

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, November 21, 2019
12:15 p.m. – 1:45 p.m.

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

Attendance

Representatives Present (18): Kandi Berryman, Sonia Espinet, Lucille Foster, Monica Giron, Deseray Graham (Webex), Vasiliki Hadjikonstantinou, 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 (6): Jasmine Bundy, Virginia Caputo, Melissa Dones, Crystal Grant, Twyla Hardy, Deirdre White

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

Quorum: Yes

Documents Distributed via Email

1. Proposed agenda
2. Draft minutes from 10/17/19 regular meeting
3. Standing committee reports
4. Proposed amendment to Bylaws: Article V. Standing Committees
5. Proposed amendment to Bylaws: new Article IV. Treasurer

I. Call to order | Hartland

12:23 p.m.

A. Welcome, news, and announcements

- i. Michelle Rances shared that the Staff Appreciation Day kickoff committee meeting is on Monday, November 25 at 3 p.m. in Blumenthal 201. Open to Staff Council representatives. Viki Hadjikonstantinou, Jason Jordan, Melissa Hartland will serve. Others are welcome.
- ii. Jason Jordan elected as head of recognition subcommittee. Jason prefers that recognition subcommittee work independently on separate initiatives from HR. The other committee members are Dee White, Georgia Mellos, and Lucy Foster.
- iii. The Rutgers University-Newark Women's History Month Steering Committee is seeking nominations for Hidden Figures, SHEROS among the Rutgers University-Newark and greater Newark community to recognize at our March 4th Women's History Month event. The deadline for nominations is December 31.

- II. Approval of proposed agenda** 12:36 p.m.
A. Motion to approve by Viki Hadjikonstantinou; seconded by Sonia Esinet; unanimously approved.

- III. Approval of minutes from October 17, 2019 meeting** 12:36 p.m.
A. Motion to approve by Jason Jordan; seconded by Kim Raynor; unanimously approved.

IV. Reports of Officers and Committees

- A. Co-chairs' report** | Hartland and Hopkins 12:37 p.m.

- i. Rutgers Against Hunger has another campaign to promote hunger and homelessness awareness. There is an additional \$5 Friday at Stonsby on November 22.
- ii. Sound Off sessions have gone well. There are many basic questions about the Staff Council. We will plan more events to increase awareness among all staff, including class 3 and class 4 employees.

- B. Administrative Standing Committee** | McCardell 12:47 p.m.

- i. Bylaws amendments to be discussed under new business.

- C. Communications Standing Committee** | Espinet 12:47 p.m.

- i. Communications
 1. Working on website access for everyone on committee
 2. Working on newsletter
 3. Updating website, including events, bio information, pictures from retreat

- ii. Sound Board 12:48 p.m.

1. Held four Sound Off sessions
 - a. modest attendance
 - b. good feedback, which is being compiled
2. Adding Sound Off sessions at \$5 Friday this Friday and December 6.
3. Opportunity for Cantor to build a direct relationship with staff at January 15, 2020 Chat with the Chancellor event

- D. Engagement and Outreach Standing Committee** | Alyssa King 12:54 p.m.

- i. Collaboration
 1. Trunk or Treat event for the 13th Avenue School in Newark was successful.
 2. Staffy Hour that was planned for November 26 has to be postponed. Will determine new date(s).
 - a. Planning to have monthly Staffy Hours, possibly at McGovern's at 4 or 4:30. Discussed nominal fee to offset cost of food.

- b. Shy suggests karaoke event with a live band.
 - 3. RU-N basketball event on for Wednesday, January 8. Home game against Montclair with women's game at 6 p.m. and men's game at 8 p.m.
 - a. Looking to have a pre-game party at McGovern's
 - b. Kim Raynor hosting Advising Matters conference with reception in CLJ. Potential collaboration.
- ii. Recognition 1:05 p.m.
 - 1. Jason Jordan is new recognition subcommittee head.
 - 2. Spoke to staff who have been here a long time to get input on how they would like to be recognized
 - 3. Want to recognize staff that are alumni. Going to work with alumni and development office (Alexandra Brown, Khalif Sharrieff).

E. Professional and Personal Development Standing Committee |
Hadjikonstantinou 1:10 p.m.

- 1. Conducted initial research on mentorship programs
- 2. Fine-tuning rubric for PD funds
- 3. Working on Staff Appreciation Day programs
- 4. Only 3 people on committee, more committee members needed.

