

STAFF COUNCIL MEETING MINUTES
4.19.2022 • 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, April 19, 2022 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: <https://csuci.zoom.us/j/84170641566> to consider and act upon the following matters:

1. Call to Order: 9:35 a.m.
2. Roll Call:
3. CI Staff Council Voting Members:
 - a. *Academic Affairs*: Catherine Hutchinson, Katelynn Ellison, Jessica Dalton, Stephanie Chavez
 - b. *Business & Financial Affairs*: Christine Girardot, Colleen Haws, Daniel Stewart, Karly Ibrahim, Marina Moreno, Melissa Bergem, Reneé Fuentes, Richard Guyette, Paula Robertson, Teresa Montoya-Morua
 - c. *Office of the President*: Mary McDonnell
 - d. *Student Affairs*: Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Crystal Delatorre
 - e. *University Advancement*: Carolyn Shamowski
4. Present: Christine Girardot, Melissa Bergem, , Richard Guyette, Paula Robertson, Teresa Montoya-Morua, Daniel Stewart, Karly Ibrahim, Catherine Hutchinson, Annie Block-Weiss, Hannah Smit, Tanya Gonzalez, Mary McDonnell, Colleen Haws,
5. Absent: Reneé Fuentes, Katelynn Ellison, Jessica Dalton, Stephanie Chavez, Marina Moreno, Crystal Delatorre, Carolyn Shamowski
6. Approval of April 19, 2022 Agenda:
 - a. Motion: H. Smit
 - b. Second: K. Ibrahim
 - c. Discussion: None
 - d. Vote approval of the Agenda: Yes- 11, No- 0, Abstain- 0
7. Approval of Minutes: March 15, 2022:
 - a. Motion: P. Robertson
 - b. Second: H. Smit
 - c. Discussion: None
 - d. Vote approval of Minutes: Yes- 12, No- 0, Abstain- 0
8. Public Forum:
 - a. Roxane Beigel-Coryell- Friday is Earth Day, CI Eco Challenge- all month long, prizes will be given for top participants in the Eco Challenge. There are a broad range of actions such as planting trees or reaching out to government representatives. This program looks at a broad spectrum of sustainability to support our planet and communities. They have sustainable swag as well. Earth Week Bingo Challenge can be found at @sustainabilityatcsuci. Please encourage students and use the hashtag.
9. Ex-officio Reports:
 - a. Student Government Representative (*Advisor Annie*)
 - i. Ilien Tolteca is President Elect, Javier Vice-President Elect. Please communicate with current administration until May 31st and then switch to new administration June 1. There are 9 senator positions, and two students ran for those positions. The Student Government administration will work to fill remaining 7 seats. ASI Board had no one run so Student Government/ASI will work to fill those seats as well.
10. Office of the President (*Chief of Staff, Dr. Kaia Tollefson*)
 - a. Please mark your calendars to RSVP for an Early Childhood Education Center Town Hall Meeting on May 2 at 9 a.m. This will be run by the University. Updates about funding, construction and operational

costs, the 2 sites on campus that have been identified for build, and more will all be covered in the Town Hall.

- b. We are preparing to launch the Vice President of Student Affairs search (next week or so), and the Vice President for University Advancement will be launching soon
- c. President Yao, September 19-23, keep calendar clear from 10 a.m.-noon for President Yao's investiture ceremony. Activities happening all during the week. These events are part of the 20th anniversary celebration for the August 16th birthday. 22-23 academic year will be a lengthened celebration honoring our Past and Building the Future
- d. We are going to be forming an exploratory campus committee to gear us towards being an AANAPI serving institution

11. Academic Senate Chair (*Dr. Greg Wood*)

- a. Absent

12. Staff Council Chair Report (*Chair A. Block-Weiss*)

- a. Invited to sit on sub-committee for the Investiture Ceremony
- b. PACIE is reviewing Elf Framework
- c. PPC is meeting next week
- d. SRPC reviewed proposals for GI25 and those have been announced, 13 FTEs.

13. Division Reports

- a. Division of Academic Affairs
 - i. None
- b. Division of Business & Financial Affairs
 - i. Recognition Award Nomination period is occurring for BFA
 - ii. There are 4 award opportunities to recognize teams within BFA that displayed these characteristics. Spread the word to recognize peers in BFA. <https://www.csuci.edu/vpbfa/staff-resources/recognition/nomination.htm> (*P. Robertson*)
 - iii. Payroll technician and CHR project analyst positions are posted, apply and spread the word. (*C. Girardot*)
 - iv. FHR Council taking place on 27th at 10 a.m. Discussing audit, year-end, website updates and trainings. <https://www.csuci.edu/financial-services/fhr-council.htm> (*T. Montoya-Morua*)
- c. Office of the President
 - i. President Yao has agreed to fully support the Corporate Games, we will be back in person to compete soon.
- d. Division of Student Affairs
 - i. Tomorrow is the Women's Appreciation Award Ceremony. All are encouraged to attend 3-4 p.m. and an all-women's mariachi will be performing 4-4:45 p.m. Please use the link to register to attend go.csuci.edu/WRLA. The Awards Ceremony is Wednesday, April 20th from 3-4 p.m. Mariachi Lindas Mexicanas is scheduled from 4-4:45 p.m.
 - ii. Dolphinpalooza is coming May 6th at 6:30 p.m. on Friday and everyone is invited
 - iii. Childcare Grant/Voucher- refer students to Basic Needs
- e. Division of University Advancement
 - i. None

14. Financial Report: (*Treasurer R. Fuentes*)

- a. Expenses were for Spring Hunt that were \$229. The last two years we were informed that we were the signature authority over Staff Council funds however were recently told we are not the signature authority since we did not have the correct auditing forms on file. We completed the forms and now we have had it officially confirmed so the Chair can sign for reimbursements. The CI Staff Council still has to approve anything over \$250.

