

## MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, September 19, 2019

12:15 p.m. – 1:45 p.m.

Ackerson Hall | Dean's Lounge | Room 101

Webex address: <https://rutgers.webex.com/meet/jonagle>

### Attendance

**Representatives Present (21):** Kandi Berryman, Jasmine Bundy, Virginia Caputo, Melissa Dones, Sonia Espinet, Lucille Foster, Monica Giron (Webex), Vasiliki Hadjikonstantinou, Twyla Hardy, Melissa Hartland, Shyeka Hopkins, J. Jason Jordan, Alyssa King, Benjamin McCardell, Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Permelia Toney-Boss

**Representatives Absent (3):** Deseray Graham, Crystal Grant, Deirdre White

**Guests (1):** RU-N Human Resources representatives – Michelle Rances

**Quorum:** Yes

### Documents Distributed via Email on September 12, 2019

1. Proposed agenda
2. Committee rosters by committee name and representative name

### Call to Order | Shy Hopkins | 12:15 p.m.

Welcome, news, and announcements

- Mark DeGuzman stepped down. Responsibilities changed. Professional development committee will inquire to see if he can continue to serve.
- Shy Hopkins attended the governor's conference and presented at the Small Business Development conference.
- Sonia Espinet invited all to attend a Halloween party on Thursday, October 31 from 12 - 2 in Conklin 245. Costumes are encouraged.
- Michelle Rances announced that Human Resources-Newark has a lot of new programs and recently updated their website.
- Rabeya Rahman reminded everyone about HalseyFest today at 4 p.m.

### Approval of minutes from August 14, 2019 meeting

Motion by Kandi Berryman to accept the minutes; seconded by Viki Hadjikonstantinou; approved unanimously.

## **Actions items from previous meeting**

### Committee choices and assignment

Survey conducted by the elections committee; executive board reviewed and balanced based on survey results and past participation. Representatives checked off rosters to confirm committee participation.

### Standing committee head selection process

The standing committee structure was proposed at the August 14, 2019 meeting. The standing committee head serves on the executive board.

Joy McDonald explained the standing committee head selection process. The call for nominations opened at this meeting. 10/3/19

- Representatives may self-nominate or nominate others to be a candidate to serve as a standing committee head.
- Where there is only one nominee, that candidate will be the standing committee head.
- Where there is more than one candidate, the election committee will conduct an election.
- Members of the committees that fall under the respective standing committee will vote for the standing committee head.

#### Administrative Committee

- Bylaws
- Elections
- Finance

#### Communications Committee

- Communications
- Sound Board

#### Engagement and Outreach

- Collaboration
- Recognition

#### Professional and Personal Development

- Professional Development

### Standing committee structure

- Discussion of standing committee structure included clarification that proxies may attend executive board meetings.
- Committees elect their own chairperson or chairpersons.
- Committees report activities to their standing committee head.
- Staff who are not on SC may also serve on committees.
- Bylaws committee will draft standing committee language.

Motion by Joy McDonald to accept the proposed standing committee structure; seconded by Sonia Espinet; approved unanimously.

## **New business**

### **Summary of August 14, 2019 retreat survey**

- Rabeya Rahman reported on the results of the paper survey that was distributed and collected at the end of the retreat. Feedback about retreat was positive.
- See attached for the survey analysis.
- Goal is to have elections and committees done earlier, and the retreat in July.

### **2018-2019 annual report**

- Melissa Hartland reported that the 2018-2019 annual report is being finalized.
- The officers are meeting the chancellor and executive vice chancellor (Nancy Cantor and Sherri-Ann Butterfield) on October 1.
- When completed, the annual report will be broadly shared and available on website.

### **Health week proposed event**

- Michelle Rances reported on the upcoming health/wellness activities from October 2 to 10. Health week is a collaboration with many units, including the Division of Student Affairs, VPVA and Counseling offices that is for students and employees (faculty/staff).
- See attached for schedule of activities.
- Rances asked if Staff Council could support by setting up an activity, such as a lemonade stand, on October 3, in addition to getting the word out and attending the activities. Due to short notice and workloads at the beginning of the semester, no one immediately volunteered.

### **Mentorship program for new staff**

- Lucy Foster proposed that the Staff Council investigate and eventually create a mentoring program for staff.
- All are in agreement of the benefits of having a mentor.
- Rances reminded SC to collaborate with HR to ensure compliance with university policies and procedures.
- A mentorship program includes professional development, recognition, and collaboration committees. Discussion to be continued in committee and at the October meeting with probable creation of an ad hoc committee.
- Patricia Bender, Bil Leipold, and Sherri-Ann Butterfield among others, are resources as we explore and create a proposal for a mentorship program.

### **Parliamentarian**

Lucy Foster has been renewed to serve as the parliamentarian for 2019-2020 by the co-chairs.

## **Presidential search**

- Josephine Nagle shared information on the presidential search committee and process. There are no staff members on the committee. The town hall hosted by the search committee on September 11 in Newark was poorly attended, due to short notice and a 6 p.m. start time.
- After discussion, the SC unanimously agreed that a SC representative sign up to speak at the October 2 town hall at 4 p.m. in Camden, which is being videoconferenced in Newark CLJ 202. The message will introduce the Staff Council and ask “How can staff become more involved with the current search and be included in future leadership searches?” Nagle volunteered to speak on behalf of the SC.
- Melissa Hartland will also draft a written statement to Mark Angelson, the chair of the search committee.

## **Reports of Officers and Committees**

- Co-chairs’ report – no additional information
- Sound Board – no report
- Communications – newsletter sent today to Mailman list for distribution. Committee to send the questions and model release for all to spotlight staff in the We R Staff column. (Who inspires you? What is your favorite Newark lunch spot? What is your favorite cartoon character?)
- Collaboration – no report
- Recognition – no report
- Professional Development – no report
- Bylaws – no report
- Elections – will send reminder for standing committee head nominations

Ben McCardell to take school supplies donated by SC members to PantryRUN and get a receipt.

## **Adjournment | 1:46 p.m.**

Motion by Henry Rodriguez to adjourn; seconded by Georgia Mellos; unanimously approved.

Recorded by: J. Nagle

Approved: October 17, 2020