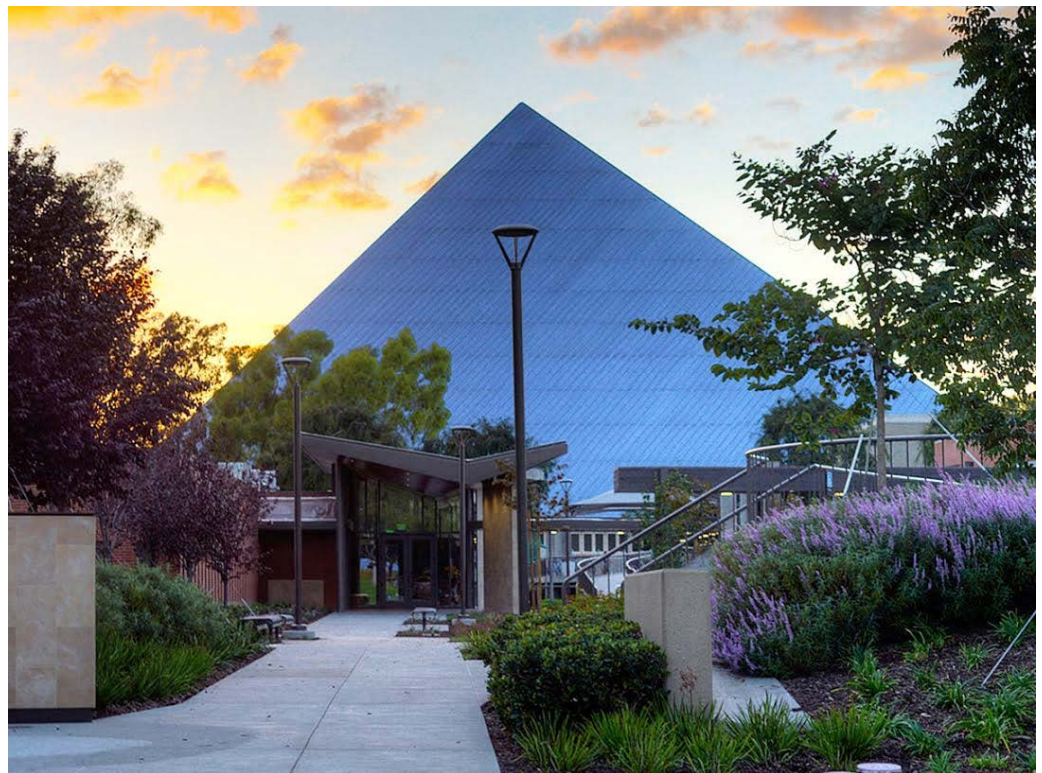


CSU LONG BEACH STAFF COUNCIL REVIEW



9/23/19

Reports on Shared Governance

A review of the CSU Long Beach Staff Council as a possible model for staff inclusion in shared governance at SFSU.

CSU Long Beach Staff Council Review

REPORTS ON SHARED GOVERNANCE

EXECUTIVE SUMMARY

Purpose and Objectives

On September 16, 2019, the president of San Francisco State University (SFSU) requested a review of the CSU Long Beach Staff Council as a possible model for a similar council at SFSU. Refer to page 7 for a brief history and summary of current staff participation in shared governance at San Francisco State University.

Background

“The original Staff Council was organized as the Staff Affairs Council in 1969 and held its first meeting in January of 1970. When collective bargaining was instituted, the council was disbanded in 1983. In the early 1990's, staff employees felt the need for a body to deal with staff issues outside of collective bargaining... The development of CSULB's 'new' council took approximately two years, with the approval of by-laws and procedural items working their way through the proper channels. During the process, faculty were very encouraging. The first meeting of the new group was held April 16, 1992 led by staff Academic Senators... Of the 23 CSU campuses, two others have a Staff Council.”¹

A review of the past Staff Council officers and committee chairs² suggests that until AY 05-06, the size and/or activity of the Staff Council tended to ebb and flow. From AY 05-06 on, the Staff Council seems to be quite robust and active. Publicly available meeting minutes cover only the previous two academic years, but give a better look into the work of the Staff Council than its constitution & bylaws or the general website.

