Wednesday, November 20, 2019, 1:30pm, LIB F209

Chair Jessica Welch called the meeting to order at 1:30pm on Wednesday, November 20, 2019. Library, Room209; a quorum was not present.

Members Present
Anthony Baker, Sulaina Banks, Lauren Lynch, Brandon McMillin, Gabby Pelayo, Molly Pucillo, Mary Watson, Jessica Welch

Members Absent
Sue Armitage, Lorraine Casazza, Deserie Donae, Kailyn Doyle, Katlin Goldenberg, Cortney Koors, Steven Margell, Casey Park, Amelia Wright

Guests
Sarah Godlin

2. University Senate Report
It was noted there were no Staff Senators in attendance to report.

Open Campus Announcements
Councilor Casazza reported the Learning Center is hosting a study week the week before finals; the kickoff event will be Monday December 2.

Councilor Wallace announced she is teaching yoga for free from 4-5pm.

Councilor Pelayo announced they are now taking volunteer sign-ups for the annual pancake dinner.

Councilor Baker will host three students at his family’s Thanksgiving celebration.

4. Approval of Minutes from the October 18, 2019 Meeting
Due to the absence of a quorum, the minutes could not be voted upon. The minutes will be approved at the next regular meeting.

5. Staff Council Officer Reports
5.1 President Welch reported that Katlin Goldenberg is a new Councilor, and will serve on the Governance Committee. The President’s Cabinet met for the first time last week. It’s a large group (they’d allotted two hours for the meeting, and didn’t get through half of the agenda). President Welch encouraged councilors to share any questions they’d like her to ask on their behalf. She met with HR director David Montoya and they discussed options for the Council to collaborate on professional development and/or onboarding with HR. The top ten rated staff nominees for this awards cycle have been identified. President Welch concluded, noting that
the President’s Office has cancelled the Spring Welcome, due to the rescheduled Investiture, but they will announce the staff awards at a different time, in a different format; more information is forthcoming.

5.2 It was noted that Vice President Koors was unable to attend the meeting

5.3 Secretary Watson offered no report

5.4 Treasurer Baker reported the council will soon spend money, but has not spent much yet. He noted he’s developed a multi-year budget plan to make sure we leave enough funding for the next body. Roll forward monies should always contain $600, which will ensure that the next committee be well set up. He noted his hope that Supervisors should see and recognize that things like staff council and information exchanges should be included in reviews.

Staff Council Standing Committees Reports
6.1 Service Projects Committee:
   • Councilor Banks reported the following regarding the Fall Potluck, scheduled for 11/21:
     o 55 people signed up using the google form, 38 of whom say they’ll bring food.
     o Food and drinks are ordered, and thanks to Councilor Wallace, the drinks and utensils have been donated.
     o There will be a chance to help set up or take down for the event. Sign up sheet will be emailed shorty.
     o Games during the event will include Human Bingo, the prize will be a sushi making kit (donated).
     o Councilor McMillin will provide the printed 2019/20 staff spotlight pdfs for the tables. Staff who are bringing food will be given an allergy card for them to fill out to delineate what ingredients are in the dish.
     o There will be a google form sign in sheet, which will allow for timestamping when folks join the party
     o There will be photo permission sheets available
     o Councilor Banks will send out a post-event survey to all HSU staff. The survey will ask folks if they attended, and if not, then why.
   • There will be a door decorating contest for the holidays, the themes are either “Winter Wonderland” and/or “Gingerbread houses.”
   • There is a tentative event schedule in the google drive for your review.

6.2 Governance Committee:
   • Councilor Watson reported the committee is working on the elections timeline for staff seats so they happen in tandem with the general faculty elections.

6.3 Recruitment Committee:
   • Councilor McMillin reported the committee has done three staff spotlights so far, and have the December and January spotlights lined up. The committee doesn’t like the idea
of removing anyone from the spotlight page, but are in favor of archiving them in a different file, and they’d keep their name and the year and job title. The committee has also delivered 33 welcome bags, and there are 8 left to deliver.

6.4 Marketing Committee:
- Councilor Pelayo reported the following:
  - The committee is continuing the Staff Council logo design, and will look for feedback from the council before the project is completed by the end of this academic year.
  - The committee is developing a “Make a Connection” form to post on the website with questions to ask, we will look at submission answers and match people up, will roll out at the first of the year with the theme "Making New Connections in the New Year". They will send to the council members for review before it is finalized and launch next year.
  - The committee met with Mike Dronkers in MarCom who organized the HSU Live effort and asked for best practices to roll out an Instagram Staff Takeover.
  - This promotion will begin with a volunteer Councilmember; Councilor Banks volunteered to go first). There will be a list of questions provided to participants, and if a participant needs help navigating the app, they will be offered the option to let a councilmember help curate their takeover and assist with using the app.
  - Spirit week will start the first week of spring classes, and the committee is looking for more ideas for daily theme. So far the ideas are: Monday - Alma Mater Monday's to show the diverse educations of our staff members, Tuesdays - ?, Wednesday - Wacky Sock Wednesday, Thursday - ?, Friday - Green & Gold

6.5 Gender Equity Working Group:
- Councilor Baker reported the awards rubric worked well. Councilor Banks noted that the scoring of the two different sections was confusing because one was 0-2 and one was 0-3. President Welch explained the weight and value of the different sections and how the working group developed the rubric.

7. End of the Year Staff Celebration Event Planning
7.1 Council members reviewed the list of vendors used in the past to solicit donations for the end of the year party. Councilors were asked to review and remove out of date businesses and add any new businesses. Discussion on gift cards and how we will continue to accept gift cards and communicate well with party attendees that there is a 40% deduction if they win a gift card. We will ask vendors for in-kind gifts first as preferred and will accept gift cards second.

Meeting concluded at 2:55 pm