

California State University Channel Islands Staff Council

AGENDA

Special Session

Wednesday, July 24th, 2024, 9:30 – 11:00AM

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

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

OPENING STATEMENTS

1. Call to Order (Chair) and Roll Call (Secretary or Interim Secretary)
 - a. Convened at 9:39AM
2. ACTION: Approve Agenda (Chair)
 - a. Rachel Danielson motioned to approve; Sean Kramer seconded. Approved.

INFORMATION AND ACTION ITEMS

4. INFORMATION: Roberts' Rules & Procedure Review (Chair, Rebecca Slocum)
 - a. PowerPoint available
 - b. Types of attendees
 - i. Voting members
 1. Those elected into their role; everyone but the Chair can vote
 2. Must attend all meetings
 - ii. Ex-officio members
 1. Included based on their campus role
 2. Welcome to attend meetings, but cannot vote
 - iii. Members of the public
 1. Listen and can speak during specified times of the meeting
 2. Cannot participate in discussions
 3. Invited guests fall into this category
 - c. Proposed 2024-2025 meeting time conflicts with Cabinet, so Kaia will have trouble attending; we may need to consider a different time for our meetings
 - d. Robert's Rules
 - i. Definition of common terms in PowerPoint
 1. Discussion
 2. Motion
 - a. Official request for an action (e.g., approve, vote, table item, etc.)
 - b. Always must be seconded

3. Voting
4. Unanimous Consent
- ii. Keep to one topic at a time; don't bounce around
- iii. Etiquette
 1. Publish agenda 1 week out
 2. General meetings open to the public; special sessions are not (with possible exception of ex-officio members)
 3. Cannot amend by-laws in special sessions
 4. Quorum – minimum number of voting members present to be able to complete/approve any official actions
 - a. Proxy voting can meet quorum requirements
 - i. Doesn't have to be an existing Staff Council member
 - ii. Preferred to be in your area, but doesn't have to be
 - iii. Just can't be faculty or administrator
 - iv. Notify Secretary or Chair ASAP if you will be doing this (no later than the meeting start)
 5. Ideally, voting members should attend in person, but Zoom will be an option (should have camera on if doing Zoom; should also have division noted after name)
5. DISCUSSION: Council & Subcommittee organization
 - a. Open discussion only since we can't make any changes to the by-laws in a special session
 - b. Number of representatives
 - i. Current
 1. 3 AA
 2. 3 BFA
 3. 3 SA
 4. 2 OTP
 5. 2 UA
 - ii. How could we adjust numbers to more accurately represent each division?
 1. Would be reviewed each election cycle
 2. Proposed is 1 rep minimum and 1 additional rep for every 40 employees
 - a. Ex. If an area has 40 employees, they will have 2 reps. An area with 80 employees would have 3 reps.
 - iii. Some folks are concerned with the ability of filling each rep slot
 1. Having vacancies isn't a deal-breaker; allows for future growth without having to update the by-laws each time
 2. Recommended for areas that would see growth to chat with colleagues to gauge interest
 - iv. Incorporate UAS?
 - c. MPP ex-officio
 - i. Would be non-voting, but able to speak/give guidance or advice
 - ii. No more than admin 2
 - iii. Concerns expressed about level of comfort of council members

1. Would folks feel like they could be honest?
 2. Possibility of administrators leveraging this position against SC?
 - iv. General sense is folks are not comfortable with this idea
 - v. Rebecca will gather more information from other CSU staff councils
- d. Subcommittee re-organization
 - i. Reorg Communication, Events & Recognition, and Ways & Means into two new committees
 1. Internal (doesn't cost money – newsletter, listserv, etc.) vs. External (costs/raises money, involves campus/community partners) facing
 2. Having events and fundraising together would help keep track of funds better
 - ii. Governance would remain the same
 1. Suggestion of possibility of voting in members of governance subcommittee
 - iii. Make events/fundraisers more “organic”
 1. Have QR codes at events to direct folks to current fundraiser
 2. Make the event itself a fundraiser (e.g., Toppers funds will go toward Spooktacular)
 - iv. Create DEIA Officer? System-wide Staff Council rep?
6. DISCUSSION: AY24-25 Staff Council Goals
 - a. Increase awareness of council across campus (Who we are and what we do)
 - i. Could help get more council members
 - ii. Increase social media presence
 - b. Philanthropy and engagement
 - c. Professional development
 - i. Guest speakers and webinars (use SC-raised funds)
 - d. Calendar events ahead of time so everyone knows what is coming up and what to plan for
 - i. Establish “cornerstone”, consistent events that we'll do on a regular basis
 - e. Build sponsorship relationships with other areas on campus or the community to assist with putting on events and fundraising
 - f. Style guide
 - g. What will our measure of success be for these goals, and for council overall?
 - i. Have an end of year report of some type? Determine metrics
7. Any additional items brought by Council members
8. ADJOURN
 - a. Alex Calderon motioned to adjourn; Amanda Sanchez seconded. Approved.
 - b. Meeting adjourned at 11:02AM

Agenda respectfully submitted by Rebecca Slocum, CI Staff Council Chair

CI Staff Council Meeting Procedures

A Review of Roberts' Rules
and Meeting Etiquette

A large, dark blue, diagonal graphic element that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

CI Staff Council

Council Meeting Participants

Voting Members: members of Staff Council with the right to make or second motions, engage in discussion, or vote during meetings, per the Staff Council bylaws; all division representatives and all officers may speak during any portion of the meeting and all except the Chair may make or second motions, or vote.