V. Actions items from previous meeting

- A. Ad hoc committee for mentorship program for new staff 1:12 p.m.
 - i. Motion to create an ad hoc mentorship committee by Ben McCardell; seconded by Henry Rodriguez; unanimously approved.
 - ii. Viki will share her research on mentorship programs
 - iii. Lucy Foster and Shy Hopkins will serve on committee.
 - 1. Need to recruit additional committee members.
 - 2. Can and should include non-SC members.
- B. Rutgers Against Hunger's 2019 Adopt-A-Family Campaign 1:15 p.m.
 - i. Joy McDonald followed up on our application to adopt a family. We have not received notice yet, but should soon.
- C. Big Ten Staff Collaboration on Staff Advocacy 1:12 p.m.
 - i. Joy McDonald has access to Box. Not a significant amount of information available.
 - ii. Learned how other councils operate and how big their budgets are. One is \$60k per year. Two are funded by vending machines.
 - iii. After Chat with the Chancellor we may volunteer to present at one of the collaborations quarterly conference calls.

VI. New business

1:20 p.m.

A. Amendment to bylaws – Treasurer | Ben McCardell

- i. Bylaws committee introduced a draft amendment to the bylaws that proposes to create a treasurer position for the Staff Council.
- ii. Discussed proposed amendment
 1. Discretionary spending amount for exigent expenses to be determined in standing rules. proposed top amount is \$200 or a certain percent of budget
 2. Regular spending approved by the SC at regular meetings
 3. Add the co-chairs as backup to the treasurer for discretionary spending. Add to co-chairs responsibility in the bylaws.
- iii. All asked to review and comment in the shared document (link to document emailed to all) prior to the next regular meeting.
- iv. Goal is to vote on proposed amendment at next regular meeting

B. Amendment to bylaws – standing committees

1:39 p.m.

- i. Bylaws committee introduced a draft amendment to the bylaws that defines the overall structure of standing committees: formation, standing charges, operations, reporting structures, creation of new standing committees, and creation of ad hoc committees
- ii. Proposal does not include subcommittees
- iii. Changed name of communications committee by dropping “events” since event planning is part of most committees.
- iv. Discussion of mid-year reports, which is not addressed in the proposal
 1. Many see value of mid-year report.
 2. Executive board will create a mid-year report.
- v. Discussion of minimum of five members per standing committee.
 1. Consensus is that five is reasonable
 2. Professional Development committee needs more members to be compliant.
 3. Shy Hopkins, Melissa Hartland, Kandi Berryman, and Lucy Foster volunteer to join the PD committee.
- vi. Discussion of ad hoc committees
 1. Consensus is that ad hoc committees do not have to be under a standing committee.
- vii. All asked to review and comment in the shared document (link to document emailed to all) prior to the next regular meeting.

C. Amendment to bylaws – clerical corrections

1:57 p.m.

- i. Bylaws committee amended the bylaws by making clerical modifications, as permitted under Article IX.
 1. Added a cover page, added a table of contents; adjusted fonts and sizes.

- ii. Uploaded to Staff Council group files
- iii. Request that communications committee upload to website
- iv. Co-chairs will share with chancellor's office

D. Standing rules

- i. Bylaws committee compiling operating procedures and rules concerning the general operation of the SC.
- ii. Bylaws committee requests input about content and format of other organizations standing rules (policies and procedures manual, handbook, etc.)

E. Budgets for committees

- i. Budgets have not been requested yet.
- ii. Executive board or future treasurer will create form and send to standing committee heads.
- iii. Standing committee heads will then submit budgets to the treasurer or secretary, if no treasurer in place.
- iv. All budget requests will be presented to the SC for approval.
- v. SC budget is part of Human Resources – Newark unit.

VII. Announcements

A. Honors Living Learning College – evaluators

- i. HLLC needs evaluators to help with large group and individual interviews of prospective students. Rabeya Rahman distributed flyers and will send email with link for dates and to sign up.

B. Alyssa King share that many SC reps are serving on chancellor's committee for diversity

VIII. Adjournment

2:00 p.m.

- A. Motion to adjourn by Ben McCardell; seconded by Joy McDonald; unanimously approved.**

Prepared by: J. Nagle

Accepted: December 19, 2019