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 15, 2020 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: 9:33 a.m.
2) Roll Call: Missing
3) Approval of Agenda: December 15, 2020
   a. Motion: R. Fuentes
   b. Second: L. Dowd
   c. Discussion: None
   d. Vote: Yes- 15, No-0, Abstain- 0
4) Approval of Minutes: November 17, 2020
   a. Motion: D. Stewart
   b. Second: A. Lyons
   c. Discussion: None
   d. Vote: Yes- 16, No-0, Abstain- 0
5) Public Forum: None
6) Reports:
   a. Ex-officio Reports:
      i. Student Government (Director Beatriz Espinoza)
         1. Congrats on the profits raised from the See's Candy Fundraiser! The success of the fundraiser was seen on Instagram.
         2. Thank you to Student Government and the Academic Senate for passing the proposed resolution to offer credit/no credit for the Fall 2020 and Spring 2021 semester.
      ii. Past Staff Council Chair (Rosario Cuevas)
         1. Thank you Genevieve and Catherine for her system wide leadership of staff and their representation of our campus.
      iii. Office of the President (Dr. Genevieve Evans Taylor)
         1. Left after earlier meeting farewell announcement
         2. A. Block-Weiss- Welcome Mitch Avila!
      iv. Academic Senate Chair (Interim Dr. Jason Miller)
         1. Thank you for the way staff has supported this last-minute decision to allow students to take courses in Fall 2020 and Spring 2021 for credit/no credit. There is a lot of behind the scenes effort to make this change work and thank you so much to our staff support over this academic change. Thank you for the support staff provide our students.
         2. The Academic Senate is working urgently on anti-racism activities and initiatives for the campus such as moving towards cluster hiring and developing an equity and hiring handbook. While the Senate will focus on faculty hiring, this resource could be helpful to staff hiring.
         3. Senate Officers will be working with Dr. Rich Yao to transition into his new role. We want him to be as successful as possible and will also be actively working over winter break with Mitch Avila to transition him to CI.
4. The Academic Senate is working on setting up an email listserv on campus, and we hope this could also be helpful to the Staff Council should they want to use it. Please reach out to Jason Miller with any questions.

5. Comment: R. Fuentes - If Academic Senate would like additional support in their anti-racism initiatives, it could be helpful to reach out to the Title IX Coordinator who can offer feedback and assistance.

b. Division Reports
   i. Division of Academic Affairs
      1. A. Lyons - One of our academic support resources, the STEM Center was grant funded and unfortunately due to COVID-19, the funding was not renewed, The STEM Center will no longer exist after September. In order to continue service to students, additional tutors will be hired from STEM fields into the Learning Resource Center where STEM Tutoring will continue.
   
      ii. Division of Business & Financial Affairs
          1. Reminder to update your windows computers. IT has pushed out notice in echo tech in the November issue on how to upgrade windows. Check out the information here: https://itnews.csuci.edu/2020/11/

   iii. Office of the President
        1. Transition is new way of life, everyone is getting in place and celebrating President Beck and moving in everyone new in. Thank you to the Staff Council for free coffee last week!

   iv. Division of Student Affairs
        1. Summer Conference is planned to occur in Summer 2021 and will be managed by UAS this summer instead of through Conference & Events as it was previously titled in past years.
   
          2. The campus will offer Credit/No credit grading for Fall 2020 and Spring 2021
   
          3. We are hiring 2 students to support the Basic Needs Program who will manage the drive through Dolphin Pantry. If you have students that are interested, please send them to Leticia Dowd for more information or direct them to Dolphin CareerLink to apply for the positions.

