

Meeting Minutes – SSU Staff Council

May 30, 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. Last meeting of the semester
- b. Additional reports today
- c. Fun fact- Oral history. Where the Sauvignon Village is now, that is where the SSU community garden used to be. The soil was moved from the Sauvignon Village to where the garden is now. This happened in the late 1990s early 2000s
- d. Discussion of the terms for the committees

B. Vice Chair- Gillian

- a. Announcement of committee positions-
 - i. PAC- DECCI- Jamie Russell
 - ii. President's Budget Advisory Council- Adu Levuissi
 - iii. Learning Spaces & Tech Working Group- Amy Unger
 - iv. Academic Support Services Working Group- Nina Mendia
 - v. Academic Senate- Kate Sims

C. Secretary -Nina

- a. No report

D. Treasurer- River

- a. Treasurer Report: Fund Balance = \$4,182
- b. Pride parade - sign ups, first time for SSU to participate
- c. Thank you for the opportunity to serve

E. Custodian of Records- Kari

- a. No report

F. Standing report from Vice President for [Administration and Finance](#) or Proxy

- a. Wonderful year and congratulate everyone for this year
- b. This is a slow week after the commencement
- c. Traffic being redirected for construction on campus
- d. Reach out anytime you have questions

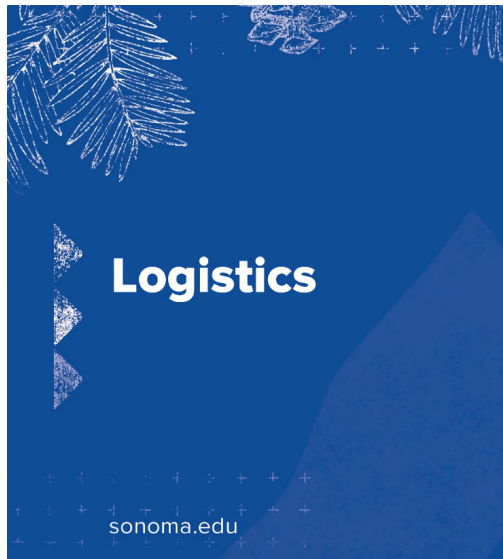
G. Academic Senate Report - Kate Sims

- a. There was no meeting this last week

H. Noelle Fisette, Staff Orientation - Geared toward existing staff!

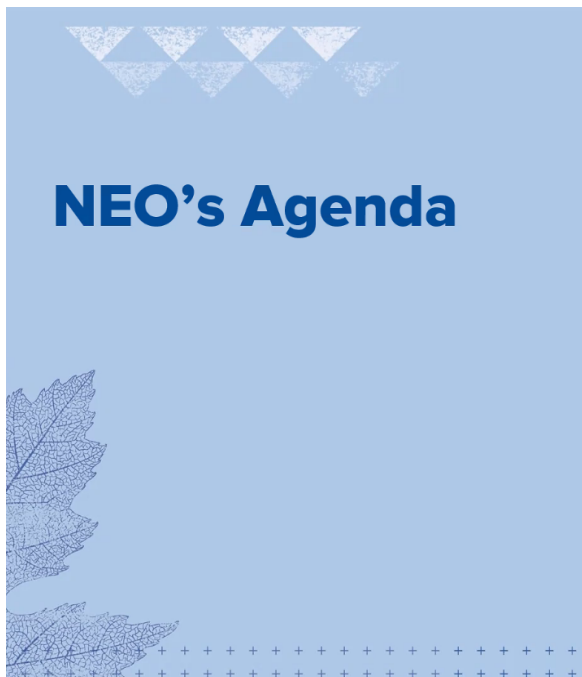
- a. Learning development specialist in HR
- b. Oversee all of the CSU Learn tasks, also working on new employee orientation and working with the CSUs got talent series
- c. Usually a three hour presentation
- d. Work with a number of campus partners to make this happen (unions, payroll, etc.)
- e. Bringing in different personalities and engagement during this session
- f. Reaching out to direct campus partners so you can get the correct information
- g. Reviewing the agenda
- h. Review the CSU system, looking at different system wide groups, review mission, and values
- i. Introduce them to Lobo and talk more about the campus with various details
- j. Discuss the HSI (Hispanic Serving Institution)
- k. Encourage them to talk to their AA, talk about engagement on campus, discuss Stafflink
- l. Highlight dining on campus and how you can order through Grubhub
- m. Reviewing special spot here on campus
- n. Reviewing the divisions
- o. Reviewing general information
- p. Point out the employee directory
- q. Talk about CSU learn (requirement and professional development)
- r. Discuss the events
- s. Kendall comes in to discuss and present on risk management (drills and exercises, review emergency services)
- t. Close with Covid compliance
- u. Julie Vivas comes to discuss and present on the Office of Harassment and Discrimination
- v. Walks new employees through reporting
- w. Payroll comes in to discuss the benefits, paycheck, direct deposit, covers time off, and contribution plans
- x. Benefits are then covered
- y. Police department comes in
- z. The Employee relations and compliance comes in
- aa. Closing part of the session includes the opportunity to meet with their campus unions, follow up email, links to campus partners
- bb. Q: For those of us who have been here for a while when there were no orientations, how can they get updated?
- cc. A: Talking to HR to see if we can do a catch up session (maybe) or reaching out directly to the department (highly recommend). We do not go into depth of the program; it is very general, so going to the department for direct detailed information would be best.
- dd. Q: Discounts, how can we hear more about this?
- ee. A: Within the open enrollment information. Keep checking the discount page for the updates
- ff. Q: Asking about affinity groups
- gg. A: We call out all of those things

