

Staff Council Plenary Meeting
Minutes
Friday, October 7, 2022, Zoom Meeting, 9am-10:30am

Present: David Apelt, Chanda Jensen, Ash Klein, Mary Menees, Dylan Mooney, Jeff O'Toole, Janet Remolona, Tony Robbins, Roberto Santiago, Anarose Schelstrate, Dominic Scicchetti, Denzel Vaovasa, Mirna Vasquez, Samantha Ward

Meeting called to order at 9:05am

Chair D.M. shared that there are currently 14 people in the Staff Council not including ex-officio members. He explained that we must meet quorum requirements – we needed 8 and we have 10 in attendance and therefore have quorum and the meeting can proceed.

- 1) Approval of the Agenda for October 7, 2022
Roberto requested an addition to the agenda for discussion – “How do we share documents?” Motion was approved/voted and item #8 is added to the agenda.
Agenda was approved.
- 2) Announcements from the Floor/Minutes - there was no minutes to approve.
Chanda announced the interviews for the Health Center Director. Dylan suggested dropping the links to the chat.
- 3) Chair’s Report – Dylan shared that he sent an email to Ingrid Williams to inform her that the council decided that the Plenary Meetings will happen once a week for 90 minutes during the 1st four weeks in October. Ingrid said that neither she nor Dylan should send an email to appropriate administrator. The individual councilors need to send an email to their AA and to copy Dylan and herself in the email. Councilors should mention the future plan and this should be topic of discussion for end of October.

Dylan reported that he attended the Extended President’s Meeting yesterday. He represented the Staff Council and reported where we are in our planning. The President and Provost are appreciative of our hard work and eager for our participation. Associate Students, Academic Senate, Chief of Staff, and Campus Climate groups are all hard at work with different projects.

Ash asked if Dylan can share 2 priorities from the President’s office that the Council needs to focus on. Dylan responded that: 1) Staff Reps are needed in other committees like Strategic Planning which has 6 sub groups and 3 staff are needed in 3 of them, and 2) Reviving the Faculty/Staff Arts & Crafts Faire during the Holiday season.

We need standing committees in place and empowered to do the work.

New Business

- 4) Write-in Candidates

Previous election committee was formed from the Steering Committee but will not be part of Staff Council. They were not empowered to decide on the write-ins that came during the voting period, not the nomination period. The Election Committee will handle the write-ins. We need to set the Standing Committees first before dealing with the write-ins. Dylan sent a poll (Qualtrics) yesterday for folks to rank the Standing Committees.

Write-In Candidates

C99 – 1 seat filled

Unit 1 – 1 seat not filled, no nominations/no write-ins

Unit 2 – 1 seat not filled, no nominations/no write-ins

Unit 4 – 4 seats not filled, had 1 candidate but dropped out, 4 seats empty

7 write-ins, Election Committee will reach out and confirm, a run-off needed

If all 7 accept the nomination.

Unit 5 – 5 seats not filled, no nominations, 2 write-ins

Unit 7 – 2 seats, filled

Unit 8 – 1 seat not filled, no nominations/no write-ins

Unit 9 – divided in 4 sub groups

General Technical Support – 10 seats, 7 filled, 3 open seats, 12 write-ins

Information Technology – 4 seats, 3 filled, 1 open, 1 write-in

Research & Data Support – 2 seats, 1 filled, 1 open, 2 write-ins

Technical Data Support – 3 seats not filled, 4 write-ins

5) Standing Committees

1-Executive Committee

2-Policy & Procedure Review Committee

3-Equity & Inclusion Committee

4-Staff Enrichment Committee

5-Elections Committee

Anarose asked if Executive Committee members can be members of Standing Committees. Dylan responded that normally not, but he isn't opposed to the idea.

There are 14 people in the Council and "placing" staff in positions might be walking a fine line with collective bargaining.

Instead of picking an individual, we can send a list of who are willing to serve the role and how they do this is not our concern. Dylan hasn't gotten an answer as to the size of list. It's good to send 6 names but 3 may suffice. Some committees have specific requirements like only 2 can also be a Staff Council member, and 1 is outside the council.

6) Website, email address, etc.

We need a volunteer to do the website. Dylan will talk to Ingrid about ownership of Email address. We won't have a phone#. We were reminded that the Staff Council is under the umbrella of HR.

Ash K. asked if we will have social media presence. We will need a volunteer. Can At-Large member do this?

Dylan wondered if we need to build in another member, "communicator."

Chanda shared that when they went into Mashouf, they develop email addresses for each program. Dylan added that when departments created own emails, it was attached to Chairs.

Mary asked if we have a budget. Is it possible to have a student assistant? Dylan will gently ask Ingrid but most likely not. Chanda also mentioned Work Study funds. Fund raising is a gray area but perhaps this is a way to build funds.

7) Ex Officio Members

We have to start planning on when we invite the "non-elected" members of the Council which consists of:

Voting members

- 2 students (1 graduate, 1 undergraduate) as chosen by Associated Students
- 2 faculty (1 Tenured/Tenure Track and 1 lecturer) as chosen by the Academic Senate

Non-Voting members

- Univ. President of Designee
- President of APC (Unit 4) or Designee
- President of CSUEU 305 (Unit 2, 5, 7, and 9) or Designee
- President of SUPA (Unit 8) or Designee
- President of the Teamsters (Unit 6) or Designee
- President of UAPD (Unit 1) or Designee
- AVP of Human Resources or Designee

Do we bring them after we have Standing Committee settled?

Roberto is in favor of establishing this group 1st. Once regular meeting is established, then we invite them and it will feel less of a commitment.

Do we want them sitting in Standing Committees? For Acad. Senate, President Mahoney sits on Standing Committees and Union members sitting on policy committee might be helpful. Ex officio members, from their particular roles or positions, like a Provost, will be helpful in the work that we do.

Mary suggested that we wait until after the Standing Committees meet. If Standing Committees decide they need information from Ex Officio members, they can invite.

Dylan added that students are hard to get and we don't know what we see as important. Associated Students are also pulled pretty thin and have difficulty in getting students to participate.

Sam mentioned utilizing student assistants.

Tony wondered if students are involved, can they be given credit if we can't pay them.

Dylan responded that in his opinion, we should not take this issue on and that Academic Senate needs to figure this out. Mechanism does not exist. Academic Senate is working on this issue – to give students credit for being in Academic Senate. Counselor Sam Ward will research this issue.

Tony added that the Recorder be in-charge of email.

Anarose mentioned that academic departments offer Independent Study courses (699 for undergraduate and 899 for graduates) and these are used for students to receive credit for work/project that they cannot get paid for. Roberto added that these courses are attached to instructors and he asked if a Council member can be hired as adjunct faculty for this purpose.

8) Sharing documents

Dylan has created temporary Box folders which he will share with the group. Minutes, will be uploaded to these folders. Will they be made public once approved? Dylan will ask. Dylan feels that Box will probably suffice and support our need for now.

Chanda asked if we can host our minutes on the HR website temporarily? Dylan will ask Ingrid but he does not want to put too much pressure on HR team.

Open Floor Discussions

-Roberto asked what our reporting responsibilities are? What are we required to do? We will add this as agenda item and Sam will do some research on this question.

-Mary stated that it is important that we get the Standing Committees resolved by next week's meeting.

-Write-ins will wait until Standing Committees are decided on.

-Dylan stated that the Executive Committee will work on this on next Thursday's meeting. Chairs of Standing Committees will also be included in Executive Committee.

Meeting adjourned: 10:28am

Recorder: Anarose Schelstrate