

Staff Council Plenary Meeting
Minutes
Friday, December 9, 2022, 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, Sandee Noda, Devi Ruslani-Reyes, Anarose Schelstrate, Dominic Scicchetti, Jamil Sheared, Samantha Ward, David Woo

Absent: Janet Remolona, Tony Robbins, Denzel Vaovasa, Mirna Vasquez, Ingrid Williams

Meeting called to order at 9:05am

- 1) Approval of the Agenda for December 9, 2022
Agenda accepted by acclamation.
- 2) Approval of Minutes from December 2, 2022 Meeting.
Minutes accepted by acclamation.
- 3) Announcements from the Floor

Sandee announced that the President's Holiday Party has been moved to Jack Adams Hall.

Reports

- 4) Chair's Report
D.M. reported that we did just get access to the website so we can start building it up. Denzel will start working, just needs the time to do it. This will have relationship to communications position. Snaffu on Staff Forum, DM didn't get the link and wasn't in agenda but still had the slide on Council event.

MM asked if we can give feedback on Staff Forum or do we do it here in council? DM says we can email Ingrid or Nancy.

DM thanked the staff enrichment committee for Wednesday's event and it was nice to see folks from across campus.

Sent off names from Equity & Inclusion committee and folks are already receiving invitations. Will meet with CFA and CSUEU next week.

- 5) University Reports – None

Question from Kendra – are we closing the 22nd and/or the 23rd. Sandee shared that January 3 is when we return to campus, the 2nd is when we observed the New Year.

Ongoing Business

6) Standing Committees

Breakout – 9:20 back in 20 minutes

9:51 back to group/plenary

7) Communications Coordinator Second Reading

2nd reading is owned by entire group/plenary. Now is not the time for giving suggestion – what is appropriate is to speak for the item. 3rd option, appropriate to amend, explicit amendment (like it should read as X not Y). Put in chat, every amendment will be voted on individually.

Hand to Policy & Procedure Review committee

MM announced Kendra Harris volunteered to be co-chair.

This came out of the issue of how to have consistent communication with entire staff.

Made changes based on feedback from 1st reading. DM shared new policy.

Changed the title from Communications Officer to Communications Coordinator

Deleted the word create from item a.

SW thanked Mary and spoke in support of the motion.

Ash asked if there is a time limit for this position. DM said it's not mentioned explicitly here. This is one of the leadership role and it's for 1 year. There will be an internal election for leadership roles.

DM Polled the group, strong support, DM thank the Policy & Procedure Review. We've accomplished an official business process.

94% yes, 6% abstain, 0%No

New Business

8) Spring Meeting Schedule

DM looking at poll, looks like we are pretty much sticking to current schedule. Some groups meet for 3 hours! DM feels 90 works, maybe 60 is doable if we meet weekly.

MM asked if they get release time. DM said chairs get .20, only Chair of Acad Senate is 1.0 release. DM feels that release time is a point to bring up. MM shares work load does not diminish. All agreed.

9) Carryforwards & Reserve Policy (UBC)

DM shared policy on zoom- SFSU Policy: Designated Balances, Reserves, and Carryforwards

-there is no good clear definition for 200.1 Designated balances and reserves, recorded university level not departmental.

-carryforwards, good definition.

-fund balances, specific funds not general operating funds (like carryforwards)

What are they going to do with them?

Designated balances and reserves – 10%

Carryforward (departmental level)- specific encumbrances

Carryforward earmarked

DM explained 300.1.2

MM shared that this policy forcing folks for tighter budgeting and planning.

SW asked, if you have carryforwards two years in a row, what happens?

SW asked if the actual spent in a given year would effect the budget allocations for subsequent year? Effects our day to day tasks.

MM can we ask for modifications? DM not sure, hope it's more like a 2nd reading before final vote.

DM will raise issue of the definition for Designated balances (confusing). Not sure how to raise Sam's question.

10) Close the Loop

11) Open Floor

Meeting adjourned: 10:35am

Recorder: Anarose Schelstrate