

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, January 16, 2020

12:15 p.m. – 1:45 p.m.

Center for Law and Justice | Room 407

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

Attendance

Representatives Present (14): Jasmine Bundy, Virginia Caputo, Melissa Dones, Sonia Espinet (Webex), Lucille Foster, Melissa Hartland, J. Jason Jordan, Alyssa King, Benjamin McCardell, Joy McDonald, Georgia Mellos, Josephine Nagle, Kim Raynor, Permelia Toney-Boss

Representatives Absent (8): Monica Giron, Deseray Graham, Crystal Grant, Vasiliki Hadjikonstantinou, Shyeka Hopkins, Twyla Hardy, Rabeya Rahman, Henry Rodriguez

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

Quorum: Yes

Documents Distributed via Email

1. Proposed agenda
2. Draft minutes from 12/19/19 regular meeting
3. Standing committee reports
4. Proposed amendment to Bylaws: Article V. Standing Committees

- I. Call to order | Hartland 12:21 p.m.
 - A. Welcome, news, and announcements
 - i. Jasmine Bundy's announced her resignation. She is leaving RU-N for a new position at the School of Engineering in New Brunswick.
 - ii. Kandi Berryman tendered her resignation on 1/7/20. She is leaving RU-N for a new position at the Center for Women's Global Leadership in New Brunswick.
 - iii. Dee White tendered her resignation on 1/16/20 due to professional commitments and time constraints.
- II. Approval of proposed agenda 12:29 p.m.
 - A. Motion made, seconded, all approved.
- III. Approval of minutes from December 19, 2019 meeting 12:30 p.m.
 - A. Motion made, seconded, all approved.
- IV. Reports of Officers and Committees
 - A. Co-chairs' report | Hartland 12:25 p.m.
 - i. Call for elections for treasurer position, which was approved at the December 19, 2019 regular meeting, resulted in one nominee, Viki Hadjikonstantinou, who was elected by default. Hadjikonstantinou has assumed duties of treasurer and stepped down as the head of the

professional development standing committee. Deseray Graham was selected by the professional development standing committee to be the new committee head.

- B. Treasurer's report | Nagle and Hartland 12:27 p.m.
 - i. \$19,069.86 available to spend, which includes carry over from last year.
 - ii. Annual allocation is \$15,000, with no carryover going forward.

- C. Administrative Standing Committee | McCardell 12:29 p.m.
 - i. Bylaws
 - 1. To be discussed under old business
 - ii. Elections
 - 1. See co-chairs report on election of Viki Hadjikonstantinou as treasurer

- D. Communications Standing Committee | McDonald 12:30 p.m.
 - i. Communications
 - 1. Working on next RU-NDown newsletter
 - 2. Will collaborate with the administrative committee to create guidelines on social media.
 - 3. Shanida Carter from Office of Communications sent HR email about RUNDOWN newsletter. "This is a fantastic newsletter. Short and gives the needed information. Please convey my kudos to the person who produced it."
 - ii. Sound Board
 - 1. Rescheduled date for Chat with the Chancellor is April 15 from 2:30 – 3:30 during free period in Bergen Room.

- E. Engagement and Outreach Standing Committee | King 12:32 p.m.
 - i. Collaboration
 - 1. Staffy Hour 1:08 p.m.
 - a. Staffy Hour event at McGovern's; approximately 40 people attended; preceded the RU-N women's and men's basketball games at the Golden Dome; approximately 10 attended.
 - b. Successful, popular event. Will plan another maybe in March, maybe karaoke, preferably at Clem's Place.
 - 2. Flowergrams
 - a. Flowergrams (1:1 food donations for pantryRUN = personalized Flowergram for staff) first tabling session is Friday at RBS and Robeson from 12 to 2.
 - i. Volunteers to collect and hold donations
 - ii. Melissa Dones suggested placing a work order for pick up and delivery of food.
 - b. Volunteers needed on February 14 to distribute Flowergrams
 - i. King will send spreadsheet to volunteer.
 - c. SC representatives should promote in their buildings.

