STAFF COUNCIL MEETING AGENDA

8.15.2023 • 9:30-11 a.m.

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, that a meeting of the Staff Council will be held on Tuesday, August 15, 2023 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via Zoom link: <u>https://csuci.zoom.us/meeting/register/tZwkf-6trzooGNN_dlfSx9ipyTMjLC8vM59B#/registration</u>, to consider and act upon the following matters:

- I) Call to Order: 9:34AM
- 2) Roll Call:
 - a. Voting Members:
 - i. **BFA:** B. Lindgren, M. Matheu, P. Robertson
 - ii. AA: C. Gross, M. Seligman, A. Garza
 - iii. **OTP:** F. Adesina, A. Padilla
 - iv. SA: A. Calderon, C. Martinez, Y. Wyatt
 - v. UA: A. Bruno, H. Van Arsdell
 - vi. Exec: H. Krueger, S. Kramer, C. Haws, S. Fitzpatrick, R. Slocum
 - I. **Present:** F. Adesina, A. Bruno, A. Calderon, A. Garza, C. Gross, C. Haws, S. Kramer, B. Lindgren, M. Matheu, A. Padilla, P. Robertson, M. Seligman, R. Slocum, Y. Wyatt
 - 2. Absent: S. Fitzpatrick, H. Krueger, C. Martinez, H. Van Arsdell Morrison
 - b. Total Voting Members Present: 13 (12 to start, A. Bruno added midway through meeting)
 - c. Members of the Public: A. Sanchez, M. Patterson, S. Krashefski, R. Danielson
 - d. Ex-Officio: A. Block-Weiss, J. Miller
- 3) Approval of the Agenda: B. Lindgren moves to approve, C. Haws seconds
 - a. Discussion: none
 - b. Vote: 12-0-0; approved at 9:39AM
- 4) Approval of the Minutes: P. Robertson moves to approve, M. Seligman seconds
 - a. Discussion: none
 - b. Vote: 11-0-1; approved at 9:41AM
- 5) Public Forum:
 - a. Informational Item: A. Block-Weiss B. Benuelos has accepted the position of ASI Associate Director;
 T. Wilson will report directly to her; A. Block-Weiss accepted positions of ASI Assistant Director; will support Students Clubs & Organizations; DSA is focusing on sense of belonging for students this upcoming year; Student Union will be closed until start of term, aside from hosting ice cream socials for orientation
- 6) Reports:
 - a. Ex-Officio Reports:
 - i. Student Government (D. Navarrete) report given by A. Block-Weiss, as D. Navarrette and other SG reps attended CSUnity at Dominguez Hills over the weekend and are doing training this week, so are not present; SG has been conducting campus partner visits to collect information on initiatives and projects happening in staff/faculty areas to present to students; please contact SG President and VP with anything! Chief of Staff position is open in Student Government, please spread the word – check the website <u>https://asi.csuci.edu/</u>
 - I. General FYI Chief of Staff can be a first term student, but Senator positions need at least I term of residency at CI
 - ii. Office of the President (Chief of Staff, Dr. K. Tollefson) report given by S. Kramer; New Student Convocation is upcoming; we want to increase energy and attendance; make students feel welcome; will not be livestreamed, but will be recorded; still need volunteers, please sign up via the email you received from the OTP (or via link <u>https://csuci.qualtrics.com/jfe/form/SV_6RplHxaV0gaquTl</u>)

- iii. Academic Senate (Chair, Dr. J. Miller) welcome back to campus, glad to see the campus repopulating after summer; excited to see the new reps from Council on Senate; aware of upcoming challenges and we should expect an email from OTP regarding updates and plans for the new AY; Senate is still meeting every other week, with Senate Exec meeting on alternate weeks; appreciative of staff voices on Senate and our commitment to campus and our students
- b. Staff Council Chair Report (Vice Chair, S. Kramer)
 - i. Nothing to report
- c. Division Reports:
 - i. Division of Academic Affairs
 - C. Gross MVS faculty and staff have moved from Sage to Manzenita (International Programs, TLI, EU are still in Sage 2nd Floor); Sage beautification project is underway – removed dumpsters, added banners to parking lot; K. Grennan will be Interim Director for EM&M; Study Abroad application deadline is September 15 – please spread the word; OLL program is accepting students now
 - 2. S. Kramer Jessy Cruz is transitioning into Admissions & Recruitment as Associate Director
 - ii. Division of Business & Financial Affairs
 - P. Robertson Santa Barbara and Ventura detour will continue until September 15; expect lots of construction as Gateway Hall gets underway, but the road should be open once underground electrical and water work is completed; new stop sign at Camarillo St entrance to campus; appreciate your patience as Facilities addresses weed removal on campus; final stages of interview process for university internal auditor; some new hires in procurement (no names given)
 - 2. B. Lindgren CHRS is in testing and rollouts are coming
 - iii. Office of the President
 - F. Adesina President's Convocation is coming! Everyone should have received an email, but please use the link (<u>https://www.csuci.edu/president/convocation.htm</u>) to RSVP; Thursday 8/17 from 9:30-11am; A. Padilla is new Executive Assistant for OTP – congrats! Open position in Institutional Research (student equity analytics research analyst) will be posted soon – K. Grennan moving out of OTP to be Interim Director of EM&M September 1st
 - iv. Division of Student Affairs
 - 1. A. Calderon movement still happening in Bell Tower, thanks for your patience; all hands on deck for orientation; checked in roughly 300 students into housing yesterday; Lonnie is excited to see all the students back; reminder that T. Gonzalez will be back from leave soon, so welcome her back!
 - v. Division of University Advancement
 - A. Bruno Alumni & Friends Summer Fiesta upcoming on August 17th; student scholarship award ceremonies on September 14th & 15th; Dodger Day tickets are still available for September 24th; President's Dinner in October for Foundation; also working on Convocation
- d. Financial Report: (*Treasurer, C. Haws*) \$3063.63 in funds; still need to address fee on funds account, but will happen soon
- e. Council Committee Reports:
 - i. Communication (Committee Chair, M. Seligman) first meeting coming, look out for first newsletter for AY 23-24 coming in September; please try to get any additions sent to the committee by September 1st at the latest
 - ii. Events & Recognition (Committee Chair, A. Calderon) Staff Welcome Back Luncheon on August 30th confirmation email will go out to first 80 sign-ups; special dessert from chefs will be available all day to anyone in the Café

