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, July 20, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/95473579606, to consider and act upon the following matters:

1) Call to Order:
2) Roll Call:
   a. Staff Council Elected & Appointed Members:
      i. Academic Affairs: Alyssa Lyons, Catherine Hutchinson, Katelynn Ellison, Jessica Dalton
      iii. Office of the President: Mary McDonnell
      iv. Student Affairs: Annie Block-Weiss, Hannah Smit, Leticia Dowd, Tanya Y. Gonzalez, Crystal Delatorre
      v. University Advancement: Carolyn Shamowski
   c. Absent: Leticia Dowd, Catherine Hutchinson
3) Approval of Agenda:
   a. Motion: Renee Fuentes
   b. Second: Colleen
   c. Discussion: None
   d. Vote: 17- Y, 3- A, N-0
4) Approval of Minutes: June 15, 2021
   a. Motion: Hannah Smit
   b. Second: Crista Fisher
   c. Discussion: Friendly amendments to Chief of Staff Tollefson instead of Provost typo
   d. Vote: 18- Y, A-2, Opposed- 0
5) Public Forum:
   a. Mark Patterson- University Ombuds
      i. Mark will be available virtually for employees and his physical office location will be moving to another area with less visibility within leadership concentrated areas to provide added privacy.
6) Reports:
   a. Ex-officio Reports:
      i. Student Government (President Aurora Rugiero)
         1. Planning is occurring around meeting appointments with student organizations and staff to collect feedback on how to improve the student’s campus
experience. For those involved with Student Government (SG) planning, please expect meeting invites and SG looks forward to building genuine connections.

ii. Past Staff Council Chair (Rosario Cuevas)
   1. None

iii. Office of the President (Chief of Staff, Dr. Kaia Tollefson)
   1. Chumash Initiative
      a. Saturday, September 18th Phase 1 of the restoration of Satwiwa will occur. The campus is working with the trail council and Chumash leaders to restore the trail that was first cleared in 2019.
      b. Saturday, October 9th, Phase 2 will involve clearing for the first time the last leg for the shrine area at the top of the mountain
      c. Email communication will be going out to engage faculty, staff and volunteers. We are hoping for a robust turnout but there will be different stations that rotate on and off the mountain to help balance people presence on the mountain. We want to take care of hydration and safety needs as well so the stations will also assist with this goal.

2. Dr. Delaney Rivera shred that when there are digs on campus, we want to make sure we are following both legal and culturally appropriate protocols to ensure we are not disrespecting the land. We are creating an advisory council on cultural protocols.

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

b. Division Reports
   i. Division of Academic Affairs
      1. None

   ii. Division of Business & Financial Affairs
      1. Parking Update- please contact us at parking@csuci.edu and we can send you payroll deduction form and the information to get your permit is all online. There is no need to come to the office in Placer Hall anymore. Forms are also online on the parking website.
      2. On behalf of a hardworking project team in Human Resources, we have something exciting for recruiting staff, manager, or faculty positions. Check out the CHRS Recruiting webpage.
      3. Sharing on behalf of Teresa Montoya: HR has notified campus that the fall hiring for SA deadline is August 6th.
      4. The hiring chill form is no longer needed, however, employees need to go through their normal Division process with hiring
      5. Lindero Hall has new plexiglass entry

iii. Office of the President
   1. There are two committees that are looking for a staff member to serve. Please let Annie know if you are interested.
      a. President’s Policy Planning Council, takes care of administrative policies on campus
      b. Presidents Advisory Council for Inclusive Excellence

iv. Division of Student Affairs
   1. New students will be moving in on August 19 and 20 to be able to attend the Student Convocation planned to occur August 20 from 2-3 p.m. in North Quad
v. Division of University Advancement
   1. Nikki Chairez last day is July 28th. Executive Asst. position is close to being filled.
      Ariana Canales in UA is handling Nicole's calendar.
   2. University Events is working to fill the Director position

c. Financial Report: (Treasurer Reneé Fuentes)
   i. Balance $3,727.29

d. Committee Reports: We encourage Committee updates to be rotated within Committee members
   i. Communication (Katelynn Ellison)
      1. Held meeting yesterday and will have more info to come
      2. Send photos of Staycation or vacation to feature in the newsletter
   ii. Events & Recognition (Carolyn Shamowski)
      1. None
   iii. Governance (Melissa Bergem)
      1. None
   iv. Ways & Means (Alyssa Lyons)
      1. AVON Fundraiser ends today!

