Meeting Minutes – SSU Staff Council

May 2, 2023

Call to order

A meeting of the SSU Staff Council was held via Zoom. Attendees included Staff Council Committee Officers:

- ✓ Katie Musick
- ✓ Gillian Estes
- ✓ Nina Mendia
- ✓ Kari Manwiller
- ✓ River Cullen

Attendance (list in Staff Council Drive)

Call to Order

Katie called the meeting to order at 1:00pm

Approval of Agenda (Action Item)

Agenda posted in Google Drive

Consideration of Approval of Minutes

Skipped.

Reports

A. **Chair- Katie**
   a. SSU fun fact- Community Saturday Hike
      i. Event Calendar- https://cei.sonoma.edu/calendar
   b. We are still working on elections and appointments. We have appointed positions and elected positions. We do still have some open seats
B. **Vice Chair- Gillian**
   a. No report
C. **Secretary -Nina**
   a. No report
D. **Treasurer- River**
   a. Current Fund balance: $4,154.32
E. **Custodian of Records- Kari**
   a. No report
F. **Tyson Hill- Accessibility Guide**
   a. Resources all in one location
   b. Accessibility Guide
      i. https://docs.google.com/document/d/1VwWhXpgAh494IlChb3YitXOSYTrRXMBG/edit?usp=sharing&ouid=100527431666224396890&rtpof=true&sd=true
   c. Variety of working groups on this
   d. Reviewing the services on the document
   e. Seeking edits and suggestions, want to make sure this is relevant information
   f. There are lots of links to our subject matter experts
   g. Q: How is this going to be presented to the people who need it?

h. A: All of the above, meaning a variety of applications. This will be shared across campus to support the folks who need these services
i. Soft deadline of this summer

G. **Standing report from Vice President for [Administration and Finance] or Proxy**
   a. High level updates
   b. Campus cleaning day, this was a well received event
   c. Made the day to have the grounds group be able to interact with faculty and staff
   d. We have now started updating the campus on the planned power outage
   e. Facilities crew is starting to lay out a plan to work on our pathways. They are trying to part out these jobs on campus to not interrupt campus
   f. May 10th we will be launching the solar project
   g. We are using Google documents for everything. No decision has been made
   h. Discussion of phones on campus
   i. Q: During the last senate report there were two items. The software certification process
   j. A: There are fewer people to do what we have done in the past. IT is looking at certain software. We are looking at the forms we use, is there a way to do this better.
   k. Q: Senate- Shifting roles in your area
   l. A: Changes, releasing positions we only really need. 63 positions have been taken off the books. This is an ongoing conversation. Support the campus the best way we can. Shifting positions. etc. “What does that mean for me” “Who do I contact.” One of the major changes has been Risk and Safety Services
   m. Q: Scoops of Gratitude, talk about bringing staff appreciation day. People could provide talks and showcase certain peoples works, staff can meet and connect.
   n. A: Scoops of gratitude will be Thursday May 25th. Staff Appreciation: more in person on campus events. How do we get people together, what does that look like. This is something we are talking about, there is no set date yet. Appreciation for bringing this up.

H. **Academic Senate Report - Kate Sims**
   a. April 20th
   b. Chair Morimoto says there are a lot of challenges with advising students with all the changes
   c. The feedback that was received that decision day went well
   d. President hopeful the budget with stabilize in the next two years
   e. Karen Schneider will be in the interim director position in the next year for the School of Extended and International Education (SEIE)
   f. Counseling department is moving
   g. VSIP leaves counseling without one staff person
   h. This move opens up opportunities for collaboration
   i. VP Gerald Jones discussed the importance of Seawolf Decision Day
   j. New retention and success program
   k. Emeritus Retired Faculty were there to celebrate Victor’s life
   l. Richard, faculty subcommittee decision. Faculty and advisor are asked to make research
   m. Discussion of Mercer report, still no access to the data. Lack of transparency with what occurred
   n. Q: Curfew discussion
   o. A: Rohnert Park made an announcement and this led to confusion. Return people to their families, they will not be handcuffing folks, no one will be locked up. Return people to school and families without suspension

I. **Mike Ogg - Shared Services Working Group**

a. There will be no amazing reveale today
b. Only met once
c. There is a whole reorganization happening
d. Very high level, what are the tasks, what is being done
e. How do we evaluate those priorities
f. How do we rank that in a very objective way
g. We are all deeply connected to the community
h. It is hard to let go the way we do things
i. We have paused so we know where resources lie
j. Right now we are still looking at the brainstorming
k. We need to work with the staff
l. Comment: Really appreciate you are going to be actively solicit working with the people who use these tools
m. Rumor Mill; if something comes up, just reach out to me, Happy to work with you any time
n. We are working on academic affairs. We can share information across the group
o. We have a lot of things that have not changed
p. Q: Our office is unique. We touch a lot of departments: payroll, expenses, etc.
q. A: We tried to keep it isolated. We will reach out to connect with your department

J. Hope Ortiz - Reports from University Committees

a. Karen Moraski has been sending out the AMP emails
b. Quick check in with everyone
c. All three are going to be looking for feedback in one way or another
d. We are doing wider outreach
e. To make sure we capture the SSU identity
f. The liberal arts working group will be wrapping up this semester
g. In the fall there will be two new working groups: Academic Services Working Group and Learning Space and Technology Working Group

