

Staff Council Meeting Minutes

Location: WebEx

October 27, 2020 3:00 p.m.

Members Present

Sharmeen Ahmed, Zelda Chacon, William Coari, Brenton Day, Risha Dulip, Jennifer Escamilla, Noelle Freese, Valerie Gibbons, Jennifer Grabarczyk-Turner, Carol Haley, Franklin Harrison, Alexandra Janney, Erin Longoria, Candace Martinez, Sonia McNeil, Miguel Munoz, JoAnne Salinas, Ronald Sepulveda, Julie Shuttlesworth, Martha Simcik, Angela Walker, Brittney Weise, Melissa Zamora.

Members Absent:

Cassie Eyring, Veronica Harris, Amanda Horne, Shay Lee, Christie Roberts, Miguel Moreno

Others Present

Nonvoting members: Debra Cortinas, Jaclyn Mahlmann, Ben Soto, LaNiece Tucker

Guests: Mary Canales, Stephanie Coello, Ann Degaish, Edrick Ellis, Adan Gongora, Sharon Herrera, Christopher Luzania, Elizabeth Perez, Dana Rhyne, Crystal Seehorn, Christopher Wilson

I. Call to Order – Frank Harrison

Meeting called to order at 3:03 p.m.

II. Approval of Minutes – Julie Shuttlesworth

N. Freese made the motion to approve minutes

B. Weise seconded the motion. Minutes were approved.

III. President's Report – Frank Harrison

- Break in the Day – Yield to J. Escamilla
 - Event is Thursday, Oct. 29th at 11:30am
 - There will be 5 different games in WebEx breakout rooms on Attendify
 - Volunteers needed to moderate games and assist with prize giveaways
 - R. Sepulveda worked with IA to secure coupons for free Stripes tacos for all staff who attend.
 - J. Shuttlesworth recommended sending via email following event to list of those who attended.
- Retreat follow up
 - Bylaws Committee working on bylaws update, including addition of a communication committee.
 - That committee will address website comment form.
- Follow up to submitted complaint about skunks
 - Complaint has been forwarded to SSC

- Currently using Humane live traps to relocate animals.
- Monthly reporting done by Health and Safety office
 - Z. Chacon reported that Health Center has seen Raccoon attach cases.
 - J. Mahlmann reported that 15 traps have been replaced due to damage from people letting animals out. Also noted that no one on campus except the iCAT team should be feeding campus cats.
- Budget Think Tank report
 - Currently reviewing campus input and looking into ideas, regarding existing contracts, legality of recommendations.
 - Think Tank is not a decision-making group, simply making recommendations to PC
 - S. Ahmed – stated that there are 6 subgroups working on different topics.
 - J. Mahlmann reported that Dr. Miller has stated that salary reductions and elimination of positions is not on the table.
- Award Ceremony
 - October 29th at 3pm
 - Will include Spring 2020's winners and service awards.
 - D. Cortinas stated that the service recognition is up on the HR website
- Spring Academic Schedule
 - Spring Break 2021 has been canceled.
 - Classes will start a week later
 - HR will add 2 floating holidays as comp days for the originally scheduled university closure.
 - Days will be assigned in workday and valid for 1 year from the date loaded into workday.
 - Can be used as days off during that formerly scheduled spring break week
 - Supervisor approval needed for use.

IV. Vice President's Report – Sharmeen Ahmed

- Attended Faculty Senate meeting
 - Faculty concern over use of Islander Mascot

V. Treasurer's Report – Cassie Eyring

- Absent.
- F. Harrison reported goal of partnering with offices and other committees for cost savings options for this year's events and plans.

VI. Committee Reports

- **Benefits & Employee Development – Joanne Salinas, Chair**

- 2021 Employee development days tentatively scheduled for April 27-29
- First committee meeting for planning.
- Staff Council will be working on the Mindfulness track
- Is meeting with D. Cortinas in November to examine how we can assist HR with training.
- **Bylaws and Constitution – Alexandra Janney, Chair**
 - Committee currently working on bylaw review
 - Presentation made to Exec Council
 - Special session meeting with Exec Council to review modifications.
- Nominations & Elections – Julie Shuttlesworth, Chair
 - Has had two meetings. A committee meeting and meeting with IT.
 - IT less involved this year as groundwork laid last year to establish election process.
 - Election calendar will be consistent with last year.
- University Relations – Jennifer Escamilla, Chair
 - Report given during President’s report
 - Introduced new employee present during meeting: Christopher Luzania

VII. Ad-hoc Committees

- Annual Employee Luncheon – Candace Martinez, Chair
 - No report
- Dorothy Yeater Scholarship – Melissa Zamora, Chair
 - Spring Applications now open
 - Bosses Day sales raised \$621.44 for scholarships
 - Working on getting form onto iEngage.
- Employee Excellence Awards – Sharmeen Ahmed, Chair
 - Will be starting process for 2021 Awards after the 2020 Oct 29th ceremony

VIII. Liaison Reports

- Advisor Report:
 - J. Mahlmann – Campus continuing to take COVID precautions
 - Slight uptick in student cases
- HR Report:
 - D. Cortinas: Focus on awards ceremony

- A. Walker – Student Success Council – Current progress and subgroup meetings for the Student Success Plan
- M. Zamora – Environmental Council – Accepting proposals for Green Initiative ideas. Funding available.
- F. Harrison – Wellness Committee – Co- Sponsoring Break in the Day for Community building, Working on ideas for Tamalada
- F. Harrison – Safety Committee seats vacant. Email LaNiece if interested in serving.

IX. Old Business

- SECC Update
 - Statewide giving down
 - Still available on Single Sign On
 - Deadline is Oct 31st.

X. New Business

- From the floor
 - J. Shuttlesworth announced that Giving Tuesday Registration is open now.
 - F. Harrison yielded floor to J. Shuttlesworth for Islander Lights update
 - No in person event for 2020
 - New lights going up on campus.
 - J. Salinas announced Flags for Heroes to honor community and campus veterans. Volunteers needed for Nov. 7th setup along Ocean Drive

XI. Meeting adjourn at 3.56 pm.

R. Sepulveda made the motion to adjourn

J. Salinas seconded the motion.

Respectfully submitted

