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, February 16, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/94250127409, to consider and act upon the following matters:

1) Call to Order: 9:36am
2) Roll Call:
   a. Absent: Alyssa Lyons, Stephany Rodriguez, Tanya Yancheson, Carolyn Shamowski
   b. Present:
      i. Council Members: Daniel Stewart, Crista Fisher (proxy for L. Dowd), Renee Fuentes, Mary McDonnell, Colleen Haws, Sara Alcala (proxy for H. Smit), Christine Giradot, Melissa Bergem, Cesar Rangel, Karly Ibrahim, Jessica Dalton, Cathy Hutchinston, Crystal Delatorre, Marina Moreno, Annie Block-Weiss
      ii. Members of the Public: Richard Yao, Wendy Olson, Diana Enos, Mark Patterson, Teresa Montoya, Kaia Tollefson, Isaiah Ball, Rosario Cuevas, Laurie Nichols
3) Approval of Agenda: February 16, 2021
   a. Motion: C. Haws
   b. Second: C. Fisher
   c. Discussion: None
   d. Vote: 14 – Yes, 0 – No, 0 - Abstain
4) Approval of Minutes: No minutes to approve
5) Public Forum: None
6) Reports:
   a. Ex-officio Reports:
      i. Student Government (Chief of Staff Ball) –
         1. Recruiting for Lobby Corps who meets with elected officials and advocates for CSUCI and the CSU statewide.
         2. Currently planning for Mental Health week – trying to find speakers. Date is TBD.
      ii. Past Staff Council Chair (Rosario Cuevas) – No report
      iii. Office of the President (Dr. Kaia Tollefson) – Deferred to Interim President Yao
      1. Fall planning:
         a. Course schedule will be finalized by early April, working with EH&S on capacity models and contingency plans, 12% vaccination rate.
         b. On Student Affairs side, following parameters for co-curricular programming and housing models
      2. HURF Funding – CSUCI is getting $14.8m, working through logistics, allotted 50% to students directly, meeting with student government leaders, working through it with Cabinet – COVID related specifically; thinking about Auxiliaries too (housing, dining, etc.) because they lost $12million last year, losing $15million this year
      3. February 26, 2021, 9:00am – Campus Address, please RSVP – wants to highlight the broad, philosophical concepts to inform interim presidency and introduce the Inclusive Excellence Action Plan
      iv. Academic Senate Chair (Dr. Greg Wood) – No Report
b. Division Reports
   i. Division of Academic Affairs
      1. Catherine Hutchinson – Arts & Sciences is putting together Staff Awards for Arts and Sciences
   ii. Division of Business & Financial Affairs
      1. Melissa Bergem – reminder that their training tomorrow (2/17/21) on the “ins and outs of purchasing IT equipment”, reps from purchasing, IT, and Accounting attending; IT procurement is a slow process
      2. Marina Morena – Data Warehouse training coming soon, focusing on ASCs and AAs to attend, but let her know if you would like to attend. They were also approved to have an additional A/P person to be recruited to, if you know anyone that would like to join the team, please let them know.
   iii. Office of the President - None
   iv. Division of Student Affairs
      1. Crista Fisher – “Ask Me” booths for those who are on campus was out last week; still have a number of student positions available on committees - reach out to Annie Block-Weiss, Crista Fisher, or Christine Joyau if there are any students interested; next Monday the “run for office” applications opens – looking for Student Government President, VP, and ASI Board of Directors, and will run 2/22/21 - 3/12/21.
         a. Annie Block-Weiss - Election Council runs it – lots of marketing, harder year than ever to tap students to run for office, looking for any connections to have students run, campus-wide push
   v. Division of University Advancement - None

c. Financial Report: (Interim Treasurer: Renee Fuentes)
   i. Current balance is $4029.88 with no credits or debits this month

d. Committee Reports: Committee members
   i. Communication (Chair: Cesar Rangel)
      1. Newsletter done and ready for this month, sending out by the 23rd, shout out to committee
      2. Last month there was a snowflake challenge – a lot of people emailed, top 5 winners were sent a giveaway
   ii. Events & Recognition (Chair: Carolyn Shamowski)
      1. Marina Moreno – Carolyn Shamowski collected recipes for holiday cookbook, it’s now going to be annual
      2. Working on something for staff recognition, especially for staff reaching milestones – still want to honor them, specific shout-outs and spotlights, President’s Award for Excellence to be announced at Fall Convocation – ideas always welcome by Cesar Rangel and Carolyn Shamowski

Carolyn Shamowski arrived

iii. Governance (Chair: Melissa Bergem)
   1. Leticia Dowd, Cathy Hutchinson, Mary McDonnell and Melissa Bergem met to discuss upcoming elections, lost a lot of staff in December, will discuss further later in agenda

iv. Ways & Means (Interim Chair Colleen Haws)
   1. Two fundraisers going:
      a. Avon extended through 3/2 (www.avon.com/fundraiser/CIStaffCouncil),
      b. See’s candy through 3/19 (https://www.yumraising.com/secure/csucis_csuci_staff_council_fundraiser__spring82/candy?h=ColHaw5762&c=ot9026)