- hh. Comment about the website, discussion about some information that can be updated.
- ii. Q: Any information about IT and if we need to include anything
- jj. A: There is not anything right now, leave that up to their (the new staff member) department. Keeping in mind when they join us for the orientation it is not their first day on campus
- kk. If you have any questions please feel free to reach out to Noelle
- ll. Slideshow



- Held the third Thursday of every month, 9 - 12pm
- Employees invited on a rolling basis
- Includes numerous campus partners
 - Payroll and Benefits
 - Office for the Prevention of Harassment and Discrimination
 - Risk Management and Safety Services
 - University Police
 - Employee Relations and Compliance
 - Campus Unions

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1. Welcome
2. Getting Oriented- Sonoma State and the California State University System
3. General Employment Information
4. Emergency Services and Preparedness
5. Office for the Prevention of Harassment and Discrimination
6. Payroll and Benefits
7. Break
8. University Police
9. Employee and Labor Relations
10. Union Representative Meeting
11. Action Items and Q&A

The California State University



Introduction to the CSU

- Campuses and their location
- Leadership
 - Role of the Chancellor
 - Role of the Board of Trustees
- System-wide affinity groups and conferences
- CSU Mission and Values
 - Close to one third of undergraduate students are first in their families to attend college. *The Economic Impact of the California State University Study, April 2021*
 - 23 Campuses named to America's Top Colleges for Institutions Delivering Top Academics, Best Experiences, Career Success, and Lowest Debt. *Forbes America's Top Colleges September 2021*

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Sonoma State University



sonoma.edu

Campus Profile

- Brief history and facts
 - Opened to students in 1961, with move to current campus location in 1966
 - Number of employees, students, graduates
 - 250+ acre campus
- Academics
 - Number of programs offered
 - Top Majors
 - Highlight the Wine Business Center
- 12 NCAA Teams
- Hispanic Serving Institution (HSI)

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General Employment Information

- Human Resources website
- Navigating MyHR and Self Service Options
 - Emergency contacts and addresses
 - Employee Balance Inquiry
 - Report and View Absences
 - Self Identifying Options: Ethnicity, Veteran State, Disability
- Updating directory information
- Seawolf Services
- CSU Learn
- Employee recognition programs

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Risk Management and Safety Services

- Overview of role on campus and functions they serve
- Review Emergency Services
 - Emergency Operations Plan and Center
 - Safety Marshalls
 - Disaster Service Workers
- Drills and Exercises
 - Best practices for earthquakes, fire, and active shooter
- Emergency Communication Resources
- Jeanne Clery Act
 - Crime reporting
 - Annual security reporting
- Environmental Health and Safety
 - Safety training and plans
- Covid Compliance

