

STAFF COUNCIL MEETING MINUTES
12.13.2022 • 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. A meeting of the Staff Council will be held on Tuesday, December 13, 2022 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: <https://csuci.zoom.us/j/87699541287> to consider and act upon the following matters:

- I. Call to Order: 9:34
- II. Roll Call: CI Staff Council Voting Members:
 - A. *Academic Affairs*: Courtney Gross, Maximilian Seligman, Sean Kramer
 - B. *Business & Financial Affairs*: Colleen Haws, Brian Lindgren, Paula Robertson
 - C. *Office of the President*: Alex Padilla, Fope Adesina
 - D. *Student Affairs*: Czarina Gutierrez, Alexandria Calderon, Honey Krueger
 - E. *University Advancement*: Lisa Racine, Hayley Van Arsdell (proxy Amber Bruno)
 - F. *Executive Board*: Annie Block-Weiss, Catherine Hutchinson, Hannah Smit, Tanya Gonzalez, Renée Fuentes
 1. Present: Annie Block-Weiss, Catherine Hutchinson, Hannah Smit, Tanya Gonzalez, Renée Fuentes, Lisa Racine, proxy Amber Bruno, Alex Padilla, Fope Adesina, Colleen Haws, Brian Lindgren, Courtney Gross, Maximilian Seligman, Sean Kramer, Alexandria Calderon
 2. Absent: Czarina Gutierrez, Honey Krueger, Paula Robertson
- III. Members of the Public Present: Rosario Cuevas, Monica Carrillo, Sarabeth Kelly, Britnay Haddox, Evelyn caballero, Georgia Van Tyne
- IV. Approval of Agenda: December 13, 2022
 - A. Motion: R. Fuentes
 - B. Second: M. Seligman
 - C. Discussion: None
 - D. Vote approval of the Agenda: 13-0-0
- V. Approval of Minutes: October 18, 2022
 - A. Motion: S. Kramer
 - B. Second: C. Haws
 - C. Discussion: None
 - D. Vote approval of the Minutes: 13-0-0
- VI. Public Forum:
 - A. Staff Introductions: Georgia Van Tyne Teaching and Learning Innovations, Monica Carillo Extended University, Britnay Haddox Extended University
- VII. Ex-officio Reports:
 - A. Student Government (*SG President, Ilien Tolteca*)
 1. Hiring for 2 positions- Director of Operations and Director of External Affairs
 2. Starting Lobby Corps to discuss initiatives with state legislature members
 - B. Office of the President (*Chief of Staff, Dr. K. Tollefson*)
 1. We are working on our Enrollment situation and the campus will hold a series of Enrollment Town Halls in Spring 2023.
 2. Marketing now housed in Enrollment