Ex-Officio Members: members of Staff Council with the right to engage in discussion during meetings but not make motions or vote, per the Staff Council bylaws; ex-officio status is based on role and includes the Academic Senate Chair, the Student Government President, among others.

Members of the Public: any member of the CI campus community; members of the public may be given designated portions of the meeting in which to speak or ask questions, or may add to ongoing discussions at the discretion of the Chair.

Roberts' Rules

Discussions Motions & Voting

Discussion: open debate or consideration of a topic; any voting member may speak on any topic without interruption; questions may be asked of the originator of an item; only one item/topic can be discussed at a time.

Motion: an action made by a group member, by stating, "I motion to..." followed by the action.

Motions can be used to:

- Amend the meeting agenda
- Bring a new topic up for discussion
- Change a detail about the current decision or document being discussed
- Send an item back to its originator for further review or table it indefinitely
- End current discussion
- Adjourn the meeting

All motions must have a second. The motion will then be put to a vote.

Voting: a decision made on a motion; voting members may vote in favor, against, or abstain from voting; a simple majority (half of the body plus 1) is needed to pass most motions; the Chair does not vote.

Unanimous Consent: the Chair can ask the group for unanimous consent in place of a vote; if no one dissents, the motion passes without needing to tally votes.

Staff Council Meeting Etiquette

Meeting agendas will be published no later than one full week (seven calendar days) ahead of the meeting date.

General Meetings will be open to the public. Special Sessions may be open or closed at the discretion of the Chair.

The meeting will be called to order when enough Voting Members are present to constitute quorum.

- **Quorum:** the minimum number of members present for the proceedings to be valid; 50% of Voting Members plus one, which is 10 for Staff Council; also constitutes a simple majority for voting purposes.

All meetings are operated in a hybrid format. Voting Members should prioritize in-person attendance where possible, but all others may attend at their discretion. If attending on Zoom, Voting Members should keep video on. All Zoom attendees should keep their mics on mute unless actively speaking.

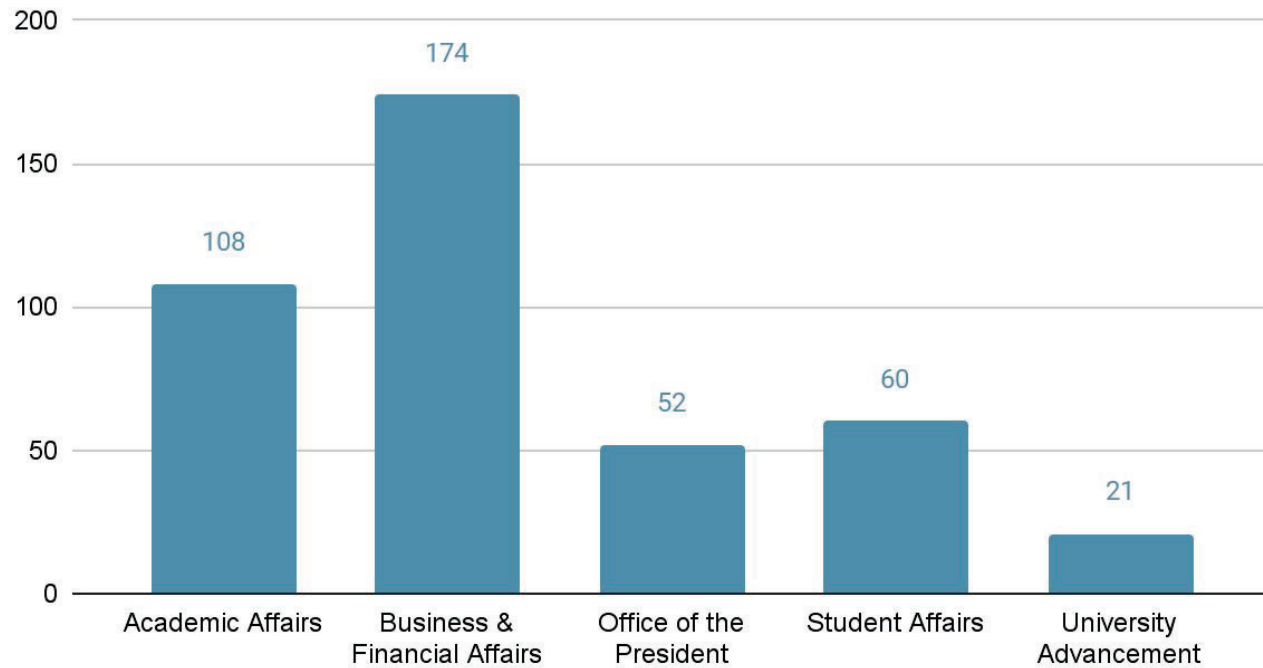
Absences should be communicated to the Secretary or Chair as soon as possible. Voting Members should designate a proxy to vote on their behalf - ideally a representative colleague, but other staff colleagues may substitute if necessary.




