STAFF COUNCIL MEETING MINUTES
12.14.2021 • 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, December 14, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/86757463177, to consider and act upon the following matters:

1) Call to Order: 9:36 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: Mary McDonnell
      iv. Student Affairs: Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Crystal Delatorre
      v. University Advancement: Carolyn Shamowski
   b. Present:
   c. Absent:
3) Approval of December 14, 2021 Agenda:
   a. Motion: R. Fuentes
   b. Second: J. Dalton
   c. Discussion: None
   d. Vote approval of the Agenda: Yes- 16, No- 0, Abstain- 1
4) Approval of Minutes: November 16, 2021:
   a. Motion: R. Fuentes
   b. Second: C. Haws
   c. Discussion: None
   d. Vote approval of Minutes: Yes- 17, No- 0, Abstain- 0
5) Public Forum:
   a. Mark Patterson- Out of the office for the next couple of weeks, but if a work crisis arises please reach out since he can step back into assist.
   b. Marina Moreno- Accounting team to complete Chartfield with full detailed definitions created by Leslie, Leo, and the Accounts Payable Team
6) Reports:
   a. Ex-officio Reports:
      i. Student Government Representative (President Aurora Rugerio)
         1. Passed Credit/No Credit Resolution
         3. Student Government will not be working next week and returning January 10 with the executive team. We will provide more details to Raise Your Voice Event during the next meeting
         4. Have a great holiday and happy New Year!
      ii. Office of the President (Interim Chief of Staff, Dr. Kaia Tollefson)
         1. Just interviewed 3 finalists for Director of Institutional Research. Mid-January is the start date if timeline goes as planned.
         2. This Friday from 1-2:30 p.m. SRPC/IEAP Inclusive Excellence Action plan

4. 6 different teams came up with 41 activities and Cabinet with the help of President’s Advisory Council on Inclusive Excellence and the SRPC narrowed list down further that are recommended for funding moving forward.

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

b. Staff Council Chair Report (Chair A. Block-Weiss)
   i. Chair roles after review of Bylaws include a Chair report which will now be on the agenda moving forward
   ii. Additionally, the chair is not supposed to vote and function as a tie breaker
      1. The chair can count in Quorum
   iii. Since we had not had students involved during pre-finals and finals week so this week is a very busy committee week.
   iv. The President’s Planning and Policy Committee have completed 2 first readings and a second reading
   v. President’s Inclusive Excellence Committee is using an Equity lens framework to review materials
   vi. The Strategic Resource Planning Committee meeting is this Friday and all are encouraged to join as a member of the public!

c. Division Reports
   i. Division of Academic Affairs
      1. None
   ii. Division of Business & Financial Affairs
      1. Parking will be closed week of December 27th
      2. 2 new staff members have joined, New Director of Procurement and Contract Services and the Executive Director of Human Resources.
   iii. Office of the President
      1. End of Year Celebration for Staff and Faculty,
         [https://csuci.qualtrics.com/jfe/form/SV_bxfRbJQ1Dc4fKjY](https://csuci.qualtrics.com/jfe/form/SV_bxfRbJQ1Dc4fKjY)
         a. Please RSVP!
      2. Dr. Yao will have 12-1 p.m. Office Hours and communication will be sent via email
   iv. Division of Student Affairs (Chair A. Block-Weiss)
      1. State of the Student Experience Survey is set to gauge how students feel they are doing, feel supported, and assess knowledge of resources
         a. 1000 students responded
         b. Focus Groups are beginning soon
      2. This week the Student Union Building is open M-T 8 a.m.-5 p.m. and then Friday 8 a.m.-3 p.m. then open next week until campus closes. The building will reopen in the beginning on January.
   v. Division of University Advancement
      1. Nicole Ipach is leaving CI and heading to CSUN and Julia Levi moved back to East Coast with her last day being last week
      2. Graphics designer position is open

d. Financial Report: (Treasurer R. Fuentes)
   i. Balance: $2431.44

e. Committee Reports:
   i. Communication (Committee Chair K. Ellison)
      1. December Newsletter will be sent out Thursday, December 16th
         a. Email or Teams Katelynn.Ellison@csuci.edu
      2. Staff Council Spotlight Certificates are given to those selected. Please nominate!
3. Encourage submissions to recognize staff
   a. Staff Spotlight https://csuci.qualtrics.com/jfe/form/SV_0IFU7pjcFCdBVRQ
   b. Staff Shoutouts via our Instagram:
      https://csuci.qualtrics.com/jfe/form/SV_5z30whbkk8SgdVj
   c. Paula Robertson will send over new staff from BFA to be introduced in the Newsletter

ii. Events & Recognition (Committee Chair Carolyn Shamowski)
   1. Holiday Playlist- check it out in the newsletter
   2. Shoutout to the Communications Committee for the Newsletter!
   3. Getting more recipes for Cookbook
   4. Coffee Appreciation coming in January