- ii. Recognition | Jason Jordan 12:35 p.m.
 - 1. Staff Appreciation Day
 - a. Confirmed for Thursday, June 11 from 1 to 4 at Golden Dome
 - b. Staff Council induction is first
 - c. Discussion of food and how to address long lines and wait time.
 - d. Discussion of restaurants. Support local as well as offer good variety for different diets.
 - e. Facilities staff impact discussion initiated by Dones. Suggested that outside vendor be contracted to set up and clean up so that facilities staff can fully participate and enjoy. Rances reported that last year student workers were employed so that facilities and committee could fully participate.
 - 2. Staff Alumni - no report

F. Professional and Personal Development Standing Committee | Bundy 1:16 p.m.

- i. Professional Development Grant Application
 - 1. Almost finalized. Application should be good to go at the next meeting.
- ii. Staff Appreciation Day
 - 1. Suggestions for programming based on surveys includes:
 - a. financial wellness
 - b. tuition remission
 - c. online sessions
 - 2. Goal is to have full calendar by March 6 for National Staff Appreciation Day kickoff
 - 3. Rances - HR encourages deans to recognize staff on March 6
- iii. Vision board event sponsored by HR to be held on April 20 at CLJ from noon to 1:30. This is an opportunity to set professional/personal goals, and learn about resources to achieve these goals.
 - 1. Staff Council will table at the event
 - 2. Event includes a gallery walk at Dana Library

G. Mentorship Ad Hoc Committee | Foster 1:00 p.m.

- i. Foster, Hartland, and Nagle met with Patricia Bender on 1/15/20 about creating a mentorship program.
 - 1. discussed roles and responsibilities of mentor and mentee
 - 2. committee will create timeline and proposal
 - 3. resources will be shared online
 - 4. Bender recommended two training sessions for mentors
 - 5. fall 2020 pilot
 - 6. discussion of scope
 - 7. Bundy suggests one information session for mentees and one for mentors

- V. Actions items from previous meeting
 - A. Amendment to Bylaws on Standing Committees | McCardell 1:18 p.m.
 - i. Article V. been reviewed many times. Copy sent today is most current
 - ii. All asked to review and comment on document. If no comment, then assumption is that document is fine
 - iii. Goal is to vote at next meeting
 - iv. Rances shared with Lenese Jean
 - v. Rances and Jean to be invited to bylaws committee meetings
 - B. Committee budgets 1:21 p.m.
 - i. Ask treasurer to create committee budget request form
- VI. New business 1:22 p.m.
 - A. Social media guidelines
 - i. Per Communications Committee report, to be developed by the Communications and Administrative committee.
 - B. Student Affairs Retreat | Hartland
 - i. Student Affairs holds an annual retreat in January. We were invited by Lynn Riker to submit a proposal to run a workshop, which was accepted.
 - ii. King, Hartland, Foster, and Nagle ran a session called, "Making Connections Outside of Student Affairs," on the importance of making connections to approximately 20 student affairs staff.
 - iii. Communications committee will include names of student advisors, who were recognized at the retreat.
 - iv. Ask Kim Raynor and Loly Cambeiro for names.
 - C. Hartland reported that the Grammy Museum at the Prudential Center has events with artists. grammymuseumexp.org. Current exhibit is the Supremes.
 - i. Discount for Rutgers staff.
 - ii. Add to SC website.
 - D. Rances reported that Women's History Month is March.
 - i. SHERO award ceremony is on March 4. SHERO selection process not completed yet.
 - ii. Collecting items for Wynona's House (women and children).
 - iii. Jasmine will send information to SC and communications committee will publicize.
- VII. Adjournment 1:34 p.m.

Recorded by: J. Nagle

Accepted: February 20, 2020