3. CSU is starting the Transfer Success Pathway and we will be bringing a particular version to CI with a plan to partner with Community Colleges to support the pathway to CI. This is a dual admissions project.
 4. Working hard on retention efforts
 5. Title IX and Attestation holds- went from 3500 students missing materials to a 91 % freshmen and transfer students and 87% graduate and returning students completion rate.
 6. IEAP Updates: <https://www.csuci.edu/president/arsj/ieap/index.htm>
 7. Wednesday, December 14, 4 p.m. Broome Library Plaza End of Semester Celebration
- C. Academic Senate Chair (*Chair Dr. J. Miller*)
- I. Absent
- VIII. Staff Council Chair Report (*Chair A. Block-Weiss*)
- I. Met with Kaia recently and met with President Yao where we spoke about campus climate and how best to support staff. Please take the new campus climate survey that was emailed to you.
- IX. Division Reports
- A. Division of Academic Affairs
- I. New hires are related to reorganization in the department with an increased focus on marketing, workforce development and student success. – C. Gross
- B. Division of Business & Financial Affairs
1. New Payroll Direct Deposit process and much more automated. -B. Lindgren
 2. Healthcare Dependent Reimbursement and extension to March 15.
 3. Facilities and Sustainability- Food Waste Program has launched.
 4. Turn off all electronics and close windows. – B. Lindgren
 5. December 16 is last day to turn in last check of the year for Financial Services.- C. Haws
 6. Question- what is schedule to empty food waste or who do we contact if ours needs to be emptied? - L. Racine
 - a) Unsure so Brian Lindgren will reach out to Facility Services and recommends folks in their area to reach out should they need it dumped if there is a delay.
- C. Office of the President
1. End of Year Party
 2. Retirement Party celebrating Shaun O'donnell in Madera 1900 on December 16, 2022 at 11 a.m.
- D. Division of Student Affairs
- I. None
- E. Division of University Advancement- L. Racine.
1. Richie Leroy is officially VP of University Advancement
 2. Aura Bryan is now Corporate Foundations Director, her previous position is posted to the campus website
 3. We will have 2 indoor spaces in Spring 2023 to host events, Grand and Petite Salon due to COVID Testing moving. Library Exhibition Hall will not be available. Must submit reservations early as Spring books up quickly.
 - a) Testing: Scheduled to move January 17, 2023 to Aliso 150
 4. Student Union has spaces that are reservable at a charge if that is helpful. – Chair A. Block-Weiss
- X. Financial Report: (*Treasurer R. Fuentes*)
- A. Thank you Fope for helping us sort out our finances. Currently have \$1,145. Thank you to the fundraising efforts!
- XI. Committee Reports:
- A. Communication (*Chair L. Racine*)
- I. Everyone should have received the In the Loop Newsletter. Next newsletter will go out in February. Please submit content by end of January.
- B. Events & Recognition (*Chair A. Calderon*)
- I. Gratitude Event coming soon

2. February selling Valentine's Day Grams
 3. March Employee Appreciation Month, self-care event
 4. April National Earth Day- planning hike for Staff.
 5. May- Final Staff Spring Celebration and feature a thank you staff video.
- C. Governance (*Chair P. Robertson*)
1. None but will be picking up in Spring 2023. – A. Block-Weiss
- D. Ways & Means (*Chair C. Haws*)
1. \$420 from Nothing Bundt Cakes
 2. \$226 See's Candies
 3. Future- Want to do Nothing Bundt Cakes with some extras that will be sold on site. Do another See's and Avon in the spring.
- XII. Campus Committee Reports:
- A. 20th Anniversary Committee- A. Block-Weiss
1. Have not met in a while but it is scheduled in spring
- B. Academic Senate Update – R. Fuentes
1. Hiring of MPPs is being reviewed by Academic Senate. Worried that we are getting too many MPPs.
 2. Working with Academic Master Plan to create new Majors and Minors.
 3. Encouraged to attend a senate meeting to listen in and hear how it works.
- C. Cross Divisional Communication Group – A. Block-Weiss
1. Meet every other week, COVID is going up in numbers in addition to other illnesses. LA County is in High and Ventura County is in Medium. Encouraged to be diligent in spaces, don't come to work sick, wash hands, and you can monitor our numbers on the campus website
- D. Integrative Marketing Communication Advisory Group
1. None
- E. President's Planning & Policy Committee- A. Block-Weiss
1. Committee Reviews policies in draft iterations and then passes once ready so more updated to come in January.
- F. President's Advisory Council on Inclusive Excellence- A. Block-Weiss
1. Sub-Committees recently created and Chair A. Block-Weiss serves on Education Sub-Committee.
 2. Will meet again this week.
- G. Strategic Resources and Planning Committees – C. Haws
1. Discussing enrollment and how does that connect with budget due to the decline.
- H. University Police Advisory Council – T. Gonzalez
1. Meet tomorrow.
- I. Western Association of School's & Colleges – M. Seligman
1. Once visits begin, we will be engaging in a lot of outreach as this is an entire campus initiative.
- J. Two open staff spots on President's Planning and Policy Committee, Monday morning 9-10:30 a.m. If interested- please email annie.blockweiss@csuci.edu.
1. Question: B. Lindgren was on it but then fell off so have not been getting invites. Kaia will follow-up with Mary to ensure Brian is on the Committee. -A. Block-Weiss
- XIII. Outstanding Business:
- A. None
- XIV. New Business:
- A. INFORMATIONAL ITEM: Required Training/Survey Completion (*Treasurer R. Fuentes*)
1. Title IX Office is in charge of Gender and Title IX training, HR is in charge of Sexual Assault Training and Cart Training. Training is a big deal and is used for President Yao's evaluation with the Chancellors Office. 85% completion rate is Satisfactory, 90% is good. We are at 91.2% which is great from the 86% last week. If you supervise anyone, please ensure all trainings are completed. This applies to Student Assistants.

