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, June 15, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/94373257173, to consider and act upon the following matters:

1) Call to Order: 9:34 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 Yanchesons
      v. University Advancement: Carolyn Shamowski
   b. Present: Annie Block-Weiss, Crista Fisher (Proxy for Leticia Dowd), Tanya Yancheson, Fope Adesina (Proxy for Mary McDonnell), Melissa Bergem, Renée Fuentes, Stephanie Rodriguez, Lisa Racine (Proxy for Carolyn Shamowski), Marina Moreno, Alyssa Lyons, Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Catherine Hutchinson, Cesar Rangel, Crystal Delatorre, Jessica Dalton
   c. Absent: Hannah Smit
3) Approval of Agenda:
   a. Motion: Christine Girardot
   b. Second: Reneé Fuentes
   c. Discussion: None
   d. Vote: Y- 15, N- 0, A- 0
4) Approval of Minutes: May 18, 2021
   a. Motion: Reneé Fuentes
   b. Second: Daniel; Stewart
   c. Discussion: None
   d. Vote: Y- 15, N- 0, A- 0
5) Public Forum: None
6) Reports:
   a. Ex-officio Reports:
      i. Student Government (Vice-President Vaishnavi Ramprasad)
         1. We have conducted all necessary interviews and the Executive Team has been established. Next month, Student Government will begin training the Senators and ASI team. Student Government leadership has been attending a lot of IEAT meetings and contributing.
      ii. Past Staff Council Chair (Rosario Cuevas)
         1. None
      iii. Office of the President (Dr. Kaia Tollefson)
         1. CSUCI is one of 286 organization across the country to receive a donation due to their commitment to DEI work from Mackenzie Scott and Dan Jewett.
2. Our University received a $15 million discretionary gift/investment to the President and Foundation Board

3. We spoke previously about the telework policy, however we just received word that the CSU system has decided to create a telework policy for all 23 campuses. Current telework policy is in effect until systemwide policy comes into effect.

4. Items addressed with CI Staff Council Chair
   a. Who is being over tapped for service on committees? Additionally, we realized that the President’s Policy Planning Committee has no staff representation, so we need to gain staff service for this committee.
   b. We are going to work on getting a Pro Card for CI Staff Council or designate a purchaser with a Pro Card
   c. We are currently working on trying to get a professional development fund together for Staff Council that can receive contributions from Staff Council fundraising efforts or from donors.
   d. Staff Council Leadership is working with Office of the President to plan a staff event on Wednesday, August 11th.
   e. We want our new working relationship to be publicly known with CI Staff Council working with the Office of the President. Please reach out to Annie if you are interested in helping plan the event.

iv. Academic Senate Chair (Dr. Greg Wood)
   1. We are requesting funds to have faculty serve over summer to continue moving items forward on various committees.

b. Division Reports
   i. Division of Academic Affairs
      1. None
   ii. Division of Business & Financial Affairs
      1. Human Resources just launched the Human resources Service Catalog- very similar to platform used for Information Technology tickets. We now have a web based customer service catalog.
      2. We are updating all of Academic Affairs department numbers from 3 numbers to 6 numbers to match the rest of campus. These changes will be in effect by 7/1/21 with all new 6 digits codes.
      5. [https://www.csuci.edu/financial-services/forms-tutorials.htm](https://www.csuci.edu/financial-services/forms-tutorials.htm)
   iii. Office of the President
      1. Andrew Lorenzana has decided to move on so we will be posting that position soon. Please inform anyone who may be interested.
   iv. Division of Student Affairs
      1. DSA was recognized by Diverse magazine as one of the most promising places to work
   v. Division of University Advancement (Proxy Lisa Racine)
      1. University Events Director position was posted and they are moving forward with the search.
      2. We have begun booking events for the fall
      3. SSPiII Career Counselor and Mentorship Coordinator position just posted as well

c. Financial Report: (Interim Treasurer Reneé Fuentes)
   i. Current Balance: $3727.29

d. Committee Reports:
   i. Communication (Committee Chair Cesar Rangel)
      1. June newsletter is in progress
2. Martha was able to pull together all the years of service names to celebrate their milestones which will be incorporated into the Newsletter.

ii. Events & Recognition (Committee Members)
   1. None

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

iv. Ways & Means (Committee Chair Alyssa Lyons)
   1. We had some revenue come in from our See's Candies Mother's Day and Father's Day sales.
   2. We are currently brainstorming a fun fundraiser for summertime

e. General Committee Reports:
   i. Chair Annie Block-Weiss provided a general update of her committee involvement

7) Outstanding Business:
   a. None

8) New Business:
   a. INFORMATIONAL ITEM: Treasurer Appointment (SC Chair Annie Block-Weiss)
      i. Stephany has been with us for a year and is ending her term with us at the end of the month so we are appointing Reneé Fuentes as our permanent treasurer beginning July 1, 2021.
   b. INFORMATIONAL ITEM: 2021-2022 CI Staff Council Appointments Process (SC Chair Annie Block-Weiss)
      i. Per our bylaws we do not have a process for appointments. Due to postponing elections this year due to the pandemic, we have spots that need to be appointed to fill those positions.
      ii. Staff Council Chair consulted with Provost Tollefson and the Staff Council Exec team. It was decided that in the meantime until a practice has been established for appointments, 3 members from the Exec team will interview interested candidates. We will have questions and a rubric to assist in selecting the appointments for the vacant positions.
      iii. Suggestion for the Governance Committee- Do we want to write in an appointments process into our bylaws? It would be recommended to benchmark with other university staff councils to see how they handle appointments. Interviews will be conducted at end of this month and these will be one-year appointments.
   c. INFORMATIONAL ITEM: Presidents Staff Award (Custodian of Records Hannah Smit)
      i. Nominations went out and it is posted on the website and on Social Media.
      ii. Everyone can nominate but only staff can be nominated
      iii. Thank you to those who have volunteered, please note if you are nominated you just won’t review your nomination but it would not disqualify you from being nominated or able to participate in the review process.
   d. INFORMATIONAL ITEM: Circle Process Update (SC Chair Annie Block-Weiss)
      i. Mark Patterson hurt himself in an accident and while he is doing well and recovering, we will postpone this process with the CI Staff Council until he is ready to return.
   e. INFORMATIONAL ITEM: Communication Chair position (SC Chair Annie Block-Weiss)
      i. Please email ci.staffcouncil@csuci.edu if you are interested in serving as Communications Chair and the appointment will occur beginning in July
      ii. Our lovely Cesar is ending his term the need of this month, we need a new chair
         1. If you are interested in serving as Chair, even if on another committee, please let Annie know. We need to fill that role on the Council beginning July 1, 2021.
   f. INFORMATIONAL ITEM: Staff Council Spending Procedure Update (SC Chair Annie Block-Weiss)
      i. If you spend money on behalf of the council, please include Reneé on all communication so she can keep track of the money within Staff Council.
   g. INFORMATION ITEM: CI Staff Council Onboarding/Transition Reports (SC Chair Annie Block-Weiss)
      i. We know most are staying on but some are ending and we would love to have you write up a transition report. We could create a portfolio for new staff council members to assist in their
transition. Items to include could be tips for being a staff council member and more. Please provide in a word document and send to Chair Annie Block-Weiss.

ii. We will do another On-Boarding for new members, and we will work on getting updates to everyone to try to get maximum participation

9) Closing Comments:
   a. Thank you so much to all who have served the Staff Council. Thank you to those able to continue service after you had originally planned.
   b. Congratulations June 15th California is opening up!

10) Adjournment:

Next Staff Council Meeting is scheduled for Tuesday, July 20, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/95473579606

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.