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, May 18, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/94386767107, to consider and act upon the following matters:

1) Call to Order: 9:32 a.m.
2) Roll Call:
   a. Staff Council Elected and Appointed Members:
      i. Academic Affairs: Alyssa Lyons, Catherine Hutchinson, Cesar Rangel, Crystal Delatorre, Jessica Dalton
      iii. Office of the President: Mary McDonnell
      iv. Student Affairs: Annie Block-Weiss, Hannah Smit, Leticia Dowd (Proxy Crista Fisher), Tanya Yancheson
      v. University Advancement: Carolyn Shamowski
   b. Present: Annie Block-Weiss, Hannah Smit, Leticia Dowd (Proxy Crista Fisher), Tanya Yancheson, Mary McDonnell, Melissa Bergem, Renee Fuentes, Stephany Rodriguez
   c. Absent: Carolyn Shamowski, Marina Moreno, Alyssa Lyons, Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Catherine Hutchinson, Cesar Rangel, Crystal Delatorre, Jessica Dalton
3) Approval of Agenda: May 18, 2021
   a. Motion: Renee Fuentes
   b. Second: Hannah Smit
   c. Discussion: None
   d. Vote: Yes- 14, No- 0, Abstain- 0
4) Approval of Minutes: April 20, 2021
   a. Motion: Renee Fuentes
   b. Second: Hannah Smit
   c. Discussion: None
   d. Vote: Yes- 14, No- 0, Abstain- 0
5) Public Forum: None
6) Reports:
   a. Ex-officio Reports:
      i. Student Government (Chief of Staff Isaiah Ball)
         1. Positions are open until filled and next year’s leadership are currently conducting interviews
         2. If you have students that are interested in advocating for Social Justice, please send them to Student Government as there are lots of opportunities
      ii. Past Staff Council Chair (Rosario Cuevas)
         1. Thank you so much for the coffee event for staff and it was nice to run into other staff that we haven’t seen for a year.
      iii. Office of the President (Dr. Kaia Tollefson)
         1. IEAT/Inclusive Excellence Updates
            a. Currently working on Inventory to collect baseline data on progress to date. All inventories are due June 3, 2021.
b. The President’s Advisory Council on Inclusive excellence has created an equity lens framework to assist in conducting the equity gap analysis
c. PACIE working on developing a template for IEA Plans
d. In Spring 2023, we will start over again with new inventories and action plans
e. Dr. Nathan Durdella met throughout the day with various leadership teams on campus to look at the first draft of the campus climate survey and determine if methodology was sound and the feedback was not identifiable
f. According to the Climate Survey, many found Courageous Conversations helpful but also had the perception that it didn’t help and was isolated to conversation rather than action
g. PACIE and IEAT 4 will be working together in the Fall to facilitate those conversations

2. Repopulation Updates
   a. Please encourage people to complete the survey sent by Joyce Spencer yesterday. This will collect vaccination data to determine where we stand as a campus population.
   b. Cal OSHA is planning on providing updates on June 3, 2021 regarding distancing but they won’t be in affect until July 31st.
   c. Laurie Nichols is working on a telework policy

