

California State University Channel Islands Staff Council

AGENDA

Regular Meeting

Tuesday, July 16th, 2024, 9:30 – 11:00AM

Location: SOL2175 preferred (or [Zoom](#) as needed)

[Meeting Etiquette](#)

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

Representative Attendance Records: [2024-25 Meeting Attendance.xlsx](#)

OPENING STATEMENTS

1. Call to Order (Chair, Rebecca Slocum) and Roll Call (Secretary, Rachel Danielson) - 9:34AM call to order
2. NEW Staff Welcome
 - a. First time having this as part of our agenda
 - b. 7 new staff since start of July
 - c. Staff partnership program for new folks
3. Public Comment Period (Chair, Rebecca Slocum)
 - a. No comments
4. ACTION: Approve Consent Agenda (Chair, Rebecca Slocum)
 - a. Max Seligman motioned; Colleen Haws seconded - Approved by unanimous consent.

CONSENT AGENDA

5. ACTION: Approval of [Staff Council minutes of 06/18/24](#) (Secretary, Rachel Danielson)
6. INFORMATION: Division Reports
 - a. Division of Academic Affairs
 - b. Division of Business & Financial Affairs
 - c. Division of Student Affairs
 - d. Division of University Advancement
 - e. Office of the President
7. INFORMATION: Campus Committee Reports
 - a. Academic Senate – *on hiatus*
 - i. Committee on Equity & Anti-Racism (CEAR) – *on hiatus*
 - ii. Unity Coalition – *on hiatus*

- b. Employee Campus Climate Survey Committee – *on hiatus*
- c. President’s Advisory Council on Inclusive Excellence (PACIE) – *on hiatus*
- d. President’s Planning & Policy Committee (PPPC) – *on hiatus*
- e. Strategic Resources and Planning Committee (SRPC) – *on hiatus*
- f. University Police Advisory Council (UPAC) – *on hiatus*

INFORMATION AND ACTION ITEMS

- 8. ACTION: Approval of Financial Report (Treasurer, Colleen Haws) \$3280.00 balance sheet.
 - a. Alex Garza motioned; Rachel Danielson seconded - Approved
- 9. INFORMATION: Staff Council Chair’s Report (Chair, Rebecca Slocum)
 - a. Title IX workshop in August
 - i. Working with Director to hold a workshop for staff. Opportunity to get to know the Title IX staff. Q&A, concerns, etc. Co-sponsoring. Open to all staff.
 - ii. Tentative, Monday 8/19 2PM
 - b. July Special Session
 - i. Goal planning
 - ii. Robert’s Rules
 - iii. Any other refreshers needed
 - iv. Logistics
 - c. PSAFE nominations and committee volunteer
 - i. Rebecca sent nomination and link information sent to division admin support yesterday
 - 1. Criteria information included
 - ii. Had 23 nominations last year
 - iii. To be awarded at Convocation in the fall
 - iv. Needs some more folks for the selection committee from AA, SA, and BFA
- 10. INFORMATION: Ex-Officio Reports
 - a. Student Government Report (Andrew Fox, Student Government President)
 - i. Working with VP Pierce Harris on policy agenda over summer
 - ii. Has met with DASS, Title IX, and Dean of Students Office
 - iii. CSSA Cal State Student Association – Andrew and Pierce attended
 - iv. Met with President Yao – review of investment policy
 - 1. Follow up related to encampment items
 - 2. Ad Hoc or subcommittee withing Student Government to be a part of the review process
 - 3. Pres. Yao will bring items to the Board
 - b. Office of the President Report (Alex Padilla on behalf of Dr. Kaia Tollefson, Chief of Staff)
 - i. Rebecca on behalf of OTP
 - 1. Convocation, Friday 8/23 at 9:30AM-11AM in Grand Salon
 - c. Academic Senate (Dr. Christina Smith, Chair)
 - i. Not in attendance
- 11. INFORMATION: Subcommittee Reports
 - a. Ways & Means
 - i. Anyone interested in serving or being Chair
 - ii. Will be partnering with Basic Needs to do a school supply drive for Dolphin

Guardian Scholars – Jasmine Clark coordinator within Basic Needs for this group

1. Notebooks, pens, and pencils for sure
2. Other items?
- iii. 7/16-8/16
- iv. Individual and group prizes
- v. Additional information to come this week
- b. Governance
 - i. Will meet next in August
 - ii. MariaElena Plaza – new VPSA in BFA
 - iii. Bradley Owen – new VP in BFA
 1. Invite both to August meeting
- c. Events & Recognition
 - i. Staff BBQ beginning of August
 1. RSVP ready to go out
 2. Will be sending charges over to SC for review
 - a. Max of \$250 pre-approved
 3. Ideas for fall, but nothing finalized yet
- d. Communication – Double-check dates/timelines with Alex G.
 - i. Meeting today for newsletter brainstorming
 - ii. Requested items from staff by July 26th-29th
 1. If it's a flyer that needs to be added, but can be done quickly
 2. Nothing that needs to be created from scratch
 - iii. Looking to get August newsletter completed by next Friday, 7/26
 1. Monday, 7/29 Alex G. will send the final newsletter to Exec.

