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, August 17, 2021 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: https://csuci.zoom.us/j/99777543213, 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: Paula Robertson, Melissa Bergem, Catherine Hutchinson, Jessica Dalton

3) Approval of Agenda:
   a. Motion: R. Fuentes
   b. Second: C. Haws
   c. Discussion: None
   d. Vote: Y- 13, N- 0- A- 0

4) Approval of Minutes: July 20, 2021
   a. Motion: H. Smit
   b. Second: D. Stewart
   c. Discussion: None
   d. Vote: Y- 13, N- 0- A- 1

5) Public Forum: None

6) Reports:
   a. Ex-officio Reports:
      i. Student Government (President Aurora Rugerio)
         1. Getting ready for the school year, no report.
ii. Past Staff Council Chair (Rosario Cuevas)
   1. No report

iii. Office of the President (Chief of Staff, Dr. Kaia Tollefson)
   1. There is an updated contact tracing workflow. Joyce is working on getting this incorporated into a BFA briefing. The campus will receive this information from EH&S via email on Wednesday, 8/18.
   2. The Staff Council Exec Team provided recommendations for open committee appointments to the President’s Office. We will be notified of the appointments soon.
   3. Chumash Initiatives, Restorations of Round Mountain and Satwiwa Trail will commence soon.

iv. Academic Senate Chair (Dr. Greg Wood)
   1. Faculty need to be prepared to pivot to a virtual platform at a moment’s notice
   2. If a Faculty member goes to room and sees signs that the room needs to be cleaned, they will contact the Dean’s office and we will locate a new classroom for the faculty member
   3. We are working on getting faculty on and off hiring committees
   4. Equity based pay raises are being reviewed which is a universal issue. Senate is in preliminary stages and not sure what will look like at this time but more information will be shared as it develops.
   5. Meeting schedules moved from a 3-week rotation to a 4 week rotation to allow more work time in between meetings

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

ii. Division of Business & Financial Affairs
   1. Title IX and Inclusion Staff are in the office. William returns tomorrow from paternity leave.
   2. If you visit Lindero Hall, you will need to be buzzed in. A lot of recruitment is occurring on campus so check out the new recruitment process via the HR website.

iii. Office of the President
   1. Recruitment- has a position open for the Special Projects and Communications specialist

iv. Division of Student Affairs
   1. Academic Advising is hiring two temporary positions
   2. Housing Move-In will occur Thursday, August 19 1-5 p.m., Friday, August 20 9 a.m.-3 p.m. on the Santa Rosa Village Lawn and each resident may have up to 4 supporters with them

v. Division of University Advancement
   1. None

c. Financial Report: (Treasurer Reneé Fuentes)
   i. Expense with Re-Pop Party, $1000
   ii. Current Balance of $2,727.29

d. Committee Reports: We encourage Committee updates to be rotated within Committee members
i. Communication (Katelynn Ellison)
   1. August Newsletter will go out in the next week
2. We are looking for welcome back departmental approaches to enhance staff morale. Email pictures or efforts made so we can share it in our next newsletter. Please send newsletter ideas to ci.staffcouncil@csuci.edu or Katelynn.ellison@csuci.edu.

ii. Events & Recognition (Carolyn Shamowski)
   1. None

iii. Governance (Melissa Bergem)
   1. None

iv. Ways & Means (Alyssa Lyons)
   1. Krispy Kreme Fundraiser Next Week, sending out flyer soon.
   2. They can be ordered virtual and have delivered or pick up via drive-thru- keep a look out for the flyer for more information

7) Outstanding Business:
   a. DISCUSSION ITEM: Staff Re-population Questions and Feedback (Annie Block-Weiss)
      i. Recommendations for transition
         1. Still pretty quiet on campus, do we know which areas are back and which aren’t?- R. Fuentes
         2. Accounting is requesting to telecommute as they do not feel safe due to delta variant and don’t feel right over taking spots from students. – M. Moreno
         3. Procurement website has the PPE spreadsheet to see what is available. Has disposable face masks. -T. Montoya-Morau
         4. The Ombuds is available to navigate issues and maintain confidentiality to support staff, especially during transition

8) New Business:
   a. INFORMATIONAL ITEM: Staff Council Talking Circle Beta Program (Mark Patterson, Christine Girardot, Carolyn Shamowski)
      i. This is not a problem-solving model
      ii. Drawn from long-standing indigenous traditions.
      iii. 4 members of staff council participated in the process and will share out their experiences
         1. C. Girardot- completed exercise with small group and we are such a purposeful group of individuals. You have to remember that you are in a circle and sharing your own’s experience
         2. C. Shamowski- It is like an opening and closing ceremony. Enjoyed the talking piece. The process helps you learn to listen to other people and not listen to what is going on in your mind.
      iv. We encourage you all to attend one of the dates that will be provided to engage staff, help them feel heard, and provide a more holistic approach to resolutions.
   b. INFORMATIONAL ITEM: President’s Convocation (Annie Block-Weiss)
      i. Please RSVP, boxed lunch available after convocation to take off campus or sit in Central Mall to eat.
   c. INFORMATIONAL ITEM: Student Convocation Update (Tanya Gonzalez)
      i. Currently Postponed. The decision to postpone was influenced by two primary factors, the possibility/unknown true size of the event and current changing requirements on event protocols for the campus. The event will be delayed til October.
d. **INFORMATIONAL ITEM: Fall Meeting Space (Annie Block-Weiss)**
   i. Not many spaces on campus that fit us and those that are may not be the most conducive for the group in a changing environment.
   ii. We want a space that can accommodate a hybrid format, and a space where we can distance accordingly.
   iii. Our meetings will continue as Zoom until otherwise communicated.
   iv. G. Wood- Senate will be on Zoom as well.

