

Wednesday, December 18, 2019, 10:00am, LIB F209

Chair Jessica Welch called the meeting to order at 10:05am on Wednesday, December 18, 2019 Library, Room 209; a quorum was present

Members Present

Sue Armitage, Anthony Baker, Sulaina Banks, Lorraine Casazza, Deserie Donae, Kailyn Doyle, Kat Goldenberg, Courtney Koors, Lauren Lynch, Brandon McMillin, Casey Park, Gabby Pelayo, Molly Pucillo, Mary Watson, Jessica Welch, Amelia Wright

Members Absent

Kim Coughlin-Lamphear, Steven Margell, Sasha Wallace

Guests

Bella Gray, Xandra Gradine, Arlene Wynn

2. University Senate Report

Staff Senator Gradine reported that the University Resources Planning Committee continues work on their multiyear budget recommendations for the President and will submit it shortly for his review; the Senate will consider their recommendations at the first meeting of the Spring semester, January 28. Senator Gradine also encouraged staff to provide feedback to Senator Mary Ann Creadon (mac4@humboldt.edu) on the proposed system-wide Ethnic Studies requirement detailed in AS 3404. They concluded, noting the large effort to make sure the Senate and General Faculty Constitutions and other guiding documents all match and aren't contradictory or redundant is on-going.

Councilor Park encouraged staff to read the HSU ethnic studies options before looking at the ASCSU proposal for perspective.

Open Campus Announcements

Councilor Park announced that A.S. president Yadira Cruz resigned on December 15th, so the A.S. Administrative Affairs Vice President Lizbeth Cano Sanchez will be taking up that role for the Spring semester.

Councilor Watson announced that non-instructional, non-MPP staff representatives are needed to serve on the search committee for the Provost search; she encouraged anyone interested to look at the draft meeting schedule attached to the call for nominations and get approval from ones appropriate administrator before volunteering.

Staff Senator Gradine announced the link to register for the spring 2020 Professional Development Day is live; this year it will be on January 16th and will include a panel of experts moderated by Interim Provost Lisa Bond-Maupin, who will lead a discussion about how the HSU

community can better interact with the local community of Arcata.

4. Approval of Minutes from the October 18, 2019 Meeting and November 20, 2019 Meeting

M/S (Watson/Park) to approve the Minutes of October 18, 2019

Councilor Doyle offered a friendly amendment to clarify that she was present
Councilor McMillin offered a friendly amendment to clarify that he was absent

Motion to approve the minutes as amended carried unanimously

M/S (Park/Doyle) to approve the Minutes of November 20, 2019

Councilor Doyle offered a friendly amendment to clarify that she was absent

Motion to approve the minutes as amended carried unanimously

5. Staff Council Officer Reports

5.1 President: President Welch welcomed new Councilor Kat Goldenberg and thanked her for her service on the Governance Committee. She reported the President's office will do a private reception in lieu of the spring welcome which has been cancelled for the Investiture. This week we'll create some communication about the spring welcome cancellation January 9. The private reception will be held on January 9. The President will be hosting a party to recognize the winner in front of their peers. In addition, we will feature one of the winners or winning teams via an email blast or our website or our social media

5.2 Vice President – Councilor Koors reported she has spoken with Bella Gray about embedding the Staff Council calendar on the Council website, since it was removed in the website overhaul earlier this semester. Bella will work with Councilor Watson in her capacity as Secretary.

5.3 Secretary – Councilor Watson offered no update

5.4 Treasurer – Councilor Baker reported Council is spending according to plan

Staff Council Standing Committees Reports

6.1 Service Projects Committee:

Councilor Banks reported on the following items:

- 25 people have participated in the door decorating contest, please vote if you have not done so yet. I'll be contacting the winners about their choice of whether they'd like a pie from Bittersweet or a cake from Ramones. I've included a walking map of the doors in case you'd like to go and see them. This was a great success, and it was awesome to see everyone's doors and they all tried to stop me and talk to me so it was awesome. Winners will be announced through email and social media on Friday.
 - Arleen Wynne commented that the Athletics Department has tried twice to

participate in the door contest, but we have not been able to get through.

