

## California State University Channel Islands Staff Council

### MINUTES

#### Regular Meeting

**Tuesday, April 16<sup>th</sup>, 2024, 9:30 – 11:00AM**

**Location:** [Zoom](#)

**Meeting Information:** <https://www.csuci.edu/staff/council/minutes-agendas.htm>

#### OPENING STATEMENTS

1. Call to Order (Chair) and Roll Call (Secretary): 9:32AM
2. Public Comment Period (Chair)
3. ACTION: Approve Consent Agenda (Chair)
  - i. Amanda Sanchez motions to approve, Alex Garza seconds. Approved by unanimous consent.

#### CONSENT AGENDA

4. ACTION: Approval of Staff Council minutes of 03/19/24 (Secretary, Shannon Fitzpatrick)
5. INFORMATION: Division Reports
  - a. Division of Academic Affairs
    - i. Report by Alex Garza
      1. AVP of Faculty Affairs search is underway. Open Forums tentatively scheduled for the week of finals.
      2. Commencement is upcoming. Volunteers are still needed.
      3. AVP of Research search is coming soon.
  - b. Division of Business & Financial affairs
    - i. Report by Paula Robertson
      1. Search for AVP of Administrative Services is now underway.
  - c. Division of Student Affairs
    - i. Report by Tom Emens
      1. Student Marketing Center opened a year ago in February, has received a lot of requests from various campus constituents.
      2. Late Night Breakfast happening. Looking for volunteers to help students. [Volunteer form](#)
      3. First homecoming taking place week of October 14 – 19.
    - ii. Report by Carolina Martinez
      1. Sustainability & Basic Needs are collaborating on a reusable bag drive. If you have any reusable bags, you can donate them to Basic Needs or to various dropoff bins around campus.

- d. Division of University Advancement
  - i. Report by Alex Calderon
    - 1. New AVP for University Development, Abby Barany.
    - 2. Career Fair happening with about 80 employers on campus.
- e. Office of the President
  - i. Report by Rachel Danielson
    - 1. Spring into Registration Event; geared towards getting students registered for the upcoming semester. Financial Aid, Registrar's Office, Student Business Services, etc. will be present.
- 6. INFORMATION: General Committee Reports
  - a. Academic Senate
  - b. Integrative Marketing Communication Advisory Group
  - c. President's Planning & Policy Committee
  - d. President's Advisory Council on Inclusive Excellence
  - e. Strategic Resources and Planning Committee
  - f. University Police Advisory Council
  - g. Western Association of Schools Colleges

#### INFORMATION AND ACTION ITEMS

- 7. INFORMATION: WSCUC Visit (Jessica Lavariega Monforti, Vice Provost) - *time certain 9:40AM*  
9:35AM
  - i. Staff Open Forum will be held on Thurs, April 25 from 9:55 – 10:40am. Refreshments will be provided.
  - ii. A total of 5 members of the WASC visit team will be present. 2 members of the team at Staff Open Forum. Kim Wilcox, Chancellor of University of California at Riverside, is chairing the team. Susie Brubaker-Cole, former Vice Provost for Student Affairs at Stanford University, will also attend. They will help facilitate the staff discussion and ensure that staff voices are heard. It is anticipated that they will have a few questions for staff, then will open it up as a forum for open discussion. Some conversations may not be reaccreditation related, but may still be important to staff morale, campus climate, etc.
  - iii. Exit meeting will also follow. 5-member team comes together and will share with campus their recommendations based on their report and the totality of the visit. No comment, Q&A, or feedback period with this meeting.
  - iv. Goal for reaccreditation is 10 years. Average amount that WSCUC institutions get is 8 years. Vice Provost hopes for at least 6 years of reaccreditation. Institutions face an "interim action" around the halfway mark between expiry of reaccreditation. This is essentially a revisit of the WASC team, and Vice Provost feels that this keeps the institution in check on regular timelines.
  - v. Meeting with the WASC visit team on shared governance. President Yao, Staff Council, Academic Senate, and Student Government have been invited for a discussion on improvement of shared governance. The goal is to have faculty, staff, and administrator voices at every meeting.