- iii. Governance (Committee Chair, P. Robertson) will meet soon; committee members, please be sure to check the committee Teams channel; will be consolidating the two current channels into the primary one under Staff Council Teams group
- Ways & Means (Committee Chair, A. Sanchez) two fundraisers planned; lots of work from our new folks; September 19th fundraiser at Presto Pasta (Camarillo) all-day (lunch or dinner), 20% will go to Staff Council; October 12th fundraiser at Painting With A Twist (Camarillo), max at 45 seats, \$450 if fully booked (21 and over)
- f. Campus Committee Reports:
 - i. Academic Senate no updates (hasn't met yet AY 23-24)
 - ii. Integrative Marketing Communication Advisory Group (IMC) has not met yet
 - iii. President's Planning & Policy Committee (PPPC) has not met yet
 - iv. President's Advisory Council on Inclusive Excellence (PACIE) has not met yet
 - v. Strategic Resources and Planning Committees (SRPC) has not met yet
 - vi. University Police Advisory Council (UPAC) has not met yet
 - vii. Reaffirmation Steering Committee (RSC) M. K. Feister started to begin conversations around reaccreditation year; WASC is coming in April; reflect on opportunities for growth, celebrate our strengths, and plan for future; Ventura County's only 4-year public university; reaccreditation is extremely important; draft report will be released for feedback in October; final report released on February 14th; committee on campus April 24-26; committee will need to address how to engage with WASC and how we want to represent ourselves; website has some initial information and will be updated as we go (https://www.csuci.edu/accreditation/), and how to get involved; Vice Provost is point person, but Megan welcomes contact directly

7) Outstanding Business:

- a. Action Item: Academic Senate Representatives Appointment (Vice Chair, S. Kramer)
 - i. C. County interested in retaining seat
 - ii. R. Slocum and S. Fitzpatrick interested in representing in remaining 2 seats
 - I. R. Slocum volunteered to be rep on Senate Exec
 - iii. C. Haws moves to appoint S. Fitzpatrick and C. County to Academic Senate and R. Slocum to Senate and Senate Exec; P. Robertson seconds
 - 1. 12-0-0; approved at 10:17AM

8) New Business:

- a. Action Item:
 - i. Fall Welcome Luncheon (Vice Chair, S. Kramer)
 - I. Employee Sign-up overage
 - a. 3 additional sign-ups were received from staff
 - b. C. Haws moves to approve an increase of funding to allow 3 additional meals to be covered (83 from the original 80) due to 3 additional sign-ups that were captured before the survey was closed
 - i. Vote 12-0-1; approved at 10:27AM
 - c. Discussion for clarification staff are welcome to join and pay for themselves, but the survey has been taken down since the original cut-off of 80 was met
 - d. Discussion about clarity of announcements and flyers assurance that clarification will be forthcoming on procedure for wristbands
- b. Discussion Item:
 - i. New Communication Standards (Vice Chair, S. Kramer)
 - 1. Difference in Division email distribution timing we're looking into a centralized method of distributing announcements from Staff Council
 - Information from A. Block-Weiss email lists are given to Chair, but we're only permitted to email out Newsletters and Elections, not one-off advertisements; Cabinet approval would be needed to change this

- 2. Exec is looking to standardize communications style/standards for anything coming from Staff Council, including emails, flyers, and other announcements look for more information to come from Exec on this
- c. Informational Item:
 - i. University Art Review Committee (*Vice Chair, S. Kramer*) new committee on campus; reps can self-nominate by contacting Honey
 - ii. Future Bylaws Updates (Vice Chair, S. Kramer)
 - 1. Staff definitions need to be addressed (temporary vs. Permanent, non-MPP, etc.)
 - 2. Members of the Public no current mention in the bylaws, procedures for public comment/questions should be established
 - 3. Communcation Approval standardization sought
 - 4. Marketing Material Approval standardization sought
- 9) Closing Comments:
 - a. A. Garza has not received Newsletters or other communications from Staff Council
 - i. A. Block-weiss addressed email list may not have been being used, there may be other issues
 - ii. S. Kramer has reached out to IT, we are troubleshooting please contact Council if you aren't receiving our emails
- 10) Adjournment: Meeting Adjourned at 10:42AM

Next Staff Council Meeting is scheduled for Tuesday, September 12, 2023, at 9:30 a.m. via Zoom link: <u>https://csuci.zoom.us/meeting/register/tZwkf-6trzooGNN_dlfSx9ipyTMjLC8vM59B#/registration</u>

Agenda respectfully submitted by Rebecca Slocum, CI Staff Council Custodian of Records