Conclusions

The framework of the CSU Long Beach Staff Council provides a good starting point, but we will want to tailor the specifics to our community. We will want to make clear that this council will focus on more than just community building and events; there needs to be an emphasis on continual policy & process improvement.

We will want to consider the reporting structure – CSU Long Beach Staff Council reports to the SFSU equivalent of the AVP of HR. The current climate and history at SFSU might make this reporting structure a barrier to early success. Possible options include reporting directly to the President (very common at other institutions), the President's Chief of Staff, or (specifically from me because I think Nancy would be perfect to lead this, but not standard) the Events Planner of Administration & Finance/Nancy Ganner.

I get the feeling that much of the success of the CSULB Staff Council is due both to the breadth of staff participation throughout shared governance at the University, both via the Staff Council and other committee

¹ <http://web.csulb.edu/org/staff-council/About/index.html>

² http://web.csulb.edu/org/staff-council/Staff/past_officers_chairs.html

representation, and to the engagement & feeling of connection to the rest of campus fostered by things like regular staff/ committee tours of academic areas like labs and functional areas like the Police Department. While the standing committees of the Staff Council reflect a typical governing body structure, the minutes indicate this body supplies representatives for many committees across the university. Interestingly, among those many committees, the Staff Council provides or helps to identify staff members to participate in regular reviews of administrators, with no requirement that staff representatives participate in other forms of shared governance.³

The University President presented at approximately half of the Staff Council meetings, per the meeting minutes. This appears to have been a good opportunity for interactions between the President and the staff. CSULB kicked off a 2-year strategic planning process at the beginning of the AY 18-19, (Beach 2030) which was much the focus of recent visits by the President. The Beach 2030 initiative includes a directive that it be built from via bottom- up approach, rather than top- down, and calls for as much community participation as possible.⁴ The Staff Council also supplied a document to contribute to the initiative's idea generation.⁵ Other issues were discussed during Q&A periods of the President's visits, which suggests that the visits were regular and not simply a function of the Beach 2030 initiative.

At the end of this document, I have included two brief sections dedicated to other interesting ideas found in the meeting minutes and other staff- oriented organizations. The information is not exhaustive – it is only meant to suggest further avenues for data gathering.

GENERAL INFORMATION

Scope

“The Mission of Staff Council is to actively support the role of the University and to develop, maintain and encourage positive relationships and communications with our campus community, friends and neighbors.”⁶

“The Council shall represent the electorate and shall serve as the advisory body for staff matters to the Associate Vice President of Budget and Human Resources Management or his/her designee.

The Council shall be concerned with the viewpoint and interests of staff on university or community issues not covered by collective bargaining. There may be occasions where Staff Council is asked to provide advice on faculty or academic-related matters. The Council will maintain the flow of communication from Staff Council to the rest of the university community and likewise from the university community back to Staff Council.”⁷

³ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Nov%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

⁴ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Sept%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

⁵ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Oct%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

⁶ <http://web.csulb.edu/org/staff-council/About/index.html>

⁷ <http://web.csulb.edu/org/staff-council/Documents/constitution.html>

“Staff Council has multiple functions:

- Planning staff events
- Interaction with the Campus President who attends the Staff Council meetings
- Fund raising to support Staff Council objectives, events and programs
- Creating opportunities for staff development
- Facilitates elections and/or assists with appointments to important, prestigious committees such as; The Provost Search Committee, Student Fee Advisory Committee, Distinguished Alumni Nomination Committee, Chief Information Officer (CIO) Committee etc.
- Opportunities to network with other staff on campus
- And more...”⁸

Membership

“All CSULB staff employees, managers (except those with academic retreat rights), and staff of CSULB auxiliaries (the CSULB Foundation, Associated Students, and Forty-Niner Shops) who are employed on a half-time basis, or more, with an initial appointment of at least six months or more are eligible to serve as a member of the Council. Each organizational unit shall be entitled to one (1) representative for each twenty-five (25) eligible staff members or fraction thereof. Each representative shall be elected for 3 years with the term beginning in June.”⁹