- vi. There will also be a Student Forum later that afternoon. Students will not be asked about the reaccreditation report, as they're not expecting students to be familiar with that. Questions for students will be more in line with their experiences with the campus and institution more broadly.
- 8. ~~ACTION: Approval of Financial Report (Treasurer, Colleen Haws)~~
- 9. INFORMATION: Staff Council Chair's Report (Chair, Rebecca Slocum)
  - i. Corporate Games is ongoing.
  - ii. Hoping you can all join us for the Closing Ceremony in May. We are looking into purchasing a canopy.
  - iii. Makayla's trivia night (Staff Council after-hours social) will be this evening.
- 10. INFORMATION: Ex-Officio Reports
  - a. Student Government Report (Daisy Navarette, Student Government President)
    - i. None.
  - b. Office of the President Report (Dr. Kaia Tollefson, Chief of Staff)
    - i. Campus global email is coming regarding the OneHealth strategic planning effort.
    - ii. Vice President for Business & Financial Affairs will be announced in another campus global today. Their start date will be on July 15.
    - iii. Chief of Police search ongoing; finalists will be brought to campus the week of April 29.
    - iv. Campus visual rebrand contract bid has been put out. Simpson Scarborough won that bid. They also won the bid for the website redesign.
    - v. Seven groups of CLC members who are studying campus climate survey data and are preparing to make recommendations to the President and Cabinet.
    - vi. President's Operational Effectiveness collaborative consists of 5 teams though with a 6<sup>th</sup> team recently added.
  - c. Academic Senate (Dr. Jason Miller, Chair)
    - i. None
- 11. INFORMATION: Committee Reports
  - d. Ways & Means
    - i. Give & Garden fundraiser is about halfway done. As of 8:15 this morning, we have \$245.50 in profits. Hoping to reach a goal of \$500.
    - ii. Nothing Bundt Cakes as a possible fundraiser for May. Open to other suggestions if anyone has fundraiser ideas.
  - e. Governance
    - i. None.
  - f. Events & Recognition
    - i. Working on staff service awards proposal.
  - g. Communication
    - i. April edition of the newsletter published. Meeting soon to work on May edition.
- 12. OUTSTANDING BUSINESS:
  - a. INFORMATION: Rachel Danielson appointed to fill OTP rep vacancy
- 13. NEW BUSINESS:

- a. INFORMATION: Staff Council/Senate joint subcommittee to review Policy on Administrator Searches and Appointments
  - b. INFORMATION: Senate Investigation on searches that may have violated Senate policy
  - c. ACTION: SC 24-01 Policy on Recognition of Employee Years of Service
    - i. Shannon Fitzpatrick motions for first reading of policy; Paula Robertson seconds and amends motion for Governance Committee to revise policy further for second reading at next meeting.
14. ADJOURN: Paula Robertson motions to adjourn, Amanda Sanchez seconded. Meeting adjourned at 10:33AM.

Ex-officio members present: Dr. Kaia Tollefson

Members of the public: Dr. Jessica Lavariega Monforti, Edna Davoudi, Jessica Dalton, Jennifer Raymond

Voting proxies: Alex Calderon on behalf of Hayley Van Arsdell Morrison

Next Staff Council Meeting is scheduled for May 21, 2024, in person. Room TBD. Register via [https://csuci.zoom.us/meeting/register/tZwkf-6trzooGNN\\_dlfSx9ipyTMjLC8vM59B#/registration](https://csuci.zoom.us/meeting/register/tZwkf-6trzooGNN_dlfSx9ipyTMjLC8vM59B#/registration)

**Minutes respectfully submitted by Shannon Fitzpatrick, CI Staff Council Secretary**