iii. Governance (Committee Chair M. Bergem)
   1. Cathy, Mary, Leticia and Melissa met and took guidance from Executive Committee to review and propose updates of our Bylaws
   2. Review Document- this will be a discussion during January meeting
      a. In February motion to vote since a lot needs to be updated with term limits
      b. Call for nominations for April elections in May, start term July 1
      c. All seats are up for reelection
      d. Need to edit the Executive Board position descriptions and include time commitments
      e. Update roles and responsibilities for Ex officio positions with time commitments.
      f. All Staff Council Members can run for an Office Position
      g. Reviewed document- discussion in January and then a vote

iv. Ways & Means (Committee Chair C. Haws)
   1. See's $171.60, Sharky's $26 and Presto Pasta is $19.90
   2. Coffee and hot cocoa is an ongoing fundraiser.
   3. Another donut fundraiser will occur in Spring.

7) Outstanding Business:
   i. None

8) New Business:
   a. DISCUSSION ITEM: Interim President Yao
      i. Staff have a had a hard year
      ii. Mitzy in Human Resources will help with response times, process, and leadership in HR
      iii. GI2025 Proposals from each Division
   iv. January budget draft will be published around January 11
   v. Want to talk about Enrollment
      1. As of 12/14/21 4 a.m. lowest enrollment in terms of FTEs since 2014 AY
      2. We won't hit spring projection
      3. Administrative side, working on discharge plan to use HERF dollars
      4. HERF disbursement looking at doing it earlier in the Spring
      5. We have one-time dollars that is ear marked for seniors in their last semester
      6. Addressing immediate challenges while never losing sight of our strategic vision and the health of the University.
   vi. Spring 2022
      1. Interesting with Omicron Variant, will need to see how it continues
      2. Working with EHS on a campaign to recommend boosters since CDC has approved booster
      3. Watching to see if the definition of a fully vaccinated person changes
      4. Had a mini outbreak (3 or more connected cases) in Housing, all folks are in Quarantine or Isolation.
vii. Corporate Games- M. Bergem
   1. Funding streams? Is this a possibility?
   2. Great community builder locally and within surrounding committee.

viii. Update regarding telework policy going into Spring semester (S. Chavez)
   1. CSU had a telework policy so need to look into that
   2. Each department had the ability to analyze need and
   3. Telework policy is confirmed- (Vice Chair C. Hutchinson)

ix. Camarillo Parade- looked great. Thank you to Aurora and SG, the students made it! (C. Shamowski)
   1. ASI Instagram Photos: https://www.instagram.com/p/CXchowRlEil/

x. Thank you for the President’s time with Staff Council- (C. Haws)

b. INFORMATIONAL ITEM: SRPC Meeting Reminder (Chair A. Block-Weiss)
   i. https://www.csuci.edu/strategic-resource-planning/committee-meetings.htm

c. INFORMATIONAL ITEM: CSUCI Presidential Search Update (Treasurer R. Fuentes)
   i. We should know something by end of January/beginning of February.
   ii. Interviews by Search and Screen Committee will be done mid-January

d. INFORMATIONAL ITEM: Staff Surprise Event (Treasurer R. Fuentes)
   i. This Wednesday!

e. ACTION ITEM: Welcome Back Staff Event (Treasurer R. Fuentes & Custodian of Records H. Smit)
   i. Approve $650-$700 by the Council and the chair can approve anything under $250, We have about $2400, asking Council for $700 to use towards a coffee tea event in January
   ii. I move to grant the Events & Recognition Committee for a coffee and tea event in January of 2022
   iii. Motion: R. Fuentes
   iv. Second: K. Ibrahim
   v. Discussion: None
   vi. Vote: Yes- 14, No- 0 ,Abstain- 3

f. INFORMATIONAL ITEM: Resignation (Chair A. Block-Weiss)
   i. VPSA Council conflict with Staff Council meetings so we received resignation from Leticia Dowd and she will try to pop in whenever she can but is not able to commit to continuing.
   There are 4 current reps from Student Affairs.

g. INFORMATIONAL ITEM: January Covid-19 Testing (Chair A. Block-Weiss)
   i. COVID-19 Testing for students, faculty, and staff will be held on campus at the Petit Salon, from 8 a.m. to 4 p.m. on the following dates:
      1. December: 14, 15
      2. Beginning again January 2022
      3. Register for an appointment. Appointments are required.
   ii. Cross divisional communication group- will there be an accommodation for night custodial staff to have testing available?
      1. The Staff Council will look into this.

9) Closing Comments:
10) Adjournment: 10:53 a.m.

Next Staff Council Meeting is scheduled for Tuesday, January 18, 2022 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/83194464872

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.