Here is a list of the organizational units that are entitled to one (1) representative for each twenty-five (25) eligible staff members of fraction thereof:¹⁰

- Academic Affairs
 - College of the Arts
 - College of Business Administration
 - College of Education
 - College of Engineering
 - College of Health and Human Services
 - College of Liberal Arts
 - College of Natural Sciences and Mathematics
 - Library
 - University College and Extension Services
 - Carpenter Performing Arts Center
 - Graduate and Undergraduate Studies
 - Ocean Studies Institute
 - Office of the Provost
 - University Research
 - Academic Personnel
 - Academic Technology
 - SARG
- Administration and Finance

⁸ <http://web.csulb.edu/org/staff-council/Documents/pdf/staff-council-nomination-form.pdf>

⁹ <http://web.csulb.edu/org/staff-council/About/membership.html>

¹⁰ <http://web.csulb.edu/org/staff-council/Documents/constitution.html>

- Budget and Human Resources Management
Vice President, Administration and Finance
- Financial Management
- Information Technology Services
- Enrollment Services
- Physical Planning and Facilities Management
- Parking
- University Police
- Department of Athletics
- Office of the President
- Student Services
- University Relations and Development
- Auxiliaries
 - CSULB Foundation
 - Forty-Niner Shops
 - Associated Students Inc.

There are also a number of Ex Officio (non-voting) members who participate on the Staff Council as specified in the constitution:¹¹

- Associate Vice President, Budget and Human Resources Management
- Director of Benefits and Staff Human Resources
- Staff Employee Relations Manager
- Director, Equity and Diversity
- Faculty Academic Senators (1)
- Staff Academic Senators (5)
- Staff Emeriti (1)
- Immediate Past Chair of the Staff Council
- Associated Students President or designee (1)
- University Ombuds or designee (1)
- Local Staff Unions Representatives (1 each)
 - Union of American Physicians and Dentists (UAPD)
 - California State University Employees Union (CSUEU)
 - State Employees Trade Council (SETC)
 - Statewide University Police Association (SUPA)
 - Academic Professionals of California (APC)

The meeting minutes for AY 2018-19 note that the Staff Council is considering giving representation at the department level (as opposed to college level) as a means to increase membership.¹² The Staff Council membership for AY 2018-19 was 51 which they considered low.¹³

¹¹ <http://web.csulb.edu/org/staff-council/Documents/constitution.html>

¹² <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Jan%2019%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

¹³ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Sept%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

Organization

The Staff Council is organized in much the same manner as the SFSU Academic Senate. The Staff Council has four (4) elected officers: Chair, Vice-Chair, Secretary, & Treasurer. The Staff Council has an Executive Committee and six (6) standing committees: Membership Committee, Nominating Committee, Policies, Procedures, and Bylaws Committee, Staff Development Committee, Special Events Committee, and the Ways and Means Committee.

The Executive Committee is comprised of the Staff Council officers, the chairs of the standing committees and two (2) at-large members elected by and from the Staff Council as voting members, and as Ex Officio members: the immediate past Staff Council Chair, one (1) Staff Academic Senator, and the Director of Budget and Human Resources Management and/or designee.¹⁴

“The Membership Committee is responsible for running Staff Council elections and soliciting staff member’s campus wide or from a requested division for various campus committees.”¹⁵

“The Nominating Committee is responsible for running Staff Council elections and soliciting staff members campus wide or from a requested division for various campus committees.”¹⁶

“The Policies, Procedures and Bylaws Committee... is responsible for creating all Staff Council policies, procedures and bylaws.”¹⁷

“The Staff Development Committee... is responsible for planning and executing opportunities for CSULB Staff to visit interesting locations on campus, educational sessions, munch n learn events, and other occasions to bring staff together.”¹⁸

“In addition to planning activities that bring CSULB Staff together, the [Special Events] committee is responsible for planning and executing the following annual events:

