

## MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, October 17, 2019  
12:15 p.m. – 1:45 p.m.

Ackerson Hall | Dean's Lounge | Room 101  
Webex address: <https://rutgers.webex.com/meet/jonagle>

### Attendees

**Representatives Present (16):** Kandi Berryman, Melissa Dones, Sonia Espinet, Lucille Foster, Vasiliki Hadjikonstantinou, Melissa Hartland, Shyeka Hopkins, Alyssa King, Benjamin McCardell, Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Kim Raynor, Permelia Toney-Boss, Deirdre White

**Representatives Absent (8):** Jasmine Bundy, Virginia Caputo, Monica Giron, Deseray Graham, Crystal Grant, Twyla Hardy, J. Jason Jordan, Henry Rodriguez

### Guests (0)

**Quorum:** Yes

### Documents Distributed via Email on October 8, 2019

1. Proposed agenda
2. September 19, 2019 draft minutes
3. 2019 retreat survey analysis
4. Action items
5. 2018-2019 annual report
6. Final committee rosters by committee name and representative name
7. Fall clothing drive flyer

#### I. **Call to order** | Hartland | 12:20 p.m.

##### A. Welcome, news, and announcements

- Recap of SC collaboration with HR for wellness week: \$5 Friday; health benefits fair; Walk with me Wednesday, rescheduled and then canceled.
- Received about 35 suggestions at health fair, which Sound Board committee will categorize.
- Booked January 15, 2020, PRCC Essex Room for Chat with the Chancellor.

#### II. **Approval of proposed agenda** | 12:28 p.m.

Motion by Melissa Dones to accept the proposed agenda; seconded by Ben McCardell; unanimously approved.

**III. Approval of minutes from September 19, 2019 meeting | 12:27 p.m.**

Brief discussion about proposed mentorship program. Motion by Joy McDonald to accept the minutes of the September 19, 2019 meeting; seconded by Georgia Mellos; unanimously approved.

**IV. Reports of Officers and Committees**

**A. Co-chairs' report | Hartland and Hopkins | 12:30 p.m.**

- i. Done in opening remarks.

**B. Administrative Standing Committee | McCardell | 12:30 p.m.**

- i. **Bylaws sub-committee** met and will focus on treasurer, standing committees, election process, clerical modifications.
- ii. **Elections sub-committee** - nothing to report.

**C. Communications and Events Standing Committee | Espinet | 12:32 p.m.**

- i. **Communications sub-committee** – Mailman issue has been rectified. Will try again to send newsletter. Have met informally.
- ii. **Sound Board sub-committee** – Melissa Hartland - . Brown bag Sound Off events to gather feedback and suggestions from staff are scheduled for Oct 30, Nov 4, Nov 12, and Nov 14. Booked January 15, 2020, PRCC Essex Room for Chat with the Chancellor. Brief discussion about who the moderator should be.

**D. Engagement and Outreach Standing Committee | King | 12:37 p.m.**

- i. **Collaboration sub-committee** - met for a brainstorming meeting.
  - Kandi Berryman reported on a candy collection in collaboration with the Office of University and Community Partnerships and RUPD for the 13<sup>th</sup> Ave. School in Newark Trunk or Treat event on Oct. 29 at 3 p.m. Volunteers welcome.
  - Also, we will be doing a Meal in a Box program to collect microwavable meals/snacks. More information to come.
  - Alyssa King reported on planning an event, "Staffy Hour," at Clem's Place to showcase staff talents. Price of admission is food for food drive. Discussed potential dates and determined that November 26<sup>th</sup> looks like best date.

- Potluck event for staff discussed, but not allowed by university risk management policies.
  - Candy cane gram recognition activity, similar to the Valentine's Day flower gram is being planned.
  - Creation of a staff garden discussed. Alyssa King will contact Tobias Fox, an urban gardener organizer and 501(c)(3), for advice. More research to be done.
  - Discussed finding space for a staff lounge. Viki Hadjikonstantinou suggested conducting an annual survey and ask staff if they want a lounge.
  - Planning an event for staff to support RU-N Athletics and the women's basketball team at the Wednesday, January 8, 2020 game versus Montclair at 6 p.m. in the Golden Dome. Planning a pre-game gathering in CLJ.
  - Discussed possibility of planning a group event to go to professional sports events in the local area.
  - Berryman asked and brief discussion ensued about organizing off-campus events for staff.
  - "Unsung Sheros" nominations being accepted. Kandi Berryman will ask Michelle Rances for more information and would like to serve on committee.
  - Committee on Diversity and Transformation. Kandi Berryman and Alyssa King would like to serve. Melissa Hartland will tell Sherri-Ann Butterfield.
- ii. **Recognition sub-committee** – no report. Melissa Hartland will call a meeting and figure out next steps.

**E. Professional and Personal Development Standing Committee |**  
Hadjikonstantinou | 1:05 p.m.

- i. **Professional Development sub-committee** has been meeting informally and emailing to streamline PD grant process.
- Resent copies of PD grant application to HR (Michelle Rances and Lenese Jean)
  - Evaluating Staff Appreciation Day programming
  - Need more information on mentorship program.
  - Discussed starting a Toastmasters group at RU-N

**V. Actions items from previous meeting | Hadjikonstantinou | 1:15 p.m.**

**A. Mentorship program for new staff**

- Discussed creation of an ad hoc committee to research mentorship programs at other universities.
- Mentorship ad hoc committee should include non-SC members.
- Discussion of how to inform non-SC staff that they can serve on SC committees. Suggestions included SC newsletter and website, and opening some regular meetings to all staff

**VI. New business | 1:23 p.m.**

**A. Rutgers Against Hunger's 2019 Adopt-A-Family Campaign | Hartland**

- Hartland proposed that the SC participate in the Rutgers Against Hunger's 2019 Adopt-A-Family program.
- All present agreed to adopt a family of 3 to 5 from Newark.
- Georgia Mellos has agreed to find storage space for donations.
- Rabeya Rahman suggests and Joy McDonald volunteers to create an shared Excel spreadsheet for SC representatives to sign up to donate specified items.

**B. Big Ten Staff Collaboration on Staff Advocacy | Nagle**

- Reminder that first quarterly tele/videoconference is on Tuesday, October 29 at 9 a.m.
- All are welcome and encouraged to participate and report back.

**VII. Old business | 1:32**

**A. Presidential search | Nagle**

- Nagle delivered SC statement (approved at September 19 meeting) on October 2, 2019.

**VIII. Adjournment | 1:37 p.m.**

Motion by Joy McDonald to adjourn; seconded by Alyssa King; unanimously approved.

Prepared by: J. Nagle

Accepted: November 21, 2019