12. OUTSTANDING BUSINESS:

- a. ACTION: [Staff Council Policies & Resolutions Governing Document](#)
 - i. "University-level policies" or resolutions that get distributed more widely
 - ii. Paula motions; Amanda seconds; passed by unanimous consent
- b. ACTION: [SC 24-01 Policy on Recognition of Employee Years of Service](#)
 - i. Formalize staff recognition within policy so it doesn't fall off anyone's radar
 - ii. Does not preclude any other staff recognitions for service
 - iii. Supported by President Yao
 - iv. Sean K. motions, Rachel D. seconds; passed by unanimous consent
 - v. Will be sent to President Yao and PPPC for review and signature
 1. Send to Alex P. and she will give to President Yao and Kaia
 2. Then it will go to PPPC for final review (Rebecca will attend)

13. NEW BUSINESS:

- a. INFORMATION: **NEW** Staff Council General Session Day/Time
 - i. Top two options: Wednesday afternoons or Thursday mornings
 1. Consensus for Thursday morning, starting with August meeting
 - a. Same timeslot 9:30-11AM
 - b. Every third Thursday (8/15)
 - c. New meeting invites will be sent out
 2. Always hybrid
- b. INFORMATION: **NEW** Staff Council Listserv

- i. Ready to go
 - ii. All SC members automatically signed up to receive updates
 - iii. Exec and subcommittee Chairs only ones that currently have access to send items
 - iv. Weekly digest (Staff Council Weekly Ferry) – First edition tentative 8/12 (Week after August newsletter)
 - 1. Take “weekly” out of title? Just in case we cannot meet that each time
 - 2. Flyers, links to open forums, town halls, notifications about holidays, etc.
 - 3. How to Submit
 - a. Post items to Listserv channel in Teams
 - b. Email to Staff Council address
 - c. Exec will review prior to inclusion, with assistance from Communications subcommittee
- c. ACTION: Confirm Academic Senate representatives for AY24-25
 - i. Cynthia County – continuing
 - ii. Jeannette Edwards – continuing
 - iii. Sean Kramer (also will sit on Senate Exec) – taking over from Shannon Fitzpatrick
 - iv. Colleen Haws motions to approve, Amanda Sanchez seconds – Approved by unanimous consent
 - v. Rebecca will relay approval to Christina Smith
- d. INFORMATION: Additional external committee vacancies:
 - i. Nominations for the open seat on PPPC (1 seat available)
 - 1. Brian Lindgren, Rebecca, and?
 - 2. Advises the President on campus policies
 - 3. Alex Calderon volunteers: Rebecca will put her name forward to the President
 - a. Ultimately, the President approves the staff representative
 - ii. What is the time commitment for each of these? Modality?
 - 1. PPPC is virtual, but not sure about SFAC
 - 2. PPPC meets as needed (not strict, consistent schedule)
 - 3. Not sure on SFAC
 - iii. Student Fee Advisory Committee (SFAC) (1 seat available)
 - 1. Anyone interested in SFAC can reach out to Rebecca
 - a. Can be a volunteer outside of Staff Council
 - b. Would like to have folks in place prior to the start of the fall term

14. Other items/updates

- a. How to submit for division reports
 - i. Via Teams group starting in August
- b. Faculty Affairs swapping space with RSP team, moving locations
- c. Title IX moving to downstairs in Lindero
- d. Potluck for special session? Still in Solano
- e. DAA
 - i. Brooke Masters left CI; Megan Eberhardt serving interim
 - ii. Luis Sanchez appointed to Interim Associate Dean for Arts & Sciences, effective 7/15/24 through end of fall semester; will assess need for search at that time
- f. BFA
 - i. VP of Facilities Services no longer at CI, effective 7/15/24

- ii. Bianca Acosta good contact person for now; she can get us connected with Jim August if needed
 - g. Rebecca still collecting questions surrounding elimination of Ombuds position
 - h. UA
 - i. Eva Gomez resigned from position Assistant Director in UA (Annual Giving) – search will be started soon
 - ii. Nick Giacona, Advancement Database Administration Specialist, will be retiring at the end of August
 - iii. Development hiring two new SAs for coming academic year
 - 1. Will be posted on Handshake
 - iv. Juliana Zendejas, Internship Program Analyst, Juliana.zendejas@csuci.edu
 - v. Assistant Director of Career Services position posted
 - vi. Also hiring for a student assistant
15. ADJOURN - Amanda Sanchez motions, Makayla Matheu seconds: 10:45AM

Next Staff Council Meeting is a Special Session (closed to the public) scheduled for 9:30am on July 24, 2024, in-person (SOL2175) or on Zoom as needed – agenda and Zoom link to come.

Other attendees: Riley Crain, Jeannette Edwards, Kimberly Gardner, Jet Kauffman, Sarah Krashefski, Marty Labasan, Jaime Lara, Kellen Smith

Minutes respectfully submitted by Rachel Danielson, CI Staff Council Secretary