

STAFF COUNCIL MEETING MINUTES
8.23.2022 • 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, August 23, 2022 at 9:30 a.m., pursuant to Education Code Section 89921 et seq., via zoom link: <https://csuci.zoom.us/j/89291915157> to consider and act upon the following matters:

- I. Call to Order: 9:34 a.m.
- II. Roll Call: CI Staff Council Voting Members:
 - A. *Academic Affairs*: Catherine Hutchinson, Courtney Gross, Maximilian Seligman, Sean Kramer
 - B. *Business & Financial Affairs*: Colleen Haws, Brian Lindgren, Paula Robertson
 - C. *Office of the President*: Alex Padilla, Fope Adesina
 - D. *Student Affairs*: Czarina Gutierrez, Alexandria Calderon, Honey Krueger
 - E. *University Advancement*: Lisa Racine, Hayley Van Arsdell
 - F. *Executive Board Members*: Annie Block-Weiss, Hannah Smit, Tanya Yancheson Gonzalez, Renée Fuentes
 1. Present: Courtney Gross, Maximilian Seligman, Sean Kramer, Colleen Haws, Renée Fuentes, Brian Lindgren, Paula Robertson Alex Padilla, Fope Adesina, Annie Block-Weiss, Hannah Smit, Tanya Yancheson Gonzalez, Czarina Gutierrez, Alexandria Calderon, Honey Krueger, Lisa Racine, Hayley Van Arsdell
 2. Absent: Catherine Hutchinson
- III. Approval of Agenda: August 23, 2022
 - A. Motion: R. Fuentes
 - B. Second: C. Haws
 - C. Discussion: None
 - D. Vote approval of the Agenda: 16- Y, 0-N, 0-A
- IV. Approval of Minutes: May 24, 2022
 - A. Motion: H. Smit
 - B. Second: L. Racine
 - C. Discussion: None
 - D. Vote approval of the Minutes: 15- Y, 0-N, 1-A
- V. Approval of Minutes: June 21, 2022
 - A. Motion: P. Robertson
 - B. Second: C. Haws
 - C. Discussion: None
 - D. Vote approval of the Agenda: 16- Y, 0-N, 0-A
- VI. Public Forum: None
- VII. Reports:
 - A. Ex-officio Reports:
 - B. Office of the President (*Chief of Staff, Dr. Kaia Tollefson*)
 1. Strategic Initiatives expire soon. We are in the process of updating these so stay tuned for more information.
 - C. Academic Senate Chair (*Representative absent*)
 1. None
 - D. Staff Council Chair Report (*Chair A. Block-Weiss*)
 1. I thanked the Council for their patience while out sick with COVID-19. Future Chair reports will include updates for the Council on the committees that Annie Block-Weiss serves on, on behalf of Staff Council as the Chair.

