

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, December 19, 2019
12:15 p.m. – 1:35 p.m.

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

Attendance

Representatives Present (20): Kandi Berryman, Virginia Caputo, Melissa Dones, Sonia Espinet, Lucille Foster, Monica Giron (Webex), Deseray Graham (Webex), Vasiliki Hadjikonstantinou, Melissa Hartland, Shyeka Hopkins, J. Jason Jordan, Alyssa King, Benjamin McCardell (Webex), Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Permelia Toney-Boss

Representatives Absent (4): Jasmine Bundy, 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 11/21/19 regular meeting
3. Proposed amendment to Bylaws: new Article IV. Treasurer
4. Proposed amendment to Bylaws: Article V. Standing Committees
5. Clerical modifications to Bylaws
6. Standing committee reports

- I. **Call to order** | Hartland and Hopkins 12:17 p.m.
 - A. Welcome, news, and announcements
 - i. Michelle Rance's daughter got into Princeton on a full ride
- II. **Approval of proposed agenda** 12:21 p.m.
 - A. Motion to approve by Espinet; seconded by King; unanimously approved.
- III. **Approval of minutes from November 21, 2019 meeting** 12:22 p.m.
 - A. Motion to approve by Dones; seconded by Rodriguez; unanimously approved.
- IV. **Reports of Officers and Committees**
 - A. **Co-chairs' report** | Hartland and Hopkin 12:23 p.m.
 - i. Executive board to finalize mid-year committee report form and set due date at next executive board meeting.

- ii. Chat with the Chancellor scheduled for January 15, 2020 has been postponed by the chancellor's office. Rescheduling for another Wednesday during free period in February or March.
- iii. Sound Board will organize and data collected at Sound Off sessions and through the suggestion box and send to the chancellor.
- iv. All committees should use updated committee activity report and submit prior to monthly Staff Council regular meetings.

B. Administrative Standing Committee | McCardell 12:32 p.m.

i. Bylaws

- 1. Treasurer amendment was introduced at November 21, 2019 meeting. Executive board reviewed and edited. Proposed amendment discussed.
 - a. Motion to approve amendment to bylaws to create treasurer position by Jordan; seconded by Espinet; ## in favor, one abstention.
 - b. Discussion about amendment process and collaboration with the chancellor's office.
 - i. Rances will forward to chancellor's office
 - ii. Comments may be submitted at any time and amendments
- 2. Standing committee amendment was introduced at November 21, 2019 meeting.
 - a. Additional comments received and need to be addressed
 - b. Standing committee amendment tabled until January 2020 meeting.
- 3. Collecting standing rules from other, similar university organizations.

ii. Elections

- 1. Election committee will put out a call for nominations for a treasurer.
- 2. Nominations of others or self-nominations should be sent to the election committee at runsc.elections@newark.rutgers.edu.

C. Communications Standing Committee | Espinet 12:58 p.m.

i. Communications

- 1. Newsletter ready. To be emailed before the winter break.
- 2. Social media 1:00 p.m.
 - a. Collaborating with Engagement and Outreach Standing Committee to create Instagram, Facebook, and Twitter social media accounts

- b. Use social media initially only to promote January 8 Staffy Hour and basketball game event. Refrain from posting other content.
- c. Guidelines to be established for social media usage.
- d. Rahman to seek approval and send basketball flyer to RU-N event page, Rutgers Today and RU-N newsletter to Shanida Carter

ii. Sound Board 1:09 p.m.

- 1. See co-chairs report (above).
- 2. Rances reminder that we have to schedule other chancellor's team members to accompany the chancellor.

D. Engagement and Outreach Standing Committee | King 1:12 p.m.

i. Collaboration

- 1. Staffy Hour and Basketball – January 8, 2020
 - a. Athletic department very excited and appreciative of our support
 - b. Encourage attendees to wear RU gear.
 - c. Finalize food with McGovern's calendar when we get back from break. Staff Council will pay for appetizers; not alcohol.
 - d. Rances reminder that HR account cannot pay for alcohol.
- 2. Gearing up for FlowerGrams again in February
- 3. Community Garden
 - a. Potential collaboration with RU-N Hunger Task Force.
 - i. Dones can help with design, will water. Add to committee.
 - b. Dones viewed potential location identified by Hunger Task Force, which is behind the new Life Sciences building by Boyden and Smith.
 - i. Existing water head with good pressure.
 - ii. Vegetable garden concerns because of rat problem on campus.

ii. Recognition 1:25 p.m.

- 1. Jordan collaborating with HR on Staff Appreciation Day
 - a. Originally scheduled for June 4 from 1 to 4. Chancellor not available so new date has to be picked.
 - b. Staff Council members serving on Staff Appreciation Day committee and looking for suggestions are:
 - i. Jordan on vendor committee.
 - ii. Hadjikonstantinou on professional development committee.
 - iii. Rahman on programming committee.

- c. Tentative schedule includes:
 - i. March 6, 2020 is National Employee Appreciation Day and kickoff for staff appreciation events with a free lunch at Stonsby.
 - ii. Professional development sessions in March and April are PD events.
 - iii. Restaurant Week in May (Berryman and Hartland serving on that committee)

E. Professional and Personal Development Standing Committee |

Hadjikonstantinou 1:33 p.m.

- i. Met with HR; finalizing professional development fund grant application; expect to be ready to vote on final application in February.
- ii. Working with RU-N HR Staff Appreciation Day committee for PD programs in spring

F. Mentorship Ad Hoc Committee | Foster and Hopkins 1:34 p.m.

- i. Going to meet. Get notes from Hadjikonstantinou. Nagle emailed Patricia Bender. Foster will follow up with Bender.

V. Actions items from previous meeting 1:35 p.m.

- A. Amendment to bylaws – treasurer. Approved. See administrative standing committee report.
- B. Amendment to bylaws – standing committees. Tabled. See administrative standing committee report.
- C. Amendment to bylaws – clerical corrections. Updated version available in Staff Council group files.
- D. Committee budgets. See co-chair’s report.
- E. Rutgers Against Hunger's 2019 Adopt-A-Family Campaign
 - i. collected 3 boxes of items for family
 - ii. pictures of donations are posted on Staff Council website

VI. New business

- A. Campus Hunger Task Force 1:37 p.m.
 - i. New RU-N committee to increase hunger and homelessness awareness on campus in collaboration with student services and dining.
 - 1. Hartland and Nagle currently serving.
 - 2. Dones to be added.
 - ii. See collaboration committee report.
- B. HLLC Interviews | Rahman 1:39 p.m.
 - i. HLLC interviews begin January 9
 - ii. Volunteers asked to sign up at <https://hllc.newark.rutgers.edu/evaluator-sign-up-form-2020/>

- iii. off-campus locations are West Ward in Newark (Vailsburg section), Hudson County Community College. Transportation will be provided.

VII. Adjournment

1:40 p.m.

Prepared by: J. Nagle

Accepted: January 16, 2020