15. Committee Reports:

- a. Communication (*Committee Member C. Girardot*)
 - i. Please send items for content, earlier the better, and we will be sending out newsletter soon. April 21 is the April In The Loop publish date.

- b. Events & Recognition (*Committee Chair C. Shamowski*)
 - i. There were 64 attendees. We still had butterfly candy boxes so we will have a tabling outside of Bell Tower for New Professionals day to recognize staff for their work. (*H. Smit*)
 - ii. Staff had a marvelous time and it was a beautiful outdoor event. (*T. Montoya-Morua*)
- c. Governance (*Committee Chair M. Bergem*)
 - i. None
- d. Ways & Means (*Committee Chair C. Haws*)
 - i. Check from See's \$207.65 coffee fundraiser, \$30.12 from Krispy Kreme so far with the 9 boxes ordered, last day to put in pre-order is Friday May 6th and we will be distributing those on May 11 from 9-11 a.m. We will have extra as well for people to buy while supplies last.

16. Outstanding Business:

- a. DISCUSSION ITEM: Staff Pulse (*Vice Chair C. Hutchinson*)
 - i. [Telecommuting](#)- will it continue (*H. Smit*)
 - 1. Once current telecommuting agreement ends, it will be up to the manager to determine coverage of the offices. It is not the same for everyone since everyone's operational needs are different. We don't want staff to worry that come the end of May they think telecommuting is no longer an option since it ultimately rests with the manager decision. (*Angela Portillo*)
 - 2. President Yao is committed to flexible work schedules where appropriate. We can't have a blanket policy where everyone gets a telecommuting day since it depends on the job, the person, and their situation.
 - 3. Are the managers let in on that? Our managers were under the understanding it was gone and wasn't available anymore. (*C. Haws*)
 - 4. Mitzi Williams is managing that process so Angela will share that feedback to make sure managers are informed.
 - 5. Annie Block-Weiss highlighted Dr. Yao's email yesterday regarding telecommuting.

17. New Business:

- a. DISCUSSION ITEM: WASC [Time Certain 10:30 a.m.] (*Vice Provost Jessica Lavariega Monforti*)
 - i. Thematic Pathways for Reaffirmation Presentation- Collen Forest
 - 1. Inclusive Excellence Action Plan: <https://www.csuci.edu/president/arsj/ieap/>
 - 2. Questions or Feedback: Accreditation@csuci.edu
 - 3. Removing administrative barriers, extraneous paperwork if we do not really need it to get the services they need. Announced at SRPC and is in 6 areas from Graduation Initiatives. Bring on a transcript scanner. Sue Andrzejewski EAB, helps with tracking. <https://www.csuci.edu/president/initiatives/>
 - 4. <https://www.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/How-Were-Implementing-Change>
- b. INFORMATIONAL ITEM: CI Staff Council 2022-2025 Nominations are open! (*Committee Chair M. Bergem*)
 - i. 24 staff nominees have been accepted. April 30th is the last day to submit nominations. Only Divisions which they are supporting will be voting for them. Elections will be held for Academic Affairs, Business & Financial Affairs, and Office of the President so far. We are hoping for more nominations from University Advancement and Student Affairs.
 - ii. No one only gets one seat anymore, so we have an issue with only 1 person for a Division running for Staff Council. It would be great to have every seat go up for election.
 - iii. Point of clarification- we have this process for a reason so it is fair. We have been told that some can't run because it has already been decided. This is one of the main reasons that we decided that there will be a minimum of two seats no matter size of the Division.
- c. INFORMATIONAL ITEM: Corporate Games funding update (*Committee Chair M. Bergem*)
 - i. We will be back in person and participation can help us get to know one another. CI is participating in all 25 events. We are holding a t-shirt design contest and a community service

project. 125 of CI staff/faculty/student workers will be able to participate and everyone gets a t-shirt.

- ii. The 2022 Corporate Games are scheduled to take place October 1-29, 2022.
- iii. Registration is due September 2, 2022.
- d. INFORMATIONAL ITEM: Krispy Kreme Fundraiser, pickup May 11th, Pre-order by May 6th (*Committee Chair C. Haws*)
 - i. Preorder by May 6th and Pick Up May 11th 9-11 a.m. from Central Mall table by the fountain
- e. DISCUSSION ITEM: Spring Hunt Debrief (*Committee Chair C. Shamowski*)
 - i. 64 attendees
 - ii. Beautiful event
 - iii. Enjoyed seeing staff hunt for boxes Butterflies candy and Dragonfly had gift cards, a person found the last one last minute
 - iv. Great giveaways of fake succulents, butterfly pens, and goodies.

18. Closing Comments:

- a. [Affinity Group](#) Updates
- b. Intent to Ask Questions Responses- if applicable (*Secretary T. Gonzalez*)
 - i. Link: https://csuci.qualtrics.com/jfe/form/SV_esuQjgkwRKmdQMd posted on our main page: <https://www.csuci.edu/staff/council/>

19. Adjournment: 11:00 a.m.

Next Staff Council Meeting is scheduled for Tuesday, May 24, 2022 at 9:30 a.m. via zoom link: <https://csuci.zoom.us/j/82896724982>

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.