   4. ASI has hired an Ekho so we now have a mascot who will be available for virtual appearances in the Spring. To access the form, please visit the ASI website: https://asi.csuci.edu/documents.htm

v. Division of University Advancement
   1. Held 65 Virtual Events from August-December
      a. AA-33, BFA- 16, UA-9, SA-3, OTP- 4
   
      2. Career Development & Alumni Engagement’s Adopt a Grad Campaign adopted 102 grads from the Class of 2020
   
      3. Our first Virtual Mentorship & Networking Night had over 50 attendees including mentors and mentees
   
      4. Our Dolphin Mentorship Program via Dolphin Connect has over 800 users registered
   
      5. Philanthropic Productivity from July-October made $2.63 million of their $4.0 million goal

   6. Development completed the Fall 2020 Foundation Webinar Series.

c. Financial Report: (Interim Treasurer: Renée Fuentes)
   i. We started the year with $4,353.54
   
   ii. Current monies spent include: $219.38 on Zoomtakular winner giveaways, Kay’s coffee cost us $36, UAS Freudian Sip cost us $34.54, so, so far total we have spent $289.92, leaving us $4063.62 thus far.

d. Committee Reports:
   i. Communication (Interim Chair: Christine Girardot)
1. Instagram presence is alive and well.
2. We created a collaborative resolution board to include in our next Newsletter. Please look out for a follow-up email to invite you to add to our resolution board.

ii. Events & Recognition (Chair: Carolyn Shamowski)
1. Virtual Cookbook - invitation will be going out in the newsletter, and we invite you all to add to this to help put this virtual cookbook together

iii. Governance (Chair: Melissa Bergem)
1. Met Wed. December 2nd to discuss bylaws, and the online version has been updated on the website with the recent approved changes. Notice was shared about upcoming elections. Due to needing to fill 7 seats, we plan on opening up nominations a little earlier. 5 seats belong to BFA, 1 SA, and 1 UA.
2. Term limits came up in Committee discussion. Do we need or want term limits as a Council and can staff from other divisions nominate?
   a. Comment: T. Yancheson This question was addressed last year and the Committee and Council at the time were comfortable allowing anyone from any Division and any role to nominate staff to the Council but only staff members were allowed to vote in the elections. In regards to term limits, we did not discuss that from past Governance Committees.

iv. Ways & Means (Chair: A. Lyons)
1. Thank you to everyone who participated! We had goal of $200 in the See’s Candy Fundraiser and we raised: $341.95
2. There is a bracelet fundraiser going on but ends around noon today.

7) Outstanding Business:
   a. None

8) New Business:
   a. DISCUSSION ITEM: Coffee/Tea Thank You: Feedback Request
      i. Do you all have any feedback on how this went for staff? Any feedback for future semesters?
      ii. We served 14 staff at Freudian Sip on campus and and 12 staff at Kays Coffee Shop
      iii. C. Haws Feedback
         1. Everyone loved it but there could have been more communication from the Divisions. Our Division did not send anything out to BFA. Colleen shared what the Staff Council sent with her area but was aware that others in BFA did not know about the event.
            a. Response- A. Block-Weiss: We will speak with Dr. Yao on how we can improve current communication efforts as it relates to staff council communications.
         2. A female staff member at the Freudian Sip was not aware of the arrangement so she did not provide a beverage to a staff member and they had to get to work so they missed out. It would help to have signage and advanced notice, so this doesn’t occur again.
   iv. M. Bergem- It felt like the Staff Council was the last to know when we got the email from the Newsletter. It would help to have more notice from Staff Council so we can be prepared to communicate to our areas. Question: What is the protocol for approving expenditures? We found out when everyone else did but no approval was made by the Staff Council.
      1. Response- A. Block-Weiss: Typically, things like this have not been approved in past years as this event was put on by the Executive Board. Currently nothing in our Bylaws outlines how to proceed with budgetary guidance around spending so we encourage the Governance Committee to review this and propose something for the Staff Council.
   v. H. Smit: Can we have two local businesses, one in Ventura or Oxnard, to be more accessible to staff who are telecommuting? Can we also incorporate more collaboration with Events and Recognition?
   vi. From AA in the chat- Jessica Dalton to Everyone: 10:29 AM Maybe a dollar amount limit?
   vii. From AA in the chat- Catherine Hutchinson to Everyone: 10:30 AM Needs to include that when the board is not in session the executive board can make the decision
viii. The Governance Committee was encouraged to review the feedback and see where they can provide structure to the Staff Council.