7) Outstanding Business:
   a. None

8) New Business:
a. **DISCUSSION ITEM: IE Action Plan (K. Tollefson)**
   i. Realizing racial and social justice work has been happening on campus, there has been more increased momentum since Interim President Yao has been here; a lot of work has been done, but there were many different documents and recommendations (Strategic Excellence, 17 Point Action List, 7 Point Framework for Realizing Racial and Social Justice, President’s Advisory Council Inclusive Excellence with 40 recommendations provided, etc.); tasked Kaia and LaSonya Davis to work on it
       https://drive.google.com/drive/folders/1lnxpg2flq-LKnra-sPv0wjVUUbQbeDLa – area for comments, includes the framework, backwards planning document; please share the document as much as possible, Interim President Yao wants to do brown bags to discuss further, communication is difficult
   2. Comment – Sara Alcala: Is there something we can have that is consistent with the opening message in sharing the document with others? Kaia and LaSonya working on the talking points, will be on the OTP website
   3. Comment – Annie Block-Weiss: Suggestion to the Council - Don’t share in email form as of yet, bring it up in meetings, have the conversation so communication doesn’t get skewed.

b. **INFORMATION ITEM: CI Staff Council Elections (M. Bergem)**
   i. Times of great change, hiring flux, support needed and staff stretched thin; confirmed numbers; there should be one representative for every 25 staff; reached out to all people who terms are ending come end of June 2021 - they will have served at least two years and asked if they were interested in continuing for one year; bylaws state that there are elections every year, but this would be an exception; holding elections take a lot of time and if people want to stay we should possibly bypass elections as an exception
   ii. Are we ok with staying as-is for another year? Those who are supposed to term out 6/30/21 would add a year and then hold an election in June 2022? Ok to stay status quo for Staff Council, Executive Board and chairs for an additional year?
   iii. Will not do a call for nominations until March 2021 (if needed).
   iv. This will be voted on at the next meeting.

   i. Colleen Haws did some research to see how other Staff Councils handle expenditures and it varies from campus to campus. Given the research, the Executive Board looked to add a section to the bylaws defining what could be approved by the Chair and what should be approved by vote by the Council.
   ii. Discussion: None
   iii. Proposal for the Bylaws:
       1. Article V: Meetings
       a. Add section: 3. Fundraised and Donor Funds Spending Approval Process:
          i. The CI Staff Council Chair approves all dollar amounts that are under $250.
 ii. The CI Staff Council approves all dollar amounts that are over $250 with a majority vote.

 iv. Motion to approve: Colleen Haws, Second Karly Ibrahim, Yes – 14, No – 0, Abstain – 1

d. DISCUSSION ITEM: Staff on CI Committees (C. Hutchinson)
   i. Found some committees across campus that don’t have any staff on them; realized we don’t know about all committees on campus and if staff is needed
   ii. Would like Staff Council members to share what committees they know about or have served on so we can reach out to the chairs and see if there can be a staff person on the committee; please let us know about committees we may not even know about:
      1. Staff Council members provided Accessibility Committee, 21/22 CSUCI Scholarship Reader Committee, Administrative Efficiencies Committee, Clery Compliance Team, Student Fee Advisory Committee, Commencement Committee, University Police Advisory Council, Latino Male Initiatives, Alternate Transportation Sub-Committee, Staff Council President’s Award Nomination Reader/Chooser, SRPC, Police Advisory Council, Inclusive Excellence Committee, Unity Coalition.

e. INFORMATIONAL ITEM: Women’s Recognition Awards (A. Block-Weiss)
   i. Nominations due 2/17 by 5pm: go.csuci.edu/WRLA
      1. Initiative coming out from MDC – 19th annual, if you think there is someone who should be honored, you can nominate and RSVP for the event

 f. DISCUSSION ITEM: CI Staff Council Tasks from January (A. Block-Weiss)
   i. Not a great turnout; don’t want to force tasks but it’s possible people forgot; please share these items with Executive Board before the next meeting:
      1. Division Communication Plans – If this is an issue in your Division, Annie can work on it.
      2. Two ideas to increase staff involvement and engagement – Prioritize this one! Need some fresh ideas to help staff get through the semester; afraid of burnout next month since most have been working virtually for a year
      3. Read the bylaws and provide two questions or suggestions for the future
      4. Please give our Instagram some love.

 9) Questions and Future Topics?
     a. Sara Alcala: Are Staff Awards happening?
        i. No, not a full-blown event but there is brainstorming happening surrounding this.

 10) Closing Comments:
     a. Greg Wood: Saw Kaia’s presentation with Executive Committee for Senate – passed a resolution on Black Lives Matter and added a committee on Racism and Equity to the Academic Senate’s bylaws - will be running elections for it next Fall.

 11) Adjournment: 10:58 AM

Next Staff Council Meeting is scheduled for Tuesday, March 16, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/93900533626

Minutes respectfully submitted by Renee Fuentes, CI Staff Council Treasurer.