2. Please complete the Campus Climate Survey:
https://csuci.qualtrics.com/jfe/form/SV_5AYt1Jlw3pdno8K It is anonymous and only one person on campus, Matt Zivot, will receive the raw data. He will not report anything that can link results to an individual.

B. INFORMATIONAL ITEM: Secretary Transition and E-Board Update (*Chair A. Block-Weiss & Secretary T. Gonzalez*)

1. Tanya Gonzalez last day is 1/20/23 and Minutes will be transitioning to Renee Fuentes and Communication Chair Liaison will transition to Hannah Smit.

H. Smit Left, Sara Alcala served as proxy

C. ACTION ITEM: January Welcome Back Event and Budget Request (*Committee Chair A. Calderon*)

1. Presentation of options for Welcome Back Happy Hour Event for 100 people, \$584.53, \$358 and \$250 proposal options of coffee/tea/snacks.

2. Vote:

a) Motion: Approve \$350 for event L. Racine

b) Second: R. Fuentes

c) Discussion: Clarified First Right of Refusal, suggestion to have an off-campus option for telecommuting staff

d) Move to Amendment main motion to a cap of \$375

e) Second. D. Kramer

f) Discussion: None

g) Vote: 14-0-0

h) Motion to approve \$375 for event

i) Vote: 13-0-1

D. INFORMATIONAL ITEM: Retired Employee Association (*Treasurer R. Fuentes*)

1. New for our campus and looking for initial membership of 25 people. Includes all campus employees and once established they would like to present to Staff Council. Merits to join include it being a social outlet to maintain connections with colleagues and host events off campus. Association advocates for retirees. Program is well established at CSU Northridge.

C. Haws left

A. Bruno- spoke to Dan Wakelee and they will be sending up a fund and add a donate button.

E. INFORMATIONAL ITEM: Book Club Affinity Group led by Edna Davoudi (*Chair A. Block-Weiss*)

1. Edna is going to restart our book club affinity group. Active groups include Coffee Affinity Group and email annie.blockweiss@csuci.edu to join and the book club. If you have other affinity groups we

F. INFORMATIONAL ITEM: Last chance to apply for Mini-Grants (*Secretary T. Gonzalez*)

1. Apply by December 16: https://csuci.qualtrics.com/jfe/form/SV_5AYt1Jlw3pdno8K

G. INFORMATIONAL ITEM: Attend the End of Year Celebration, please RSVP (*Chair A. Block-Weiss*)

1. Begins at 4 p.m. and our Chair will give informal remarks at 4:32 p.m.

XV. Closing Comments:

A. Tanya's Baby Shower this Friday, December 16 12-1:30 p.m. in the Anacapa Commons if folks would like to attend – A. Calderon

B. Happy Holidays! – K. Tollefson

XVI. Adjournment: 10:52 a.m.

Next Staff Council Meeting is scheduled for Tuesday, January 17, 2022 at 9:30 a.m. via zoom link:

<https://csuci.zoom.us/j/83844057781>

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.