7) Outstanding Business:
   a. DISCUSSION ITEM: Repopulation Updates and Feedback
      i. Watching the news last week, UCs are requiring vaccinations from students to be on campus. Title IX and Inclusion will handle issues that arise with students that can’t be vaccinated. Becca spoke with Kaia about it and heard that the CSU is more geared towards federal vaccination standards versus state mandates. If CDC opts to make vaccine mandatory that would not happen until late fall and vaccinations requirements are likely not going to be decided- Reneé Fuentes
      ii. If you are planning an event, we recommend contacting Joyce Spencer to get approval and confirmation around safety and risk management guidelines. - Carolyn Shamowski
      iii. Personal feelings are valid and it doesn’t matter what others think or if they have judgements regarding mask wearing. If you want to wear a mask, please do whatever you need. Wearing a mask is an added precaution and I will do it if that is what helps
8) New Business:
   a. INFORMATIONAL ITEM: September 7, 2021 at 2:30 p.m. Review the accreditation process with the TRP Process. We will have 2-3 themes that will be reviewed. A site visit will occur in Spring 2024. Teams will launch in 2022. WASC is not about compliance, it is about quality control
   b. DISCUSSION ITEM: Committee Appointments Feedback
      i. SRPC- Chair and then 6 recommendations are needed for the 2 remaining seats. Only staff appointments and appointment is for Fall 21’
         1. Annie will be sending recommendations in early August. Please email Annie directly if you are interested in serving on this committee.
      ii. Inclusive Excellence Planning Committee- we are seeking a staff member to serve in a 2 year Fall appointment
      iii. President’s Policy Planning Committee- PPC
         1. Staff Council Chair and 2 additional staff members are needed to serve
   c. INFORMATION ITEM: New Inaugural Student Convocation 2021 (T. Montoya-Morau)
      i. Friday, August 20th, 2 p.m. Welcome Celebration from 3-8 p.m.
      ii. Event will include CI rituals, a speaker, faculty procession, provost office, asking for who will be able to support the event in person. Not all CSUs do this so we are excited to do this at our campus.
      iii. Staff and Faculty Convocation will be Thursday, August 19, in Broome Plaza, more information to come.
   d. INFORMATIONAL ITEM: University Events Support (Chair Block-Weiss)
      i. Please give grace as returning to campus due to minimal staffing.
      ii. Will not be able to provide the same level of student assistant support at the start of the year until hires are made
      iii. Shuttles can be checked out
      iv. Less Student Assistants so please prepare for your events.
      v. Drop-In Hours
         1. Tuesdays at 1 p.m. starting August 10: https://csuci.zoom.us/s/81076544422
         2. Thursdays at 11 a.m. starting August 12: https://csuci.zoom.us/s/81958585782
         3. Need to reach out to EH&S to confirm guidelines related to COVID and hosting events on campus
   e. INFORMATIONAL ITEM: Announce new Staff Council Members (Chair Block-Weiss)
      i. Welcome Teresa Montoya-Morau, Paula Robertson, Richard Guyette, Katelynn Ellison
f. INFORMATIONAL ITEM: Staff Council Committee Appointments (Chair Block-Weiss)

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<tr>
<th>Committee</th>
<th>Communication</th>
<th>Events &amp; Recognition</th>
<th>Ways &amp; Means</th>
<th>Governance</th>
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<tr>
<td>Chair</td>
<td>Kaitlynn Ellison</td>
<td>Carolyn Shamowski</td>
<td>Alyssa Lyons</td>
<td>Melissa Bergem</td>
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<td>Member 1</td>
<td>Jessica Dalton</td>
<td>Daniel Stewart</td>
<td>Crystal De La Torre</td>
<td>Leticia Dowd</td>
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<td>Member 2</td>
<td>Christine Girardot</td>
<td>Marina Moreno</td>
<td>Karly Ibrahim</td>
<td>Mary McDonnell</td>
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<td>Member 3</td>
<td>Richard Guyette</td>
<td>Teresa Montoya-Morua</td>
<td>Colleen Haws</td>
<td>Paula Robertson</td>
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<td>Staff Council Exec Liaison</td>
<td>Tanya Yancheson</td>
<td>Hannah Smit</td>
<td>Reneé Fuentes</td>
<td>Catherine Hutchinson</td>
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g. DISCUSSION ITEM: Staff Council Welcome Back Event (Chair Block-Weiss)