3. General Updates
   a. Kaia and Annie (SC Chair) will be meeting twice a month to continue building out the Staff Council to strengthen opportunities and facilitate seeking the staff voice.
   iv. Academic Senate Chair (Dr. Greg Wood)
      1. 3 letter acronym is good, NASA doesn’t like longer than 4 letter acronyms so that could be a good practice to follow at times
      2. Senate passed six items
      3. This summer, two teams will work on a plan for a smaller size senate and one group working on a hiring handbook for tenure track searches.
      4. 25-26 tenure track searches will be conducted next year. Those are all existing vacant positions- no new dollars will be spent on positions.
   b. Division Reports
      i. Division of Academic Affairs
         1. None
      ii. Division of Business & Financial Affairs
         1. None
      iii. Office of the President
         1. Commencement will be honoring 2020 honorary degree recipients on Friday as well as honoring Raudel, our 2021 honorary degree recipient, at the weekend afternoon ceremony
   iv. Division of Student Affairs
      1. Vaccine clinics sponsored by EH&S and Student Health Services will continue to occur
      2. We have a brand new Editor and Chief for the CI View. Sergio Mercado is our first new Editor & Chief in the past 4 years for the CI View.
   v. Division of University Advancement
      1. The new Communications & Marketing campus photographer/videographer, Whitney Howard, started yesterday and he will be working commencement.
      2. Alissa Blough’s last day is Monday, May 31st if anyone would like to send her wishes.
   c. Financial Report: (Interim Treasurer Renée Fuentes)
      i. Spent approx. $600 on Coffee/Snack Event resulting in remaining $3811.29 as our current balance
d. Staff Council Committee Reports:
   i. Communication (Committee Chair Cesar Rangel)
      1. The In the Loop Newsletter will be sent out next Tuesday
      2. Thank you for participating in all our challenges!
      3. Our committee will be incorporating fun recognition trophies of some kind for the Staff Spotlight so keep on submitting entries!
      4. Admissions sent a lot of kudos around the coffee event and burritos at Freudian Sip- it was great!

   ii. Events & Recognition (Committee Chair Carolyn Shamowski)
      1. Please submit your recipes for the Virtual Cook Book.
         a. Link to submit: https://csuci.qualtrics.com/jfe/form/SV_6qV7j7HQlKB1Zj

   iii. Governance (Committee Chair Melissa Bergem)
      1. None

iv. Ways & Means (Committee Member Colleen Haws)
   1. We made a little money from our recent fundraisers
   2. The See’s Father’s Day fundraiser will run through till June 11 and then we will have an Avon campaign in the summer.

e. General Committee Reports:
   i. None

7) Outstanding Business:
   a. TABLED DISCUSSION ITEM: Provost Welcome and Realignment of the Division of Academic Affairs-Time Certain 9:35 a.m. (Provost Dr. Mitch Avila)
      i. Provost Avila shared impressions at CI thus far to address the planned reorganization in Academic Affairs and the impacts to staff as well as set trajectory for the Division
      ii. Next fall, Academic Affairs will begin the WASC accreditation process.
      iii. We will expand library operations to be a place for active learning. This includes more electronic resources, a tutoring center, and incorporating a different model than some other libraries that creates it as a place to go participate in learning.
      iv. The Division will then review Academic Affairs organizational structure and future position planning which can be viewed in the chart provided below.
8) New Business:
   a. DISCUSSION ITEM: Staff Council Representative Re-Population Feedback from Staff Council Members
      *(Chair Annie Block-Weiss)*
      i. Town halls are expected to be a source of action plan for staff, but it is not received this way.
         1. Staff are ready for clear action, instructions, details of how Fall 2021 is going to look like, and they feel that all is being presented is a “brainstorming session” versus a clear plan. Some areas have not heard any updates from their supervisors, nor do they feel like they have the space to discuss or ask questions about re-population. Whenever Staff log into the Town Halls, they expect final decisions to be presented, instead they are left with uncertainty and are starting to not attend the town halls for this reason.
      ii. There is excitement to return and be around people and feed off that energy.
      iii. There are concerns from staff about what re-population will look like, what will the safety precautions be. It feels that we are moving too quickly as a campus. It was also shared that some people tend to have greater concerns if they have already had sickness in their home or losses in their family. It can sometimes create conflicted feelings among staff when hearing from upper administrative leadership positions about their excitement but often there is little or no acknowledgement around the challenges some staff are feeling since the prominent emphasis is continually on excitement. While staff want to join in the excitement, when they are navigating feelings of fear, worry or stress the emphasis on excitement can feel isolating.
      iv. There have been several meetings where staff have been asked to identify who has been vaccinated. Staff shared that if they don’t identify they have been vaccinated, they feel there may be some stigma from vaccinated staff.
      v. Some staff feel pressured to say/agree they are excited when they may not feel that way or have more variables to consider which impedes the ability to feel excited. Some staff shared they feel scared to say how they feel to others and more commonly administrators.
      vi. BFA- There was some staff excitement that Interim President Yao is willing to hear and entertain discussion around telecommuting, but it also feels like nothing may happen with it due to the planning process and there are concerns with the shared timelines. Staff desire a when and how response to the telecommuting policy and staff shared that expectations vary by area which creates fear/uneasiness that some supervisors will not feel the same as others when employees approach with this inquiry which creates uneasiness.
      vii. Information was shared regarding a conversation between Interim President Yao and SC Chair Annie Block-Weiss- The campus tried to be explicit in the email. We are a college campus and where the students are is where our work needs to be. The hope is that staff can go to their supervisors and share current burdens around scheduling and ask for accommodations/exceptions to their schedule as needed. The current telecommute policy is old. It needs to be vetted properly which will take time.
      viii. Regarding telecommuting employees, a question was shared that if staff are located in a non-student traffic area and sit at desk all day, why would they need to return to work on campus? Some people are fearful since children below 12 are not yet able to get the vaccine.
      ix. Other issues regarding increased workload due to telecommuting were shared and there is a fear that going back will result in unmanageable amounts of works and more office distractions which slows the day down so there is a fear of not being able to manage the current load within the new environment. In addition, a concern was also shared that they feel they will be given more work once they return to campus when they are already busy/overwhelmed. It is possible being short staff in an area can exacerbate this.
      x. A staff member shared that Amgen is a large company allowing telecommuting to continue due to productivity going up. Could we use this data to support possible greater approval of telecommuting for staff?
xi. The timing influences staff stress as well since there is a push to come back in Fall but policies and procedures are still in the works. A lot of things will be approved right before school starts which can be stressful for staff.

