

Staff Council Plenary Meeting
Minutes
Friday – March 22nd, 2024
Zoom
9am-10:30am

<https://sfsu.zoom.us/j/85181548846?pwd=OExZb0syME5wcmNJTWhERTJuNHE3dz09>

Present: Caroline Alcantara, David Apelt, Afitap Boz, Ray Castillo, James Ebben, Husam Erciyes, Daniel Fontaine, Kendra Harris, Paula Hsien, Chanda Jensen, Carlos Julio, Ash Klein, Herman Lee, Chelsea McNutt, Mary Menees, Dylan Mooney, Taylor Myers, Janet Remolona, Anarose Schelstrate, Dominic Sciucchetti, Jamil Sheared, Mirna Vasquez, Samantha Ward, Ingrid Williams

CALL TO ORDER: 9:05am

1. Approval of the Agenda for March 22nd, 2024
Agenda approved by acclamation.
2. Approval of the Minutes for March 15th, 2024
Minutes accepted by acclamation.
3. Announcements from the Floor
James Ebben thanked everyone who lent a hand for the SEIU and got him elected to be a delegate. Today is his last meeting in Staff Council as he resigned from his role in SC as part of his union involvement. Leaving temporarily to assist in SEIU in another state from April 3 to June 6. Still will be present but focusing on union responsibilities. Dylan congratulated and thanked him for his service.
Chanda announced the annual 5K run and everyone is invited to participate.
Mirna announced that the senate election is underway. There are openings for staff in different colleges and Dylan encouraged folks to consider or to nominate someone else.

Reports

4. Chair's Report
Dylan shared that the President's extended cabinet met yesterday - updates from regular group. Stanislaus had an IT breach. There will be no guest for April 5th, May Sun will come on April 12th for university committee on disability. Carleen Mandolfo will come from faculty affairs. Dylan announced to invite guests to join ExCom to see if interested in becoming part of ExCom.
5. University Reports (UBC, Senate, etc.)
Mary commented on UBC's meeting yesterday – interesting and lots of info on enrollment and other discussion. Liked the one on Risk Management by Mike Beatty. UBC office hours at 11 today, Friday. Dylan will add link.
6. Get to Know a Staff Council Member – James Ebben(will not do)
Guest Afitap Boz, program lead at CPAGE, and just started as interim member of the UBC yesterday. Taylor Myers, asst. to assoc. dean of LCA, active senator for staff.

Standing Committees

7. Break Out Rooms

Staff Enrichment –

Guest Speaker

8. Andrew Roderick & Jon Semer – TAR Process Update (Time Certain: 10am), AVP of AT Andrew, and Director of Service Management of ITS, Jon Semer. Tech acquisition request process (TAR) under IT purchasing. The campus is experiencing friction around the technology process, TAR is a problem, procurement is a problem. A year ago, IT/AT charged to do something about it. TGC sponsored the process to streamline the TAR process and improve experience for purchasing IT goods and services. AT and ITS partnered with other stakeholders (DPRC/Procurement) to initiate a process review and propose a revision of the process. TAR Revision Expectations – what to expect as an outcome: new easy to use front end. Will continue ServiceNow but in the background; enable features like storing approvals by user. No more “one-size fits all” process, streamline low risk/ clear requirements for high Risk, the higher the risks the higher the stakes, better integration with procurement processes, accessibility, clearer pre-approved, new “Already approved”. Will be adding a lot more pre-approved items in the next year. Jon, shared doing focus groups, next couple of months, working on interface designs, they are early in the process. Part of process is user testing it. Soft launch this summer 2024. Full scale roll out in fall 2024. Feedback group include about 10 staff, faculty and administrators, collaborative across campus. Make things easier, give support. Pre-approved list make a lot easier to find/use. Clean up interface between TAR and procurement. Conditional approval window. Whole goal of redesign is for more interactive, proactive with user when they approach the process. Q&A – Chanda said kudos to team implementing this, it’s been a longtime coming. Ray Castillo, getting email about Otter AI, sharing notes. Andrew said, automatic transcription program, record voices from a meeting, can be use in a variety of ways, can record zoom meeting and transcribe. Problem is that it’s not, Otter AI not a campus, campus blocked AI from being integrated in zoom meetings. Launched AI zoom AI companion. Andrew suggested write to IT support and check. Samantha, really appreciate that AT and IT took the campus ramblings to heart. Will improve experience across the board. Team is fantastic. Jon said they are hopeful that they can help procurement as well. Great process, automate easy stuff, get business critical stuff get going. Building culture around folks being comfortable. Mirna thanked Andrew and Jon for the presentation – will the PCard group get automatic notification of the approval? Andrew said that the PCard folks, accounts payable, are vigilant in working with them. Andrew said they have denied TARs for folks who have gone out say at Costco to buy stuff. Requirements have gotten confused, credit card and procurement. Dylan said this process is far and above what’s been done in the past. Appreciate the group process. The group thanked the presenters.

Close the Loop

9. Standing Committees Report Back (if time permits)
Enrichment – Paula shared that the flyer is ready and will send in another email blast. Calendar for next year. Setting up Staff Awards.
Mega group- spring 2024 staff council election. Monday, nominations will open. Will send Qualtrics to current member. Most of us will be in until next year, just checking in to make sure everyone. Talked about Policy, have an agenda, talk about code of conduct. In

constitutions/bylaws to see if we can update and have more detail in processes, that committee is in agreement and that staff council in agreement. Will reach out to chairs, to discuss what procedures specific to each committee.

10. Open Floor

No plenary next week, Spring Break.

Adjournment: Time Approximate 10:30am