. Softee, there was poor communication between management and employees regarding our fundraiser.

   d. Committee Reports:
      i. Communication (Committee Chair K. Ellison)
         1. Please nominate for Staff Spotlight- https://csuci.qualtrics.com/ife/form/SV_0lFU7pjcFCdBVRQ
         2. Newsletter go out tomorrow!
         3. We are trying to increase IG Followers and engagement, so we are giving a prize to a randomly selected new follower. Spread the word!
      ii. Events & Recognition (Committee Member T. Montoya-Morau)
         1. Holiday Playlist where people can add a holiday song or photo, remarks- flyer will be going out in the newsletter
2. **Virtual Cookbook**, any holiday recipes, we can get that added in there.

   iii. Governance (**Committee Chair M. Bergem**)
   1. Committee meeting this Friday and updates will be provided in December meeting

   iv. **Ways & Means (Committee Chair C. Haws)**
   1. Upcoming Fundraisers
   a. Sharky’s in Camarillo 11 a.m.-8 p.m. Wednesday, November 24
      i. Must present flyer or say CSUCI Staff at checkout.
      https://www.csuci.edu/staff/council/agendas-and-minutes/november-2021-restaurant-fundraisers.png
   b. See’s Candy Available until December 3
   c. We raised $103 from Mr. Softee
   d. Coffee, hot chocolate and tea Fundraiser will be coming soon!
   e. Krispy Kreme fundraiser is tentatively planned for February.

7) **Outstanding Business:**
   
i. None

8) **New Business:**
   a. **INFORMATIONAL ITEM: CANVA Folder Update (Secretary T. Gonzalez)**
      i. Please use folders instead of Teams that were announced last time
   b. **DISCUSSION ITEM: Dolphin Navigator Program Volunteers (Chair A. Block-Weiss)**
      i. We have 40 new employees and are looking for Staff mentors/buddies. You do not need to be a Staff Council Member to be a mentor. Get paired with one new employee and meet with them once per month for 3 months.
      ii. Thank you for those that volunteered!
   c. **DISCUSSION ITEM: Presidential Search (Chair A. Block-Weiss)**
      i. Feedback is still welcome and encouraged to keep providing to the Search & Screen Committee
      ii. Please provide feedback to presidentsearch@calstate.edu
      iii. Renee.fuentes@csuci.edu and ext. 3508
   d. **INFORMATIONAL ITEM: Staff Council Fundraisers (Treasurer R. Fuentes)**
      i. Please know that as part of you representing your Divisions, it is also your role as Staff Council Members to help spread the word about fundraisers throughout your areas and Division.
      ii. A lot of effort is made for these endeavors so please get out into your areas to share the information and increase the info sharing.
   e. **INFORMATIONAL ITEM: New Staff Council Appointment (Chair A. Block-Weiss)**
      i. Welcome Stephanie Chavez from Academic Affairs!
   f. **INFORMATIONAL ITEM: IEAT Update (Interim Chief of Staff, Dr. K. Tollefson)**
      i. Currently reviewing the material provided by the committees.
      ii. Cabinet will select out the top initiatives to focus on.
   g. **DISCUSSION ITEM: Review and Implementation of PACIE shared definitions**
      i. How will we use these moving forward?
      ii. Staff Council Members entered into Breakout Rooms.
      iii. Ideas from Breakout Rooms
         1. Equity- language building and understanding and then cultivating- maintain action language
         2. the value of equity requires building an understanding
         3. cultivating the habit of asking…
         4. Inclusivity- holidays across the board being recognized and celebrated where applicable
         5. Ensure cookbook and Holiday music are inclusive to multiple cultures, practices, beliefs and traditions
         6. Work with Mark when conflicts or questions are brought forward
7. Video on Linked In for Unconscious Bias. Can we share that?
8. Staff Participation- bias training for all staff, the one used for
9. Everyone could take the CSU Learn Unconscious Bias Training required to be able to serve on a Search & Screen Committee
10. Increased training and resources for staff, have more tabling around campus sharing information.
11. Encourage all the Staff Council Members to complete the Undocumented Student Ally Training
12. Walk the talk- There are not many in person meetings and can still be a disconnect in Zoom Meetings
13. Have staff share out what the shared definitions mean to them.
14. Require a staff spotlight from every SC member once per year
15. Incorporate a Mentoring program, host monthly coffee meetings on Zoom
16. INFORMATIONAL ITEM: Dr. Yao will be present for the December Staff Council meeting occurring December 14.

9) Final Comments/Good of the Order:
   a. Student Government will be supporting Art with an Impact focusing on Mental Health on Monday, November 22 from 5-7 p.m. (SG President Rugerio)
   b. ChilFASA Update: The 5th Annual Raza Bienvenida event took place on October 21st that provided students with an opportunity to establish connections and build community among Latinx faculty, staff, and students.
      i. It was a space for networking and building support systems at CI, as well as a means for Chicana/Chicano students to see themselves represented in the faculty, staff, and student leaders on campus. This year, Dolores Huerta’s plaque was recognized. The event included 91 in-person and 53 virtual attendees including 38 students.
      ii. ChilFASA Raza Bienvenida Committee
         1. Jose Alamillo
         2. Jessy Cruz
         3. Jennifer Gonzalez
         4. Michelle Hasendonckx
         5. Tatiana Juarez
         6. Jessica Medina Magallon
         7. Aura Perez
         8. Monica Rivas
         9. Rudi Von May
         10. Cindy Wyels

10) Adjournment: 10:48 a.m.

Next Staff Council Meeting is scheduled for Tuesday, December 14, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/86757463177

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.