VIII. Division Reports

- A. Division of Academic Affairs
 - I. None
- B. Division of Business & Financial Affairs
 - 1. IT- user services switched spaces with ITS infrastructure and are now in Trinity Hall. Tools upgrade is happening affecting CI records and personnel, an email broadcast is coming. New signature authority forms are on the horizon. Chancellor office has module we can use to house data and others can access it. We will have discussion down road to simplify signature authority form. - P. Robertson
 - 2. The Lindero Hall Courtyard is now on 25-Live with some restrictions such as no amplification during business hours. (P. Robertson)
 - 3. Mini grants offered up from 20th anniversary committee and grants are \$10,000 and can be used for food. [More information here.](#) Sept 1 campus photo 2:45-3:45 gathering on Central Mall and everyone is invited. No rsvp needed. (P. Robertson)
 - 4. Title IX- we are hiring a Manager and there will be emails going out. Analysts will be asked to help for campus security authorities. Also new workflow for when a department is completing paperwork for volunteers. Get in touch with Risk Management. (R. Fuentes)
 - 5. HR is short staffed, Martha Ferguson moved over from People Soft HR to ITS. Processes are slower due to being down front office Admin support. Wendy Olson connected with Collen Delaney Rivera suggested swag, buttons, magnets, t-shirts, might be opportunity to connect around first nation and honoring Chumash people. (B. Lindgren)
 - 6. Financial Services: The Unit is actively recruiting the following positions: Director of Procurement & Contract Services and a Buyer II, Commodities & Services (Procurement). The Chancellor's Office has informed the campus of additional states added to the Banned State Lists. The CSUCI Travel Policy updates can be found on the [Travel Policies website](#). The Mail, Shipping & Receiving and Property (MSRP) department supported the Annual New Student Convocation with preparations. (T. Montoya-Morua)
 - 7. Budget & Planning: The Strategic Resource Planning Committee will kick off the Fall meetings starting Sept. 1. Details can be found on the [SRPC website](#). The divisional Quarter Budget Meetings (4th quarter) are planned to wrap up by the first week of September. The Campus Budget Plan for 2022-23 is being finalized – the department plans to the information out soon along with corresponding salary worksheets for budget directors. The campus Student Fee Report is due this Friday to the CO. We're currently experiencing some issues with Adobe Sign PMAFs. Thank everyone for their patience while the department works with ITS to resolve. Contact [Lisa Woods](#) at Budget & Planning with any questions. (T. Montoya-Morua)
 - 8. The Police Department started bike patrol and recruiting for a new police department dispatcher and police officer. (C. Haws)
- C. Office of the President
 - I. Employee updates: Institutional research housed under the Office of the President was relocated to Madera 1900. Please contact Dr. Matthew Zivot for data needs. Andrew Lorenzana working with the Office of the President full time. (F. Adesina)
- D. Division of Student Affairs
 - 1. DSA Reorganization Update Information was shared of the 6 new areas that was revised from the previous 4 areas (Custodian of Records H. Smit)
 - 2. The new Vice President for Student Affairs will be beginning on Monday, September 12- Dr. Eboni Ford Turnbow. (H. Krueger)
 - 3. Welcome Russ Winans and Student Orgs into ASI and our new Student Operations Coordinator, Clarissa Gaeta. (A- Block-Weiss)
- E. Division of University Advancement

1. Stacey Ayer is now in the Division of Student Affairs with Disability Accommodations & Support Services. For any campus event inquiries, please email events@csuci.edu. Trainings for 25-Live are on hold. If there is a need to be trained, please reach out and we can help on a 1:1 basis but no campus plans as of now. - L. Racine
2. Director of Foundation Relations and Donor Relations position is open. We lost an Event Specialist, Mackenzie Erickson so that position will be posted soon. – H. Van Arsdell

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

1. Current Balance: \$4101.31

X. Committee Reports: None, these will be shared next meeting

XI. Outstanding Business:

1. None

XII. New Business:

A. ACTION ITEM: Chair Appointments (*Chair A. Block-Weiss*)

Committee	Communications	Events & Recognition	Ways & Means	Governance
Chair	Lisa Racine	Alexandria Calderon	Colleen Haws	Paula Robertson

1. Vote on Committee Chairs
 - a) Motion: R. Fuentes
 - b) Second: H. Kreuger
 - c) Discussion: Do all Committee Chairs accept their nomination? All replied Yes
 - d) Vote: 16-Y, 0-N, 0-A

B. ACTION ITEM: Academic Senate Seat Appointments (*Chair A. Block-Weiss*)

1. Propose Renee Fuentes to serve as one Staff Seat for Academic Senate. Vote or select for 2 additional seats:
2. Information sharing: Senate meets every other Tuesday 2:30-4:30 p.m. The Executive Board meets on off weeks on those Tuesdays
3. Point of clarification: is it a rotating seat for the 3 seats? (B. Lindgren)
 - a) From my understanding it is 1 person on exec and then 2 staff members to serve and attend the academic senate meetings. – R. Fuentes
4. Discussion:
 - a) Block-Weiss- We can propose to table the action item until next meeting due to more discussion and review of calendars to determine commitment needed
 - b) Question: Is this a 1-year appointment? - L. Racine, A. Block-Weiss confirmed yes.
 5. Motion: S. Kramer tabled
 6. Second: C. Gutierrez
 7. Discussion: None
 8. Vote: 16-Y, 0-N, 0-A

