

California State University Channel Islands Staff Council

AGENDA

Regular Meeting

Thursday, August 15th, 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 Record: [2024-25 Meeting Attendance.xlsx](#)

OPENING STATEMENTS

1. Call to Order (Chair, Rebecca Slocum) and Roll Call (Secretary, Rachel Danielson)
 - a. 9:32AM official start
 - b. Colleen Haws present as proxy for Sean Kramer
2. **NEW** Staff Welcome – Join us in welcoming the new additions to CI!
 - a. **Brianna Baeza** – Admissions Counselor (OTP, Admissions & Recruitment)
 - b. **Koa Johnson** – STEM Outreach Lead (DSA, SASEI)
 - c. **Joseph Kim** – Financial Aid Systems & Data Analyst (OTP, Financial Aid)
 - d. **Brandon Langford** – Coordinator of the Social Justice, Equity, and Inclusion Center (DSA, Inclusive Student Services)
 - e. **Alejandra Rodriguez Mena** – Document Management Coordinator (OTP, Student Systems)
 - f. **Manpreet Singh** – Admissions Counselor (OTP, Admissions & Recruitment)
 - g. **L. Roy** – Black Cultural Center Coordinator (DSA, Inclusive Student Services)
 - h. **Juliana Zendejas** – Internship Program Analyst (UA, Career Development & Alumni Engagement)
 - i. Prefers “Julie”
3. Public Comment Period (Chair, Rebecca Slocum)
 - a. Jeannette Edwards – Staff council rep on Senate, gave quick note on when Senate meetings will be for Fall 2024
4. ACTION: Approve Consent Agenda (Chair, Rebecca Slocum)
 - a. Motioned to approve by Alex Calderon; seconded by Rachel Danielson. Approved unanimously.

CONSENT AGENDA

5. ACTION: Approval of [Staff Council minutes of 07/16/24](#) (Secretary, Rachel Danielson)
6. ACTION: Approval of [Staff Council minutes of special session 07/24/24](#) (Secretary, Rachel Danielson)
7. 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
 - i. **Enrollment Management Update:** Student Systems has hired a new Document Management Coordinator for the Document Imaging Office. Alejandra Rodriguez Mena is officially starting the position on August 12, 2024. If you need assistance with documents such as Transcripts or other student records related items, please continue to contact Stephany Rodriguez as we train Alejandra.
 - ii. **Enrollment Management Update:** Student Systems is wrapping up interviews on the Articulation Rules Analyst position that will review/update Transfer Credit in PeopleSoft Campus Solutions. The new person should be known by our next meeting.
8. INFORMATION: Campus Committee Reports
 - f. Academic Senate – *on hiatus*
 - i. Committee on Equity & Anti-Racism (CEAR) – *on hiatus*
 - ii. Unity Coalition – *on hiatus*
 - g. Employee Campus Climate Survey Committee – *on hiatus*
 - h. President’s Advisory Council on Inclusive Excellence (PACIE) – *on hiatus*
 - i. President’s Planning & Policy Committee (PPPC) – *on hiatus*
 - i. Nominations have been submitted to OTP
 - j. Strategic Resources and Planning Committee (SRPC) – *on hiatus*
 - i. Amanda Sanchez and Alex Calderon will be our new SRPC staff representatives for AY24-25 through AY25-26
 - k. University Police Advisory Council (UPAC) – *on hiatus*

INFORMATION AND ACTION ITEMS

9. ACTION: Approval of Financial Report (Treasurer, Colleen Haws)
 - l. \$3280.34 at end of 2023-2024 fiscal year.
 - m. Motion to approved by Brian Lindgren; seconded by Amanda Sanchez. Approved unanimously.
10. NFORMATION: Staff Council Chair’s Report (Chair, Rebecca Slocum)
 - a. PSafe nominations submitted to OTP August 2, 2024
 - b. Provost’s resignation
 - i. Rebecca invited council members to submit any questions to her and she can pass them along to the President
 - c. Policy on Time, Place, & Manner
 - i. Student Government President, Staff Council Chair, Academic Senate Chair, and Chief of Staff met with President Yao 8/14/24

