

Meeting Minutes – February 19, 2020, 3 p.m.

Modular Building C Conference Room

1. Call to order

2. Roll Call

Members Present:

- President – Nancy Larson (Class of 2020, EEO#1)
- Secretary – Sarah Timm (Class of 2020, EEO#3)
- Jarrick Brown (Class of 2021, EEO#3)
- Hugo Cantero (Class of 2021, EEO#3)
- Liz Chavez (Class of 2021, EEO#3)
- John De La Rosa (Class of 2021, EEO#3)
- Hoyt Garner (Class of 2021, EEO#3)
- Parliamentarian/Historian – Ester Woodbury (Class of 2020, EEO#3)

Members Absent:

- Vice-President – Miriam Magdaleno (Class of 2021, EEO#3)
- Treasurer – Rachel Montejano (Class of 2020, EEO#1)
- Rosalinda Dietzmann (Class of 2021, EEO#3)
- Cristina Dominguez (Class of 2021, EEO#1)
- Roseanne Gutierrez (Class of 2021, EEO#4)
- Priyangana Risal (Class of 2021, EEO#3)

3. Approval of Minutes - Approved

4. New Business

- a. HR Update (Francy Leal absent) – Francy was absent from this meeting but sent the following information to Nancy in advance.
 - i. A correspondence will be sent out soon from Dr. Matson regarding phase II of the merit award plan discussed in the July 26, 2019 communication to all staff.
 - ii. The 8 week walking competition registration opened on Monday, February 17, 2020 and will close on Friday, March 13, 2020. As an incentive for registration HR will be giving out limited edition "My Wellness Journey", Jaguar printed backpacks. The competition begins on March 16, 2020 and ends on May 10, 2020.
 - iii. The spring walkers registration opened on Tuesday, February 18, 2020 and will close on Monday, March 2, 2020. The competition begins March 2, 2020 and ends on May 6, 2020.
 - iv. A presentation by Compsych on "The impact of Attitude on Work and Life" is scheduled for March 26, 2020 as part of the Women@Work program.

- v. Wellness Week will be hosted from March 30, 2020-April 2, 2020.
 - vi. Employee Development Day will be held on June 3, 2020 and HR is looking for volunteers for the professional development breakout sessions committee (headed by Francy Leal), the decorations committee (headed by Patti Morgan), and the food committee (headed by Christina Gomez). Liz and Jarrick volunteered to help with Employee Development Day on behalf of Staff Council and they will reach out to Francy.
- b. Resignation of Juan Espinoza from the Staff Council. According to the Staff Council Constitution each EEO classification should have a minimum of 2 positions occupied on Staff Council. Per Nancy, Juan was in the EEO 3 category and even with the loss of Alicia Barthel at the beginning of the academic year, we have plenty of members still on the council from this classification and are therefore still meeting the minimum of two representatives. Nancy asked if we needed to elect someone to fill his vacant position. Jarrick asked when we'll be nominating people for the new cycle of Staff Council. Nancy thinks the call for nominations will go out in April with selections being made in May. Because of this, all present felt like it was okay to wait until the next round of elections rather than trying to refill Juan's spot for a few months. Nancy suggested that in the meantime, if we have ideas for people who would be good candidates, broach the subject with them ahead of nominations. Ester would like a date/time frame for the elections and transition so she can share that at her next Enrollment Management meeting and encourage people to apply since their office is not currently largely represented on Staff Council.
- c. Toastmasters Charter Member applications available from Nancy or Richard Jenkins – If anyone expresses interest, let them know that Nancy has the applications.
- d. Staff Council volunteer needed for Employee Development Day planning – June 3: Liz Chavez and Jarrick Brown volunteered.
- e. Johnny wants someone to serve on the Bookstore Advisory committee – Hoyt Garner volunteered
- f. Suggestion Box New Items (Nancy)
- i. No new items.
5. Old Business
- a. Pending Suggestion Box Items (Nancy)
- i. Vending machines in the modulars (Michelle Anguiano, 8/15): Nancy will be closing this ticket. Johnny will look at outdoor options. Hoyt said they are retrofitting Modular B for Athletics so perhaps they could fit a vending machine there.
 - ii. Birthday leave (Eliasz McCullen, 10/29): Martha's done a fair amount of research on this. She attended a higher education HR meeting and found out that the few schools who did something like this used emergency leave for birthdays. Dr. Matson felt we've done due diligence on this issue and unless the Staff Council wanted to put forth a formal request for birthday leave, she would not pursue it. There was no interest from those present in pursuing this formally. Nancy will

respond to the requestor and will tell them Martha is happy to speak with them one-on-one if needed.

- iii. Amazon Prime free shipping (Anonymous, 10/23): Per Nancy there seems to be movement towards approving this but the comptroller must approve it in writing. Per Dr. Matson this could potentially hurt the HUB vendors so she will follow up on this. Nancy will check in with Frank Ramon.
- iv. Cleaning charges on the weekend/recycling (Cristina/Nancy, 11/20): Nancy followed up with Trevor Liddle who said SSC's contract only includes services during the regular work week. Trevor has asked the Auxiliary Services Department to include clearer communication regarding this when reservations are being made in EMS. The toilet paper should not have been charged to the Cisneros Institute so the invoice should be sent directly to him to help get it paid. Hoyt said this has been handled but it's good to know for future reference. Per Trevor Liddle, staff should call Todd Mocabee or Mary Walker right away if they see someone on the cleaning crew not recycling appropriately. Hoyt pointed out that the cleaning crew do not have a separate bag for recycling on their cart.
- v. Picnic table behind Modular C (Joanna Vela, 12/2): Facilities responded and said one will be placed behind the building but it's not out there yet.
- vi. Organizational Structure of the University (Lionel Cassin, 1/7): Nancy emailed Lionel for clarification and provided him the link to where the chart is online. She will point out the link at next all staff meeting since Lionel thought this would be helpful to other staff.
- vii. Power Hour workshop suggestions (Kimberly Grotewold, 1/7): Dr. Matson suggested that the topic be taken to the IT Governance Group. Nancy has connected Kim with Bill Griffenberg and Deanna Reynolds.

