

STAFF COUNCIL MEETING MINUTES
3.15.2022 • 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, March 15, 2022 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: <https://csuci.zoom.us/j/87577324242>, to consider and act upon the following matters:

- 1) Call to Order: 9:34 AM
- 2) Roll Call:
 - a. CI Staff Council Voting Members:
 - i. *Academic Affairs*: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Stephanie Chavez
 - ii. *Business & Financial Affairs*: Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Marina Moreno, Melissa Bergem, Reneé Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua
 - iii. *Office of the President*: Mary McDonnell
 - iv. *Student Affairs*: Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Crystal Delatorre
 - v. *University Advancement*: Carolyn Shamowski
 - b. Present: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Melissa Bergem, Reneé Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua, Mary McDonnell, Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Carolyn Shamowski
 - c. Absent: Stephanie Chavez, Crystal Delatorre, Marina Moreno proxy Gabriel Najjar
- 3) Approval of March 15, 2022 Agenda:
 - a. Motion: H. Smit
 - b. Second: J. Dalton
 - c. Discussion: None
 - d. Vote approval of the Agenda: Yes- 12, No- 0, Abstain- 0
- 4) Approval of Minutes: February 15, 2022:
 - a. Motion: R. Fuentes
 - b. Second: M. McDonnell
 - c. Discussion: None
 - d. Vote approval of Minutes: Yes- 12, No- 0, Abstain- 1
- 5) Public Forum: None
- 6) Reports:
 - a. Ex-officio Reports:
 - i. Student Government Representative (*President Aurora Rugerio*)
 1. Busy with Lobby Core, lobbying with different legislatures at this time
 - a. Meeting this Wed with Jackie Irwin's office
 2. Just returned from CHESS and had a great experience
 3. Elections are coming up, application closed Friday, extending Senator and Board Officer positions extended to Sunday.
 4. Held Spring Event *Be the Change* Civic Engagement Fair in Central Mall on Wednesday and had over 200 students participate. The event was in collaboration with CCE
 5. On Thursday we will have an IG live with community organizers Adam Vega, CSSA and CSU Fullerton, share their experience with community organizing,
 6. Grad Fest advertised a graduation gift opportunity that goes towards emergency housing.

- ii. Office of the President (*Interim Chief of Staff, Dr. Kaia Tollefson*)
 - 1. Progress with campus IE Action Plan
 - a. <https://docs.google.com/presentation/d/1SuUK1fhVuODLag3Qa7OrlT8aXF6Qxk4D/edit#slide=id.p1>
 - 2. 11 initiatives have been identified as part of Action Plan
 - 3. It is the Institution and Cabinet responsibility to carry forward this work
 - 4. 4 initiatives coming out of Office of the President which encompass the following efforts
 - a. Take campus climate survey data and develop 8 different Critical learning objectives Critical Friends Group
 - b. Facilitate Town Hall Meetings
 - c. Need to develop leadership capacity
 - d. MPP dismantling racism- book club for administrators, lead conversations
 - e. Hiring research team for people to study impact of cultural taxation on our campus, personal and professional impacts
 - i. A call for proposals will be coming out shortly.
 - iii. Academic Senate Chair (*Dr. Greg Wood*)
 - 1. Next Tuesday is the second reading of bylaws changes to reduce size of Senate members
 - 2. 1st reading in support of staff, raise awareness of staff experiences on campus and identify what faculty can do to address it.
 - 3. Echo Kaia on Critical Friends Group- wonderful environment to work through issues like this. Just because we are so busy sometimes, we do not get into the depth of conversation that we should be on topics so thank you for addressing this.
- b. Staff Council Chair Report (*Chair A. Block-Weiss*)
- i. President Yao called Chair Block-Weiss and had a thoughtful and data driven decision discussion around the mask policy revision
 - ii. President Yao used caution before changes were made and the county is currently in low status
 - iii. Part of the President's Inclusive Excellence Committee, looking to revamp the Equity Lens Framework
 - iv. Just reviewed a lot of GI25 proposals and will continue to review.
 - v. Cross Divisional Communication Group- focus on COVID-19 communication, eating in classroom etc. communicating properly as it comes to COVID-19.
 - vi. For our events, we can use the office of the President Accounting String to aid us in reserving space on campus without fees.
 - vii. Comment on Greg's report of creating a staff resolution, really appreciate the language incorporated from the faculty towards staff.
- c. Division Reports
- i. Division of Academic Affairs
 - 1. None
 - ii. Division of Business & Financial Affairs
 - 1. P. Robertson- started interview process for Site Authority Research Specialist, soon start Internal Auditor position
 - 2. C. Girardot- Human Resource project in early weeks of March- common HR system will be expanded with increased connection
 - 3. T. Montoya-Morua- recruiting for positions Procurement Account Payable Coordinator- They help with the procurement card process and works with vendors. Property coordinator, MSRP for shipping and receiving vacancy.
 - 4. Year End- communication with deadlines will be sent out soon.
 - 5. Students can still pick up Commencement passes that were distributed during Grad Fest by coming to Police & Parking Services in Placer Hall