b. DISCUSSION ITEM: Request for volunteers for each division to serve on the Staff Excellence Awards Review Committee (Custodian of Records, Hannah Smit)
   i. Will be awarded during Fall Convocation on August 20th
   ii. Review will occur from July 6-July 23rd and the call for nominations will occur June 7th-28th
   iii. Volunteers: Renee Fuentes, Crista Fisher, and any others- please email Hannah directly if you would like to volunteer at Hannah.smit@csuci.edu

c. DISCUSSION ITEM: Staff Council Appreciation Day Results (Custodian of Records, Hannah Smit)
   i. Attendees
      1. Freudian Sip- CSUCI: was a success with 70 burritos made at the Freudian and staff that visited the other locations as well. Hannah has the total sale numbers and can provide that in the next meeting
      2. Kay’s Coffee Shop- Ventura: TBD
      3. Kay’s Coffee Shop- Camarillo: 18 total
      4. Ragamuffin- Oxnard: TBD
      5. Ragamuffin- Newbury: about 18-20 total
      6. Total Attendees: TBD- Report coming in June meeting
   ii. Feedback from Staff Council
      1. Helped to email campus staff directly
      2. Liked different locations
      3. Felt nice to get a break
      4. Would love to become an annual initiative!

d. INFORMATIONAL ITEM: Staff Council Open Dialogue- The Circle Process (Chair Annie Block-Weiss and Ombudsman Mark Patterson)
   i. Summary provided and more information to come.

e. INFORMATIONAL ITEM: Dolphin Navigator Buddies Needed (Chair Annie Block-Weiss)
   i. We are looking for more volunteers so please let us know if you would like to participate.

f. ACTION ITEM: Please add your Committee Service to the spreadsheet: Committee Service Tracking.xlsx
   i. Please complete your entries into the spreadsheet by June 2021

9) Closing Comments
   a. None

10) Recorded Thank You for all staff reaching service milestones with the University
11) Adjournment: 11:01 a.m.

Next Staff Council Meeting is scheduled for Tuesday, June 15, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/94373257173

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.