- January 8 event is going to be called “connect over coffee” which will serve our new make a connection google form. This will cost about \$30 for two gallons of coffee and mini muffins, it’ll be from 9 to 10:30pm.
- This Spring for Friendship Day (Feb 14), we will be fundraising with candy grams of chocolates from Dick Taylor Chocolates.
- March will be the Spring into Green and Gold
- April event will be the Spring Potluck. Based on the survey for the last one, they like the Friday potlucks, the survey also said it would be better to have it in the Great Hall, it is available on the 17th and 24th.
- Another idea for Spring could be a weekend yard sale, and if we do a huge campus wide yard sale we could have staff sign up for the 25 spots in the quad.
 - Discussion ensued and is summarized below:
 - Councilor Koors asked whether this idea is based on wishes from staff; Councilor Banks clarified it was an idea mentioned on one of the Council’s idea boards from the first meeting.
 - Councilor McMillin asked would the profits go to staff council or would the profits be for the staff members selling it.
 - Councilor Casazza suggested we could pick up their junk for them and we could get the money
 - Councilor Goldenberg suggested we could encourage them to participate in the yard sale, and ask for a donation to SC from their profits
 - Councilor Baker noted the Council can collect cash, even though there are issues related to it, but then all the funding would go to staff council.
 - Councilor Koors noted the need for sensitivity to staff councilors time, considering all the new events coming up

6.2 Governance Committee:

- Councilor Goldenberg proposed an amendment to Article III, Section 2.A.3 of the Staff Council Bylaws (attached) to clarify one of the Staff Council President’s duties as “serve as the liaison with the administration on issues pertaining to Staff Council and its projects; including representing Staff Council on the University President’s Cabinet.”

M/S (Park/Donae) to approve the amendment to Article III, Section 2.A.3 of the Staff Council Bylaws

Motion carried unanimously

6.3 Recruitment Committee:

- Councilor McMillin reported that Sandra Kauffman within accounting will be the next staff spotlight, and the committee needs folks from other depts., to participate as well. Councilor McMillin reported he sent out an email asking for spotlight volunteers, and

others wanted me to allow for staff spotlight nominations, so his work continued on the google form. He reported the staff council business cards for could be bought for \$50 per 250 cards, and 1000 cards for \$80. He continued, noting that the delivery bags for new staff are still happening and are relatively up to date (about 4 bags outstanding).

6.4 Marketing Committee:

- Councilor Pelayo reported the successful design of the new logo, and encouraged staff to provide feedback; she noted her plans to work with MarCom to get the correct watermark for Humboldt State University instead of “HSU” on the logo. She reported the committee will post the results of door decorating contest, and that Councilor Banks has agreed to be the first staff takeover of the Instagram.

6.5 Gender Equity Working Group:

- Councilor Armitage thanked Staff Council for their help in creating change

7. End of the Year Staff Celebration Event Planning

7.1 Vendor assignments and process review

President Welch reviewed the vendor assignment list and encouraged councilors to edit vendors and contact info if needed (editing for name correction, for instance, Randy Hyman no is longer AVP for EM)

Councilor Baker explained the process for soliciting donations:

- The Council will provide relevant paperwork (in-kind gift forms and half-sheet solicitation letters) so that when a councilor goes to the vendor, they are able to pick up their donated item. If the item is a gift certificate or cash equivalent, then the winner of that prize will be taxed based on the value of the award.
- Councilor Baker is working with Tawney Fleming on the gift certificate policy, because there are guidelines from the IRS that may allow staff to keep avoid being taxed on their winnings based on the item or how often it is awarded.
- In any event, after a councilor successfully solicits an item from a vendor, the councilor/vendor then fills out the in-kind gift form, collects the receipt, and Council President Welch can give those to the President’s Office.

President Welch concluded, noting that a realistic deadline for finishing up vendor solicitation would be around the end of January. She encouraged the Council to begin soliciting.

8. Activity

President Welch moved to suspended the rules; minutes were not taken during this portion

M/S (Baker/Koors) motion to adjourn

Meeting adjourned at 11:41 am