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Benefits

sonoma.edu

- Enrollment dates and deadlines
- Dependability Eligibility Verification
- Group benefit plans and additional voluntary benefits
- Employee Assistance Program (EAP)
- Workers Compensation
- Leave Programs
- On and off campus discounts
 - Discount on GMC tickets and at the Bookstore
 - Free single game athletic tickets
 - Working Advantage website
 - Kindercare
 - HR > Benefit Services > Employee Discounts

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- 5% at Safeway
- 10% at Grocery Outlet Saturdays 9am-5pm
- 10% at Raley's (Rohnert Park location only)
- Kindercare 10% Off Tuition
- T-Mobile
- Charles M. Schulz Museum
- Enterprise and National Car Rental
- Discounts on movie tickets, shows, sporting events, theme parks, etc. through Working Advantage

Sonoma State Police Department

- **Who are they?**
 - Full service police department
 - 24/7 first responders
 - Dispatched through Cotati Police Department
- **Role on Campus**
 - Handle all patrol, investigation, crime prevention and law enforcement duties
 - Community outreach and education
 - Hosted events- speaker series, tabling, bbqs
 - Campus services- bike registration, vehicle jumps
- **Crime on Campus**
 - Reporting and resources
 - Crime prevention best practices



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Employee Relations and Compliance

- ERC’s Role on Campus
 - Liaison between University management and staff campus union representatives
 - Policy and procedure best practice guidance
 - Early intervention on complaints and grievances
 - Administration of CBAs
- Notable workplace policies and how they are determined
 - Federal and state law, CBAs, California Code of Regulations, EOs, Policy memorandas
 - Highlight the following
 - Drug, smoke and tobacco, and violence free campus
 - Whistleblower Act
 - Child abuse mandated reporting
- Telecommuting programs

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Employee Relations and Compliance

- Performance Evaluations
 - Probationary periods
 - Regular cycle
 - Sample forms
- Information on Unions on Campus

Unit 1: UAPD Union of American Physicians and Dentists	Physicians
Units 2, 5, 7, & 9: CSUEU California State University Employees Union	Nurses, Custodians, Administrative Support, and IT Technical Positions
Unit 3: CFA California Faculty Association	Academic Instructors, Coaches, Librarians, Counselors
Unit 4: APC Academic Professionals of California	Student Service Professionals and Evaluators
Unit 6: Teamsters	Skilled Trades (Carpenters, Electricians, Plumbers, etc.)
Unit 8: SUPA Statewide University Police Association	Police Officers, Corporals, Sergeants
Unit 11: UAW Academic Student Employees	Teaching Associates, Graduate Assistants, and Student Assistants who teach, tutor, or grade

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Closing and Follow Up

- Campus Union Representative Meeting
 - Dedicated time to meet with Union rep, discuss CBAs, and address any questions
- Review critical action items, additional Q&A
- Follow up email
 - Slide deck
 - Links to campus partners and items discussed during the presentation

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I. Kathryn Atwood - Academic Master Plan

- a. Longer term outlook versus being surprised (too many courses and not enough students or not enough classes offered for students to be able to graduate)
- b. Review for low enrolled courses, have an automatic review. Enrollment is at 10 students or 40% low. Some courses are expected to be small. Anything under enrolled, below 35% enrollment rate should be reviewed. This does not mean these classes are canceled or changed right away
- c. Campus wide practice not a schoolwide practice
- d. Q: Have there been any controversies or concerns expressed by members that have been discussed?
- e. A: Discussion about terminology
- f. Q: Additional changes to general education
- g. A: Not discussed in the group.
- h. Q: Regarding scheduling?
- i. A: Workload was not really discussed
- j. Q: What kind of collaboration? Us and other organizations?
- k. A: Information being looked at from Channel Islands. Very individualized to the campus. One size fits all and what is best in its current situation.

J. Items for next meeting

- a. This is the last spring meeting

K. Questions and closing

- a. Thought about what you would like to see in the next few staff council meetings
- b. When we start the meeting and we are waiting for folks to log in; maybe we have staff council reminders
- c. Hoping to continue the announcements of potential staff involvement (events)
- d. Staff walk, staff informal lunches
- e. Sadie: The opportunity to still engage through summer

New Matters for Future Consideration

None.

Good of the Order

Nothing.

Adjournment

Meeting adjourned at 2:00PM

Nina Mendia
Secretary

06/01/2023
Date of Approval