

Staff Council Plenary Meeting
Minutes
Friday, January 20, 2023, Zoom Meeting, 9am-10:30am

Present: **Caroline** Alcantara, **David** Apelt, Daniel Fontaine, **Kendra** Harris, Paula Hsieh, **Chanda** Jensen, Carlos Julio, Ash Klein, **Zay** Latt, Herman Lee, **Mary** Menees, **Chelsea** McNutt, **Dylan** Mooney, **Janet** Remolona, **Tony** Robbins, **Devi** Ruslani-Reyes, **Anarose** Schelstrate, **Dominic** Sciucchetti, **Jamil** Sheared, **Denzel** Vaovasa, **Mirna** Vasquez, **Samantha** Ward, **Ingrid** Williams, Lori Beth Way, Katie Lynch

Meeting called to order at 9:05am

- 1) Approval of the Agenda for January 20, 2023
Agenda accepted by acclamation.
- 2) Approval of Minutes from January 12, 2023, Meeting.
No Minutes from January 12, 2023
- 3) Announcements from the Floor
Dylan shared an article regarding missing SFSU Student from Pacifica Pier.
<https://www.ktve.com/news/sf-state-teammates-were-taking-polar-plunge>

Reports

- 4) Chair's Report
Dylan will be meeting with Denzel so we can post the website. Miscommunication, a distribution list was created not an actual email. Hopefully we will be full and running soon enough. Post our info on the website. Good way to promote what we are doing and hopefully get more folks involved. Public to attend as "guests" not as a participant – open period for guests to chime in and give feedback. Slowly growing, changing into that official body. Big thing was the email address. Only active committee going right now is Chargeback committee, nice to have draft to UBC and become a policy.
- 5) University Reports (UBC, Senate, etc.) – None
Mary – carry forward policy, will consider this at policy and review committee. Go to UBC page to read it and give feedback at meeting in February, Thursday, February 23 from 10-12. Mary asked Dylan to host the 'staff' office hour for UBC.
Via Tony, Dylan scheduled Larry Burillo will be coming to meeting next meeting to speak with us on Student Conduct. Dylan shared link, <https://conduct.sfsu.edu/>
<https://conduct.sfsu.edu/standards>
Best methods/ways in approaching student conduct. Tony shared he has been talking with Larry and looking into other resources to empower staff when they come in contact with bad behavior. Larry is 2nd official presentation.
Sheldon and Anoshua will be in two weeks, Feb. 10, 2023

Mirna on Academic Senate, next Wednesday, University Retreat, Jan. 25, hyperflex mode. 2-5 coffee and cookies will take place right after. Mary asked if there's a zoom link to retreat - it is in CEETL page
<https://ceetl.sfsu.edu/university-retreat-2023>

<https://adminfin.sfsu.edu/university-budget-committee-0>

Chanda announced, March 10th, women's conference, register to join.

Dylan was asked by Teddy A. to do a talk.

Kendra shared that new penguin at Academy of Sciences is named Pogo.

Janet asked if anyone knew time certain for Chancellors visit - Mary shared 12-2 on Thursday the 9th.

Presentation/Discussion (Time Certain: 9:30am)

Dylan thanked both Lori Beth Way and Katie Lynch for joining us to speak on administrative barriers to students' success. Dylan asked what barriers they have identified. Katie thanked everyone for inviting them and wants to hear from us. Katie spoke about what they are doing. There is no shortage of bureaucratic barriers – they have two work groups- continuing and incoming students. Incoming operations work from the very beginning. Financial holds are very crucial and timelines don't always match up. A separate workgroup meets regularly on this to work on student financial journey. Student withdrawal process is complex and confusing so working on clearing this process. Lots of different groups and it is a collective team largely made up of staff members. Working on waiver of college regulations to make sure it is used properly. Website is not easily navigated. No shortage of work to do. How they can see us helping. Lori Beth – one of the things they are doing is to put some of these things online and figure out which is most used and automate. How to help, the infinity loop not happen. Staff can help, students stay because they are supported.

Mary added link <https://vpsaem.sfsu.edu/file/student-concerns-quick-reference-list-1>

Katie have to figure out how to leverage technology.

Janet – contact number where people actually answer the phone.

Chanda thanked both Lori Beth and Katie – more robust general onboarding for all staff.

Ingrid chimed in that they are working on staff onboarding program. Chanda, suggested creating an acronyms list across campus.

Chelsea – Child and Adolescent Dept. gets a lot of returning students using “old bulletins.” They need targeted advising. How do we get updated picture of what they need now.

Mirna – Acad. Senate receives a lot of forms by mistake. Knowing somebody to ask helps.

Lori Beth shared that, WASC, accrediting body, will come on April 5 or 6th, not positive if we have an open staff forum. Last time they were here, we were accredited for 10 years and that is the goal. Asking for participation and inviting whole campus. 6 people coming.

Katie, thanked us for the discussion and happy to come back. First week of class - Welcome tables – will send sign up and invite everyone to welcome students.

New Business

- 6) Standing Committees (15 minutes)

New Business

- 7) Close the Loop

Dylan asked people's thought on Lori Beth and Katie's visit.

Janet – need more spaces on campus where students can go and feel supported. Mary needs to developed student resilience because we don't have enough resources to hold hands of undergraduate.

Caroline – good ideas that were shared by Lori Beth. Major problems that were shared were students who get misdirected.

Chanda, add to Janet's, during student orientation and welcome week, emphasized students SFSU 101. During these time, having programs for mentoring, reemphasizing before classes begin. To learn more about campus and more comfortable when we have a captive audience.

Equity & Inclusion – Dominic will make announcements.

Staff Enrichment –

David, Caroline, Janet, Anarose, Devi

Janet shared <https://www.csuarc.org/>

Janet - one of our responsibilities is to share/communicate professional development activities. Different departments have different policies for supporting staff travel.

Retreat largely for faculty. David remembers ASILOMAR retreats – Joel Kassiola.

Bulk discount at 10%, early bird at \$699. Good conference and learn 'best practices'

Admin Professional's Day, April 26, 2023

Bus Tour March 20, 21,22,23

Zoom meeting February 8 or 9

Policy Review

Shout out to Denzel for updating the website

Meeting adjourned: 10:35am

Recorder: Anarose Schelstrate