Staff Days

Halloween Spooktacular

Cherish the Children Toy Drive and Party”¹⁹

“The Ways and Means Committee’s... goal is to raise funds for three yearly events along with other activities throughout the year that bring the staff of CSULB together... Fundraising ideas in the works: Chipotle, The Habit, Pieology, Applebees, Chilis, Domenicos, Great Mex, Chick-Fil-A, Rubios, Yogurtland and the annual See's Candies event.”²⁰

¹⁴ <http://web.csulb.edu/org/staff-council/Documents/constitution.html>

¹⁵ <http://web.csulb.edu/org/staff-council/About/membership.html>

¹⁶ http://web.csulb.edu/org/staff-council/About/committee_committee.html

¹⁷ <http://web.csulb.edu/org/staff-council/About/bylaws.html>

¹⁸ http://web.csulb.edu/org/staff-council/About/staff_development.html

¹⁹ <http://web.csulb.edu/org/staff-council/About/specialE/index.html>

²⁰ http://web.csulb.edu/org/staff-council/About/ways_and_means.html

Meeting Minutes: Ideas

While meeting minutes were available for AY 17-18 & 18-19, only the 18-19 minutes are reviewed here.

September²¹:

Academic Senate has a “retreat” that is open to all community members.

Good connection/overlap with Academic Senate.

University Resource Council.

October²²:

Long Beach is also dealing with the issue of using multiple names (CSULB vs. LBSU). President seems to support using both.

CSULB has a Clean Energy Master Plan that enumerates their current emissions & goals. Committed to being carbon neutral by 2030.

November²³:

Proposal for a new department – a “clearing house” to answer questions and direct guests.

January²⁴:

Cherishing Children toy drive seemed very successful.

Staff working together with faculty (Anthropology Department) on project dealing with homelessness – putting together basic needs packages.

Annual campus tours for the new international students including orientations & scavenger hunts.

February²⁵:

Annual Alumni Grants Program.

Spring Break Staff Day –lunch specials, music, prizes, & rummage sale.

Pop-up Career Closet – providing donated work-attire for students to help them with interviews.

²¹ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Sept%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

²² <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Oct%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

²³ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Nov%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

²⁴ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Jan%2019%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

²⁵ <http://web.csulb.edu/org/staff-council/Documents/minutes/pdf/Feb%2018%20Staff%20Council%20General%20Meeting%20Minutes.pdf>

OTHER ORGANIZATIONS

SFSU & Other CSUs

SFSU had a Staff Council at one time, but the Council's focus began to drift too closely toward collective bargaining/contract/personnel issues, and it was eventually disbanded. This could be avoided by a strong & explicit charge, constitution, and bylaws. I have not been able to find records for this group thus far; web searches return references in old Academic Senate plenary meeting minutes, but no documentation or reports. I have spoken to one staff member, Bridget McCracken, who was a member of that group and may have some old notes. She also mentioned that Russel Kilday-Hicks may be another source for information as well.

SFSU currently has three University-wide elected staff seats on the Academic Senate, as well as two non-elected seats for Student Affairs & Enrollment Management. There is a reference in a 2010 report on Staff Involvement in Shared Governance from CSU Fullerton that suggests SFSU had no staff representatives on the Academic Senate²⁶, but the current Faculty Constitution for SFSU that was last revised in 2009 does list the three Senate staff representatives.²⁷ I have not been able to find when the initial inclusion and supplementary additions of staff representatives to the Academic Senate occurred via either policy or resolution records. The Fullerton report recommended that Fullerton form a Staff Council modeled after CSU Long Beach's Staff Council, add staff representation to the Academic Senate, and develop a process for appointing staff to committees. Fullerton does not appear to have created the Staff Council, though they did add one staff representative to their Academic Senate. I am not aware of their resolution to the last recommendation.

Bridget McCracken may, again, be a source of information on the history of staff representation on the Academic Senate at SFSU – I believe that she was instrumental in increasing the staff representation on the Academic Senate from one seat to three. Also, Darlene Yee-Melichar (Gerontology Faculty) is always a good source on Academic Senate and SFSU history. Some Staff Councils have an additional officer role for a Custodian of Records – a similar position on any SFSU Staff Council, or at the University as a whole, could prove helpful to maintaining a history beyond meeting minutes, resolutions, policies, & reports for many areas of campus.