b. DISCUSSION ITEM: Climate Survey Closes December 18th, please complete by the deadline.
   i. Some employees have shared feedback about some of the questions. If you don’t wish to share in the Staff Council meeting or if you have colleagues that would like to send in feedback, please email ci.staffcouncil@csuci.edu by December 18th and we will submit the feedback collectively.
   ii. In order to complete the Climate Survey, you should have received a personalized link or you can use the public link here (staff just need to include their email address to verify they are a current employee): https://heri.vainc.com/survey.aspx?sz=0-a9Tz-vK3M1&sch=E170j1XdoIA1
   iii. Does anyone have any feedback Staff Council can relay from your areas?:
      1. J. Dalton- Several people reached out to me saying the link would not work for them. Can we send the notice for the survey out again? Also, as a reminder, the survey is anonymous since it is managed by another company.
      2. A. Block-Weiss- As an Auxiliary employee, many questions were related to the Stateside employee experience. It would be beneficial to have an N/A option.
      3. M. Bergem- Many responses ended up being in the middle range and there are not really ways to disclose the true climate without outing who shared the feedback. I wish more questions were related to climate as they ended up being very political based from a grand view, not just related to internal campus politics. Depending on where you work and the issues you have, the responses were often very identifiable to the individual sharing the information.
      4. J. Dalton- For staff who had dual roles on campus, you had to pick which is your main role. The survey should allow for more than one category in the responses to fully encompass the experience.
   iv. A. Block-Weiss- Please email the Staff Council with additional feedback

c. DISCUSSION ITEM: Time Certain 9:35 a.m.: President Beck and Dr. Genevieve Evans Taylor Farewell
   i. Thank you and farewell!

d. INFORMATIONAL ITEM: Bracelet Fundraiser (R. Fuentes)
   i. Order link: https://forms.gle/hk73Xc3DzBbijFuQ8
   ii. Last day to place orders is today by noon- December 15th
   iii. Please send us ideas to the Committees and Staff Council email so we can continue the good work.

e. INFORMATIONAL ITEM: Coast to Coast Challenge (T. Yancheson)
   i. Register Now at: csu.coasttocoastwellness.com
   ii. Medals from Corporate Games will be used for this challenge as is applicable.
   iii. Assemble team by Dec. 30 with at least 5 people and start logging activity whether on a team or solo by Dec. 28. Please see how activity is scored below:

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<thead>
<tr>
<th>Physical Activity</th>
<th>Points</th>
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<tbody>
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<td>6000-7999 steps</td>
<td>3</td>
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<tr>
<td>8000-9999 steps</td>
<td>4</td>
</tr>
<tr>
<td>10,000+ steps</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Daily Behaviors</th>
<th>Points</th>
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<tbody>
<tr>
<td>7-9 Hours of Sleep</td>
<td>1</td>
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<tr>
<td>1 Meditation Session</td>
<td>1 point</td>
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NOTE: You don’t have to wear a tracking device to record steps — plug in your activity and exercise minutes, then Coast to Coast automatically adjusts them.

f. INFORMATIONAL ITEM: Reminder about Staff Recognition Opportunities (H. Smit)
   i. Staff Shout Outs
      1. Nominate to be featured on Instagram: https://go.csuci.edu/staffshoutouts
   ii. Staff Spotlight
      1. Nominate to be featured in our In the Loop Newsletter: https://go.csuci.edu/staffspotlight
iii. Added link tree in our Instagram bio: https://linktr.ee/CISstaffCouncil. If we are missing a link, please let us know.

9) Closing Comments: None
10) Adjournment: 10:47 a.m.

Next Staff Council Meeting is scheduled for Tuesday, January 19, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/99786011559

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.