CI Staff Council Representation

A Proposal for a Proportional Metric for
Representation by Division

Total Staff by Division



Total number of non-MPP staff within each division as of July 2024



Division	Total Staff	Calculation	# of Reps
Academic Affairs	108	$(108 / 40 = 3) + 1$	4
Business & Financial Affairs	174	$(174 / 40 = 4) + 1$	5
Office of the President	52	$(52 / 40 = 1) + 1$	2
Student Affairs	60	$(60 / 40 = 1) + 1$	2
University Advancement	21	$(21 / 40 = 1) + 1$	2

What is being proposed?

A proportional number of representative seats per division based on the following formula:

Each division would have a minimum of 1 representative PLUS 1 additional representative for every 40 staff, rounding up or down as needed.

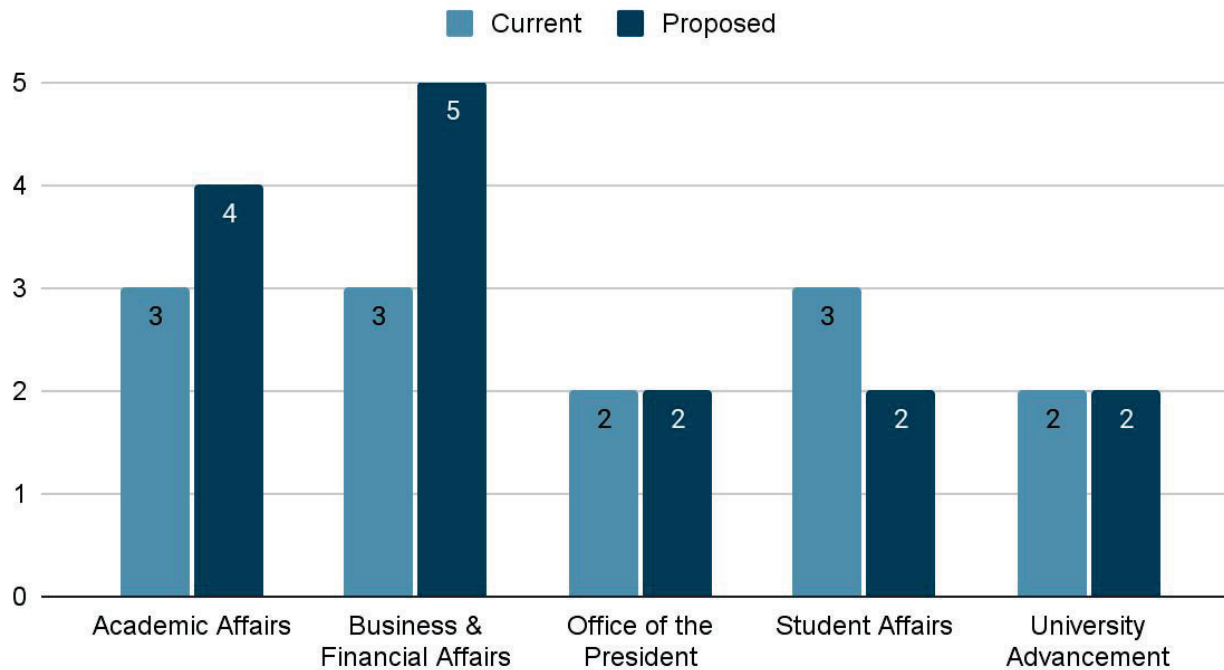
Example: DAA has 108 staff. Divided by 40 that equals 2.7, which is rounded up to 3. Add the +1 minimum to get 4 representative seats for Academic Affairs.



What Changes?

- ✓ Academic Affairs gains 1 representative seat
- ✓ Business & Financial Affairs gains 2 representative seats
- ✓ Student Affairs yields 1 representative seat
- ✓ The total number of division representatives increases to 15
- ✓ Staff Council membership increases to 20 total members

Staff Council Representatives



A side-by-side comparison of the current composition of Staff Council with the proposed proportional model

<i>Subcommittee</i>	Executive Board	Communication & Development	Community Engagement	Governance	Additional Non-Exec Officer Positions
<i>Responsibilities</i>	Serves as leadership to Staff Council.	Responsible for publication of official written media, including newsletter, listserv, and website, running of staff recognition events, onboarding, networking, and professional development initiatives.	Responsible for logistics of social events, fundraisers, and donation drives to benefit staff, Staff Council, and the community, and managing external social media, visual branding.	Responsible for oversight of policies, procedures, bylaws, and election logistics.	DEIA Officer? Statewide Staff Council rep?
<i># of Chairs</i>	1	2	2	1	0
<i># of Members</i>	4	3	3	3	1
<i>Total</i>	5	5	5	4	1
<i>Exec Liaison</i>	n/a	Secretary	Treasurer	Custodian of Records	n/a