i. Staff Re-Pop Party: August 11, 2021 2-4 p.m.
   1. Fun, relaxing event to reconnect, mingle, and enjoy the time being back on campus.
   2. We will be giving raffle tickets away when you check in and if you wear CI Swag to the event you can get an extra raffle ticket. We will be pulling tickets for prizes every half hour.
   3. If you are able to set-up from 12-2 p.m. and clean up 4-5 p.m. and throughout event help with check-in. Annie will send up sign-up genius to secure coverage for all stations.
   4. Gifts will be provided to everyone, frames, rocks, message in a bottle- we will have the gifts for them at a later time if they are not able to attend the event.

h. ACTION ITEM: Vote on $1000 Expenditure for Staff Council Welcome Back Event (Chair Block-Weiss)

i. We have the ability due to the way our funds are raised through fundraisers where we can purchase food. All other accounting strings are not able to spend on food. We are proposing that we use $1000 of our budget to contribute towards food.
ii. Motion to Approve $1000 to contribute to the BEO for food
iii. Second: Mary McDonnell

iv. Discussion: Carolyn shared about seating and cocktail tables to ensure distance. Teresa thinks it is great and hopes it is well attended

v. Vote: Y-19, Abstain-0, No-0

i. DISCUSSION ITEM: Staff Council Goals Discussion (Chair Block-Weiss)
   i. July 1st is start of new term til June 30th. Please reflect on goals that you would like us to focus on this year.
   ii. Last year, our goals were transparency, more publicly shared meetings, advocacy with statements of support.
   iii. Paula Robertson- immediate need with re-pop, make sure staff and employees are feeling safe, supported, and welcomed. Lots of anxiety and excitement and many people are bringing things with them. Anything we can do to support our employee’s mental health and well-being as we go through this transition.
   iv. Love to see longer term more connection with inclusive excellence initiatives/actions that we can engage in to make them real and support them
   v. Website/communication goals, provide welcome back signs for staff at the beginning of August. – Annie Block-Weiss
   vi. Carolyn- News said we should no longer do hugs or high fives and would be great to have a motion to signify a hug without touch
      1. Teresa will reach out to faculty to engage more in sign language.

j. INFORMATIONAL ITEM: Onboarding Updates (Chair Block-Weiss)
   i. You will receive a meeting request for all members to attend, discuss philosophy and have more open discussions on goals. Drop on calendar and understand there may be some difficulty to make it.

k. DISCUSSION ITEM- New Hires/Recent Departures, does this need to be confidential?
   i. The confidentiality is more in the pre-process. Once they are gone, we can say that someone left. We are working with the President’s Office and HR. Lots of departments are using a lot of working power to figure out the processes or the correct people managing g processes. We do not have a solution yet, but we are trying to get one.

9) Closing Comments:
   a. We were aware that the agenda went out late. Best practice is a week and while it was an accident, we technically didn’t break our bylaws.
   b. In the “bat cave” where the DSA and UA carts are stored, they built an outside stage for dance classes so that parking location may not be available during the academic year.
   c. All the carts were unplugged so a lot of batteries are dead. If your carts are over there we recommend checking on them.
   d. Please note that if Delta variant numbers continue to arise we may have to make adjustments
   e. Update on the Campus Financial Year-End: The CO has approved our post close file for the budgetary legal submission. CI was the 11th Campus to get this status. Now the department is moving on to the GAAP ledger and audited financial statement preparation.
   f. With everyone returning to campus, if you do not remember your key code, you can send an email to the Lock Shop to request your confidential key code number.
   g. Doors have been updated so you will need your card, keycode and hit #. Check traka access since some have been removed. Tap on the top, wait til green, key code then #

10) Adjournment: 10:51 a.m.
Next Staff Council Meeting is scheduled for Tuesday, August 17, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/99777543213

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.