6. BFA is in the process of recruiting two positions, Procurement/Accounts Payable Coordinator and the Property Coordinator. The CSUBuy Jaggaer (contract) project includes several phases and expected to move into the next phase. Communication on the Year-End schedule to be shared soon.
- iii. Office of the President
 - I. None
- iv. Division of Student Affairs
 1. Fees will be paid with the grant
 2. Updating Spring Recruitment for next academic year- refer students looking for job
- v. Division of University Advancement
 - I. Absent- None
- d. Financial Report: (*Treasurer R. Fuentes*)
 - i. Balance: \$3988.93
 - ii. We found an additional \$1500 in the books
 - iii. We implemented card service into donation receiving for donations toward the Staff Council.
 - iv. Donations to Staff Council ARE tax deductible! (provided the monies aren't being used to pay for a goods item)
- e. Committee Reports:
 - i. Communication (*Committee Chair K. Ellison*)
 1. Everyone has been amazing at contributing content
 2. Set to go out Thursday, March 17th
 - ii. Events & Recognition (*Committee Chair Carolyn Shamowski*)
 1. Great Staff Appreciation Day
 2. No new hire updates
 3. Monday, March 28th Honors Regalia distribution, March 30- Campus Reading Celebration
 4. External event that will occur in Grand and North Quad
 - iii. Spring Hunt: <https://docs.google.com/document/d/1IZclepUKqBd2OfTuNqcxU0BnqgFq2crRsO-vKIs2xsM/edit>
 - iv. Governance (*Committee Chair M. Bergem*)
 1. Beginning planning to open all the Staff Council Seats. Will share an update by next weekend.
 - v. Ways & Means (*Committee Chair C. Haws*)
 1. See's Candy Fundraiser
- 7) Outstanding Business:
 - a. DISCUSSION ITEM: Staff Pulse (*Vice Chair C. Hutchinson*)
 - i. When HR sent out letter of telecommuting agreements, lots of rumblings, staff and managers are working through some challenges on that.
 - ii. Clearer messaging would be helpful from HR so staff know they may be able to interact with- needs to be talked about, requirements for all to be in person has been revised for staff.
 - iii. Helps with climate that we are not driving here every day.
 - iv. Updates regarding CSUEU- salaries will be traditional bargaining, professional development, exemption for employees, how we will get better messaging out for everyone. Interest based decision making is helpful from the internal conversations compared to previous methods.
- 8) New Business:
 - a. DISCUSSION ITEM: Campus Mask Guidelines (*Chair A. Block-Weiss*)
 - i. P. Robertson- a little giddy about not needing to wear a mask, feel uneasy- like I am in a car without a seatbelt, watching what is going on in Europe, cautiously optimistic.
 - ii. J. Dalton- People are preparing to get sick more frequently- it is ok to overreact, kids can't get vaccinated so that is why I wear a mask.
 - iii. Were staff surprised?

1. No, after watching K-12 this was expected. Feel very respected by others so far, if someone has a mask on then I will put my mask on. - general consensus from Council
 - iv. D. Stewart- very excited to lift the mandate. We understand we need to respect each other's choice; a lot of students were really frustrated with the mask mandate so hopeful that our enrollment numbers can turn around.
 - b. INFORMATIONAL ITEM: Campus Internal Events Policy (*Chair A. Block-Weiss*)
 - i. Not yet published but there is a new internal events policy in the works.
 - ii. Events outside with over 50 people may not require a mask
 - iii. Spacing requirements when you eat were in affect and those may go away.
 - c. DISCUSSION ITEM: Staff Appreciation Event Debrief (*Custodian of Records H. Smit*)
 - i. Good turnout- 91 staff attended
 - ii. Feedback
 1. Did our best to communicate it out but if we can get more notice in advance. Lots of new staff attended it.
 2. Everyone received an email the morning of
 - a. Can we send a calendar invite for coffee? Helps me so it could help other people.
 - b. Encourage people to invite their groups out to coffee
 - c. Very important for our group to submit that communication out
 - d. Have all events on the calendar
 - e. The 91 that did go were really appreciative.
 - f. This time around we didn't purchase pastries so food would be nice in the future
 3. Staff Recognition Coffee/Tea Event: a total of 91 staff attended 🍰 pictures will be on the next newsletter
 - d. INFORMATIONAL ITEM: Dolphin Navigator Program – Buddies Needed (*Custodian of Records H. Smit*)
 - i. We are no longer seeking volunteers as we are full, but we will be seeking volunteers for the next time around. Hannah will now be overseeing the Dolphin Navigator Program. To be a Buddy, this is a 3-month commitment of 1 hour per month to connect with your Buddy
- 9) Closing Comments:
- a. Intent to Ask Questions Responses- if applicable (*Secretary T. Gonzalez*)
 - i. Link: https://csuci.qualtrics.com/jfe/form/SV_esuOjgkwRKmdQMd posted on our main page: <https://www.csuci.edu/staff/council/>
 - b. A. Block-Weiss- Annie and her family will be moving next week to their new house since it burned down in the Woolsey fire. Please Cc Cathy on emails just in case Annie is not able to respond.
 - c. May we consider CI swag for the new staff? If we have it already, can you share info on how to request, can we collaborate with Communications & Marketing please?
 - d. Thank you, Kaia, for reaching out and getting clear communication on the telecommuting. 40 mi each way with gas can add up.
 - e. M. Bergem- Elections is coming, never too early to put in people's ears. 12 open seats which is most of the current Council.
 - i. Once a month with some committee meetings.
 - ii. Kaia- getting traction on getting early childhood education center at CI. School of Ed and the city are working on the best placement location.

10) Adjournment: 10:49 AM

Next Staff Council Meeting is scheduled for Tuesday, April 19, 2022 at 9:30 a.m. via zoom link: <https://csuci.zoom.us/j/84170641566>

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.