C. ACTION ITEM: Committee Membership Appointments (*Chair A. Block-Weiss*)

Committee	Communications	Events & Recognition	Ways & Means	Governance
Chair	Lisa Racine	Alexandria Calderon	Colleen Haws	Paula Robertson
Member 1	Honey Krueger	Hayley Van Arsdell	Fope Adesina	Brian Lindgren
Member 2	Maximilian Seligman	Czarina Gutierrez	Sean Kramer	Courtney Gross
Member 3				Alex Padilla
Staff Council Exec Liaison	Tanya Gonzalez	Hannah Smit	Reneé Fuentes	Catherine Hutchinson

1. Motion: R. Fuentes
2. Second: P. Robertson

3. Discussion:
 - a) Question: should we spread out Governance and each committee has exec liaison?
 - (1) A. Block-Weiss replied they had one additional member which is helpful due to the nature of committee work.
4. Vote: 16-Y, 0-N, 0-A
- D. DISCUSSION ITEM: President's Convocation was on August 19, 2022 (*Secretary T. Gonzalez*)
 1. Question: Will the nominees get to read their response? Reply- yes. The Office of the President is working on that.
- E. DISCUSSION ITEM: Student's Convocation was on August 20, 2022 at 1 p.m. followed by the Welcome Celebration open to the campus and their families (*Secretary T. Gonzalez*)
 1. Feedback: it would help to have more heads up provided to staff council executive board to speak and invite staff to attend.
 2. Volunteer call out went out late so earlier would be help
 3. Welcome Celebration that followed, can we encourage that to be all staff and if it becomes a big deal and community attending we will get larger turnouts. We can work towards departments hosting fun games and invite community members/businesses to table
- F. INFORMATIONAL ITEM: President's Investiture, September 23, 2022 at 10:30 a.m. followed by a reception. (*Chair A. Block-Weiss*)
 1. Any staff or faculty that have a masters or higher and would like to process can process. RSVP HERE. Our Staff Council Chair A. Block-Weiss will be speaking on behalf of staff. Events are going on during the week- such as "The Long Struggles for Diversity, Equity, and Inclusion: Icons, Moments, and Voices", Pizza with President, the Investiture followed by big celebration.
- G. INFORMATIONAL ITEM: Being a Council Member Tips (*Treasurer R. Fuentes*)
 1. <https://csuci.sharepoint.com/:w:/s/CSUCIStaffCouncil/EVYT9PyAaXRFktCGrp42cZMBEkvMQ1fiKYYf4C6-ugMviQ?e=bymm9H>
- H. DISCUSSION ITEM: COVID Fall Update and Staff Resources (COVID-19 Program Manager, Jack Mohr)
 1. PowerPoint included in Minutes section of website
- * H. Smit left meeting
 1. INFORMATIONAL ITEM: Corporate Games (*M. Bergem*)
 - a. Register to attend here: <https://ci.teamdynamix.com/TDClient/1891/Portal/Requests/ServiceDet.aspx?ID=22466>
- XIII. Closing Comments:
 1. Need to make a new Instagram. We will be publishing soon. – Chair A. Block-Weiss
- XIV. Intent to Ask Questions Responses- if applicable (*Secretary T. Gonzalez*)
 - A. Link: https://csuci.qualtrics.com/jfe/form/SV_esuQjgkwRKmdQMd posted on our main page: <https://www.csuci.edu/staff/council/>
- XV. Adjournment: 11:01 a.m.

Next Staff Council Meeting is scheduled for Tuesday, September 20, 2022 at 9:30 a.m. via zoom link: <https://csuci.zoom.us/j/89291915157>

Agenda respectfully submitted by Tanya Gonzalez, Staff Council Secretary.