- ii. Legislation requiring all CSUs and UCs to have a comprehensive and consistent policy and procedure
 - 1. Staff disciplinary portion will need to go through the unions first
 - d. Other Conduct of Concern reporting mechanism coming
 - i. Part of response to Cozen Report findings
 - ii. Website coming
 - iii. Staff Council will be a part of the leadership for this new resource
 - iv. Anyone will be able to submit reports
 - 1. Will be routed to appropriate parties from there
 - v. If a report was already submitted to Title IX, the assumption is that it will stay with them
 - 1. If anyone has done this and has not received a response, encourage them to reach out again
 - vi. Faculty Affairs has a student grievance form which could be a good starting point before a situation reaches the level of a Title IX submission
 - 1. https://cm.maxient.com/reportingform.php?CSUChannelsIslands&layout_id=37
 - vii. Ability to fill out a submission on someone's behalf
 - e. Other items
 - i. Systemwide Staff Council in the works but will take some time to get going
11. INFORMATION: Ex-Officio Reports
- f. Student Government Report (Student Government President, Andrew Fox)
 - i. Not in attendance
 - g. Office of the President Report (Alex Padilla on behalf of Chief of Staff, Kaia Tollefson)
 - i. One Health
 - 1. WASC report recommendations will be incorporated
 - 2. Many opportunities in the coming year to contribute to this strategic plan
 - 3. SRIRS now under OTP, overseen by Jen Perry
 - ii. Collections to honor indigenous residents of the land the University is on
 - 1. New director hired to oversee these efforts
 - 2. More information to come from the OTP
 - h. Academic Senate (Academic Senate Chair, Christina Smith)
 - i. Senate Executive committee retreat 8/16
 - 1. Priorities regarding policies for the upcoming academic year
 - ii. Collaboration efforts with Staff Council to help bring our concerns to Senate
 - 1. Has already been talking with Rebecca
12. INFORMATION: Subcommittee Reports
- i. Ways & Means
 - i. School supply drive ends tomorrow, 8/16
 - 1. Can contact me, Rebecca, or Staff Council email to coordinate drop-off
 - 2. Will identify winners next week and contact for prizes

- 3. Staff to staff/office to office exchange of supplies that Basic Needs won't accept? Leave extra supplies in Housing office? Teacher organizations that accept donations?
 - 4. Will get photos from Jazmin Clark to get into the newsletters
 - ii. TBD on next fundraiser
 - j. Governance
 - i. Nothing new at this time
 - k. Events & Recognition
 - i. BBQ was a success; about 10 attendees
 - ii. Masters spotlight coming up Monday, 8/19
 - iii. Need to get prizes for top three winners of fitness challenge
 - l. Communication
 - i. Meeting for September newsletter will be set for next week
 - 1. Would like to include blurbs from/about new hires
 - 2. Will include winners of fitness challenge
 - 3. Winners of supply drive
 - 4. PSAFE nominees not selected will be notified first week of term; will be included in September newsletter
13. OUTSTANDING BUSINESS:
- m. DISCUSSION: Reorganization of standing committees
 - i. Still pending a couple of responses
 - ii. Majority of folks are in favor of reorganization
 - 1. Take three (not including Governance) and reorg into two
 - 2. General consensus is that committees should be able to self-select Chair (or even co-Chairs)
 - 3. Draft definition and duties of new versions of committees so that it can be reviewed, voted on, and updated in the by-laws
 - iii. Next steps – form working group to gather ideas and draft changes
 - 1. Four subcommittee chairs and Chair/Vice-Chair
 - 2. Rebecca will send out a survey to identify folks' first, second, and third choices
 - n. DISCUSSION: Return to proportional representative seats
 - i. Governance tasked with reviewing the by-laws to determine changes needed to formalize this update
 - ii. Further discussion occurred regarding the formula that will be used to determine the number of representatives
 - iii. Pull together an infographic to show what Staff Council is and what we've been able to do. This may be useful when recruiting new staff.
14. NEW BUSINESS:
- o. DISCUSSION: CI Staff Council mission and vision statements
 - i. Slogan? "We're here for you!"
 - ii. Working group for mission/vision statements
 - 1. Alex Calderon, Alex Garza, Paula Robertson volunteered
 - 2. Rebecca will set up meetings

- p. DISCUSSION: PSafe runners-up and other details
 - i. Establish procedures/rules for submissions, who can do what and for whom, etc.
 - 1. “Ethical statement” confirmation before submission?
 - a. “I am confirming that I am submitting this on my own accord based on personal observations and interactions” (or something like that)
 - ii. Criteria for disqualification? How long do consequences last?
 - 1. Person that solicited the nominations? Or those that submitted the nominations?
 - 2. Person will be removed from active nominations and issued a warning?
 - iii. Per OTP – looking to consolidate timelines for the next cycle for faculty/staff/students so that everyone will have the opportunity to nominate for all three types of awards

15. Other items

- q. Encourage staff to participate in Convocation processional wearing their Masters (or above) regalia
- r. Call to submit Staff Spotlight nominations
- s. Study Abroad office is now in BTW
- t. Parking will be closed from 12-1PM every day for lunch because they are short-staffed
 - i. Unfortunately, no new hires coming

16. ADJOURN

- a. Tom Emens motions to adjourn; Amanda Sanchez seconded. Approved unanimously.
- b. Adjourned at 11:02AM.

Members of the public/employees in attendance – Jeannette Edwards, Kellen Smith, Joseph Kim, Brianna Baeza, Christina Smith (Senate Chair), Manpreet Singh, Brandon Langford, L.Roy (Lauren) Spence, Julie Zendejas, Alex Padilla (on behalf of Kaia Tollefson), Sarah Krashefski, Angie (last name?)

Next Staff Council Meeting is scheduled for 9:30am on Thursday, September 19, 2024, in-person (SOL2175) or on [Zoom](#) as needed – agenda to come.

Agenda respectfully submitted by Rachel Danielson, CI Staff Council Secretary