SFSU staff do have representation on various committees, including search committees for administrative positions, per Academic Senate policy S19-180.²⁸ Nominations are provided for these committees by CSUEU chapter 305 and the final selection is made by the requesting group (usually the President of the University).

- Of the 21 other CSU campuses, 11 have some venue for shared governance dedicated to staff:
- 7 Staff Councils (Channel Islands, Chico, Humboldt, Pomona, San Bernardino, Sonoma, Stanislaus)
- 2 Staff Assemblies (Fresno & Sacramento)

²⁶ http://hr.fullerton.edu/documents/professionaldevelopment/ubi/univleadacademy/StaffGovernance_2010.pdf

²⁷ <https://senate.sfsu.edu/constitution/constitution>

²⁸ <https://senate.sfsu.edu/policy/search-committees-san-francisco-state-university-administrators-policy>

2 Staff Committees (San Diego & San Marcos)

It should be noted that San Diego State University has a Staff Affairs Committee that has been constituted via their University Senate.²⁹ San Marcos has a Staff Appreciation & Development Committee that does not appear to be focused on shared governance.³⁰ Of the other nine councils and assemblies, Channel Islands³¹, Cal Poly Pomona³², & Sacramento³³ had organizations with good documentation that could also prove helpful to examine. Pomona has one of the oldest Staff Councils (est. 1962³⁴) and Channel Islands has one of the newest (est. 2016³⁵).

UCs, CCCs, & Others

Both the University of California (UC) and California Community College (CCC) systems have strong staff representation in shared governance including system-wide organizations. Of the 10 UC campuses there is one Staff Association, one Staff Advisory Board, and 8 Staff Assemblies which participate in the Council of University of California Staff Assemblies (CUCSA³⁶). Websites for UC Davis³⁷, Riverside³⁸, San Diego³⁹, & San Francisco⁴⁰ had documentation that could also prove helpful to examine. UC Davis even had a Staff Assembly Coordinator.

Of the 114 CCCs, 62 campuses have a Staff Senate which participate in a system-wide Classified Senate (CCCCS⁴¹). I am less familiar with the CCC system, so I looked at the Wikipedia information for the system which provided enrollment numbers for Fall 2013. Using the Fall 2013 enrollment data for the 62 campuses that have a Staff Senate, it appears that American River College⁴², Mount San Antonio College⁴³, and the City College of San Francisco⁴⁴ might be other good examples to examine.

Lastly, the University of Kansas⁴⁵ & Santa Clara University⁴⁶ also have Staff Senates with good documentation. I'm sure there are others out there with good models.

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²⁹ <https://senate.sdsu.edu/policy-file/policies/committees-and-councils.aspx>

³⁰ <https://www.csusm.edu/sand/index.html>

³¹ <https://www.csuci.edu/staff/council/>

³² <https://www.cpp.edu/~staffcouncil/about/constitution.shtml>

³³ <https://www.csus.edu/president/university-staff-assembly/>

³⁴ <https://www.cpp.edu/~staffcouncil/index.shtml>

³⁵ <https://www.csuci.edu/staff/council/about-us/>

³⁶ <https://cucsa.ucla.edu/>

³⁷ <https://staff.ucdavis.edu/>

³⁸ <https://staffassembly.ucr.edu/>

³⁹ <http://staffassociation.ucsd.edu/>

⁴⁰ <https://staffassembly.ucsf.edu/>

⁴¹ <https://www.ccccs.org/> (Link Not Secured – Certificate Error)

⁴² <https://inside.arc.losrios.edu/governance/classified-senate>

⁴³ <https://www.mtsac.edu/classifiedsenate/>

⁴⁴ https://www.ccsf.edu/en/about-city-college/participatory_governance/classified-senate.html

⁴⁵ <https://staffsenate.ku.edu/>

⁴⁶ <https://www.scu.edu/staffsenate/>