6. Committee Reports

- a. All Staff Meeting (Sarah, Hoyt, Jarrick, Priyangana)
 - i. Next meeting – Apr. 14, 9:00 a.m. Vista Room (no breakfast): We have received many suggestions for guest speakers. Sarah will email the VPs after Spring Break. We received more suggestions from Dr. Matson such as an alumni update, information about the Heritage Months, the new President's Commission on Accessibility, and an Employee Development Day teaser of some sort. Miriam has identified some dates for next year's all staff meetings. August 5, 6, 11 or 12 were suggested. Classes begin on the 20th and convocation is the 18th. Jarrick recommended not doing it on a Tuesday if that is when the on-boarding for new staff still occurs. We suggested August 12th as our first choice and August 6th as our second choice. For November we recommended Tuesday, November 10th since military affairs will probably be doing something the morning of Veteran's Day, Wednesday, November 11th. For January, the 5th or 12th were options. January 12th is our first choice and we will stick with April 14th for the last meeting.
- b. Social & Community Service (John, Cristina, Sarah, Rosalinda, Jarrick, Liz, Roseanne)

- i. Mixers: Feb 21 Social Mixer at La Tuna at 5:30 -7:30 p.m. The March Mixer will be at the Friendly Spot on March 20. Apr. 17 mixer at The Block, 6:30-8:30 p.m. Willie's Ice House was suggested for a future mixer location.
 - ii. Staycation: March 11 – 11am to 2pm with games and activities for a field day featured the entire time along with an Amazing Race from 12 to 12:30pm and lunch from 1 to 2pm. We are hoping to offer board games, arts & crafts, and five minute massages. Ester suggested we order from Domino's since they have gluten free and vegetarian options. John will check to see if Costco has those other options for pizza. Ester also suggested we order larger plates. Ester asked if we could use the e-sports consoles and games for staff. Hoyt suggested that John ask Travis if we could borrow these items. As a weather back-up plan we have reserved the Casa Ceremony Room and Pavilion. We'll need waivers for this and might need insurance so John will ask Rita. Ester also suggested karaoke. Jarrick suggested other field day activities such as tug of war, sack races, basketball, dodgeball, etc. so that it doesn't cost us too much money. We definitely want to keep the massage chairs as an option since the cost was not too bad. Hoyt suggested borrowing archery tag. John emailed Jessica Loudermilk asking for permission for staff to have a casual day and to make sure the university would not have early release but has not received a response. Nancy would like to consider using what rec sports has to keep costs low so we can use our leftovers on more food or possibly a dessert like paletas. Nancy wants to be able to send information about this event out next week. Hoyt and Jarrick asked Liz to talk to Cristina about food handling training in case we need that.
 - iii. Staff Council wants to encourage staff to volunteer at the Festival de Cascarones. There was a suggestion to have a booth with a game rather than selling food or cascarones. John asked if Rec Sports would let us borrow the archery or hover ball. Nancy said we would need to purchase swag to give away as well if we staffed a booth.
- c. Appreciation/Recognition (Priyngana, Rachel, Cristina)
- i. Employee Spotlight Awards: The deadline for the next round is March 10th. Priyngana still needs some help coordinating this. Ester will ask Rachel if she's reached out to Priyngana yet to help with this.
 - ii. Administrative Professionals recognition –Wednesday, April 22. – Nancy is not sure who is currently working on this.
- d. Communications/Marketing (Miriam, Hugo, Liz)
- i. Visits to offices in districts
 - ii. Hugo will update the website once he gets an image from Luann. He will be changing the layout for the minutes to a table layout so you can go directly to the date and find the minutes easily. Hugo will continue to work on updating the website with the suggestion box resolutions and will provide Nancy with options of how this might look.

7. Special Committee Reports

- a. Parking and Transportation (Hugo): No updates
 - b. Master Plan Committee (Hugo): No updates
 - c. 2020 Census Working Group (Hugo): They will be meeting next week. The University will have a walk in site where people can be registered to be counted.
 - d. Search Committee for VP Business Affairs and Chief Financial Officer (Cristina): Cristina absent from meeting
8. Other issues/concerns:
- a. Jarrick reminded us that there will be free crawfish tomorrow (Feb. 20) in honor of Mardi Gras from 12 to 2pm in the food truck area along with red beans and rice.
 - b. Jarrick, Liz and Cristina are on the LGBTQ task force. There are some members of the task force who want to send a letter to the President and President's cabinet asking them not to bring Chick-fil-A to campus. Currently some of the student organizations or departments use Chick-fil-A for catering. There was much discussion about this and about how taking a stance like this might take the university into a political realm when we've been asked not to do so. Several felt such an action might open up a can of worms.
 - c. Liz stated that there would be a Cesar Chavez March on March 21 and that the Ring Ceremony needs volunteers on April 1.
9. Adjourn