e. **DISCUSSION ITEM: Staff Re-Pop Party Debrief (Annie Block-Weiss)**
   i. Shout out to Richard and Paula for Set-Up, Thank you Carolyn, Teresa, Leticia, Katelynn, Daniel, Christine and Tanya for additional event support!
   ii. It was a bummer that we did not have as many people from the Staff Council to help since the weight fell on the people that were able to assist
   iii. Huge thank you to the planners of the event as there were many changes to navigate
   iv. Shout-out to Mary and Fope for their assistance with planning and event prep through the President's Office
   v. Attendance was 145
   vi. Raffles were a big hit! People enjoyed the intention rocks, message in a bottle, and photo booth frames.
   vii. FS would appreciate if events could be before 1:30 p.m. so their staff can participate more
   viii. C. Shamowski- received lots of positive feedback. Raffles great, people enjoyed social atmosphere to connect with colleagues.
   ix. H. Smit- Entire academic advising office was present to support the re-pop party and really enjoyed the photo booth
   x. H. Smit- cupcakes weren't covered completely so there were some bugs so can we keep covered the entire time. Suggestion- Have the cupcakes individual boxed or bags so it would help to have a to-go container
   xi. C. Shamowski- Catering has netting to help with gnats but that is something we can encourage they continue doing it.
   xii. L. Dowd- It would have been better to have the self-serve decorating managed by staff and done for them due to us being in the pandemic era
   xiii. A. Block-Weiss- If anyone missed the event, we do have extra intention rocks, message in bottle, welcome to photo booth frames as well.
   xiv. T. Montoya-Morau- Event was really fun and people enjoyed themselves. Loved message in a bottle and took a lot of people to get message out.

f. **INFORMATIONAL ITEM: Cross-Divisional Communication Group (CDCG) Update (Annie Block-Weiss)**
   i. Please opt in to messaging/notifications from the campus if you wish to receive urgent communication: [https://www.csuci.edu/emergencyinfo/emergency-alert-faqs.htm](https://www.csuci.edu/emergencyinfo/emergency-alert-faqs.htm)
   ii. Only a third of the campus has opted in.
   iii. The FAQ Fall 21 website is constantly being updated so please reference that website and if an update is not present, we will get the answer.
   iv. Over the weekend there were rumors we were going virtual and we are not so please share this if you hear continued rumors.
   v. 3% of students and 2% of staff are requesting exemptions which is 97% and 98% vaccination rate. Goal was 90% so we are doing well as a campus. Our rates are really great.
vi. Contact tracing- if a campus employee comes into contact with someone who tests positive for COVID-19 they need to report it via the form and EH&S will contact the employee.

vii. Direct Contact with a person who tests positive is defined as 15 minutes or longer.

viii. If a positive case is identified in the classroom, the room would be cleaned and left vacant for 24 hours.

ix. Feel free to reference the detailed process on the campus website: https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm

x. M. Patterson- Keep asking questions as they are helpful.

xi. K. Tollefson- Contact tracing protocol has been in operation since March 2020 but it has been able to be practiced and improved as needed.

xii. In the case of a positive case, if people are feeling sick then per campus philosophy, please stay home.

g. DISCUSSION ITEM: Goals for 21-22 (Annie Block-Weiss)

i. C. Shamowski—Grateful Wall is a great idea and seen in one of stores in Ventura. This would be great to have something like that on campus that provides thanks to the community or shares what we are grateful for.

ii. R. Fuentes—Focus on development of affinity groups and grow what we have.

iii. T. Montoya-Morau—Keep up virtual aspect and creativity to engage staff. The Spooktakular last year was great or drop in sessions to meet the Staff Council.

iv. With all the staff transition, can we have a way for the staff council to submit new staff updates

1. A. Block-Weiss—We have the Dolphin Navigator Program where new employees can be paired up with Staff Council Members.

v. Would be great to highlight new staff members and we encourage all staff to nominate new staff members in the Staff Spotlight.

vi. Philosophical goals?

1. Empowerment
2. Community
3. Advocacy

a. Shared Definitions from the Inclusive Excellence Committee were approved by Staff Council so now, think about what are we doing with them? How are we using them in the work coming from Staff Council?

4. Campus Climate Survey data will be reviewed and incorporated again in the future. Think about goals of community and empowerment together as we move into receiving the data and then doing something with it.

vii. C. Shamowski—togetherness, it was “always better together” and would help to encourage the campus wide support

1. G. Wood— in the spirit of togetherness, there is a proposal to have positions on Academic Senate for (a) Staff Council representative(s)

a. Additionally, related to COVID guidance from the campus we will be provided templates for a continuity plan if we get sick or if a student gets sick to plan the best course of action. We are better off now than we were before.

9) Closing Comments:
a. C. Shamowski- Rebecca Tung is the new Director of University Events and Stacey Ayer is the new Events Support Coordinator.

b. G. Wood- Check alert settings and make sure your cell number is correct and click check box when opting in for CI Alerts

10) Adjournment: 10:59 a.m.

Next Staff Council Meeting is scheduled for Tuesday, September 21, 2021 at 9:30 a.m. via zoom link: https://csuci.zoom.us/j/86560864963

Agenda respectfully submitted by Tanya Yancheson, Staff Council Secretary.