K. Sara Jordan- AMP

a. https://docs.google.com/presentation/d/1eXCmoTRxn8_N7Np5aj0alQFAgFqUJMR1UBte55Y7JQU/edit?usp=sharing
b. We are not looking at the school or department level, we are looking at the program level
c. Started with over 100 metrics
d. Link to the current chart- effectiveness, sustainability, and budget
e. Evaluating program health
f. Operational budget
g. Tried to converseconvert? these to a ratio
h. Tried to make a per capita
i. Consistent theme with the job data
j. Currently discussing and going back to the provost to discuss programs
k. We are also looking at new programs, not able to view the budget on these
l. There will be a final report that will go to the provost
m. Q: We do not think we have seen the survey
n. A: We think it went out through the email, faculty went first, the staff will go next

What we have done so far….

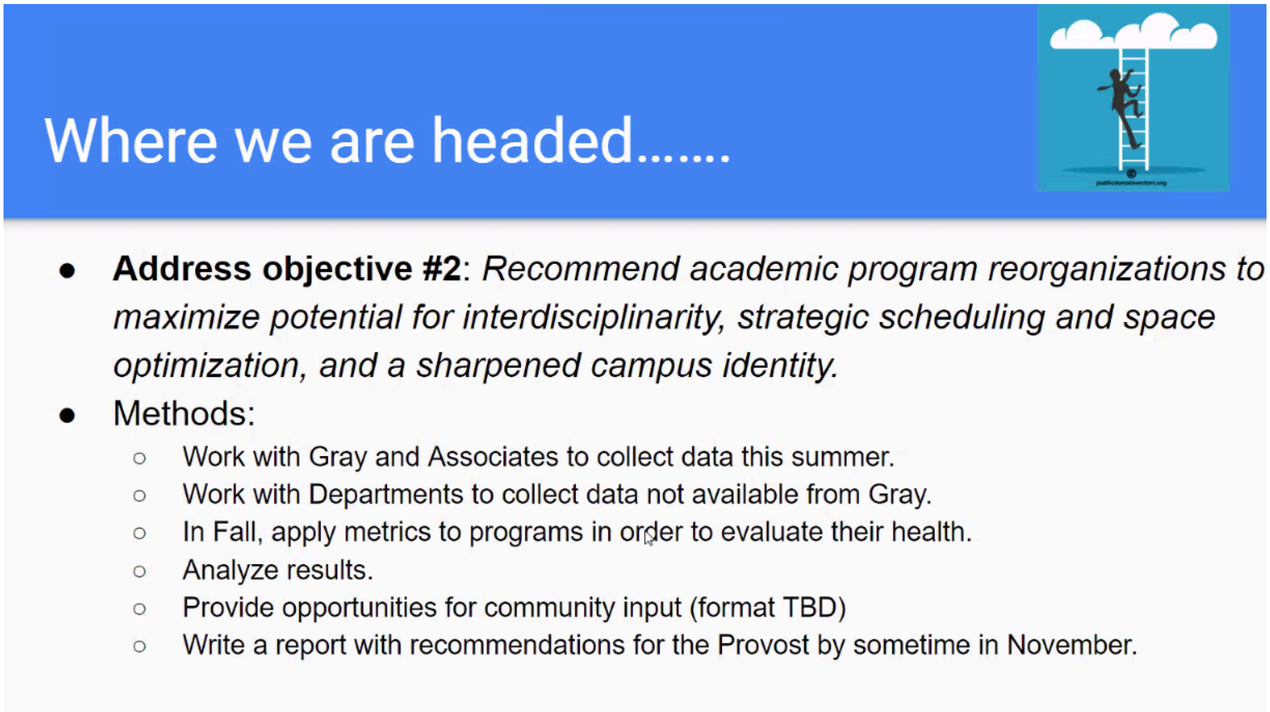
- **Addressed objective 1** from our charge and scope of work: *Propose specific criteria, including metrics, for assessing the health and impact of existing academic programs at SSU.*
- Methods:
    - Collected community input on possible metrics.
    - Reviewed all possible metrics to determine which ones are available at the *program level.*
    - Steering defined a program as: *A credit bearing course leading to a major, certificate, credential or authorization as well as stand alone minors, general education and the library.*
    - Sorted our metrics into our lenses.

o.

Current Opportunity for Feedback

- Look for the email from AMP 4-26-23
- This chart provides an overview of our work
- We would appreciate it if you filled out the short survey by **June 1st, 2023**.

p.



q.

L. Items for next meeting

a. May 16, 1:00-2:00 PM
   i. 1:00: Welcome & Staff Council Chair Report
   ii. 1:05: Standing report from Vice President for Administration and Finance or Proxy
   iii. 1:10: Academic Senate Report
   iv. 1:15: Academic Senate: Chair Morimoto, Vice Chair Bryan Burton
   v. 1:30: AMP Staff Representative Update - Hope Ortiz, Reports from University Committees

New Matters for Future Consideration

None.

Good of the Order

Nothing.

Adjournment

Meeting adjourned at 2:00PM

Nina Mendia
Secretary

05/08/2023
Date of Approval