

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, February 20, 2020

12:15 p.m. – 1:45 p.m.

Ackerson Hall | Dean's Lounge | Room 101

Attendance

Representatives Present (17): Virginia Caputo, Lucille Foster, Monica Giron, Deseray Graham, 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 Excused (2): Melissa Dones, Sonia Espinet

Representatives Absent (2): Crystal Grant, Twyla Hardy

Guests (4): RU-N Human Resources – Candace Joseph, Lenese Jean, Michelle Rances, and Jaletta Reames from the Office of Reservations and Special Events

Quorum: Yes

Documents Distributed via Email

1. Proposed agenda
2. Draft minutes from January 16, 2020 regular meeting
3. Proposed amendment to Bylaws: Article V. Standing Committees

- I. Co-chairs Melissa Hartland and Shy Hopkins called the meeting to order
- II. The meeting agenda was approved
- III. The minutes from January 16, 2020 meeting were approved
- IV. Reports of Officers and Committees
 - A. Co-chairs' report | Hartland and Hopkins
 - i. Welcomed visitors
 - ii. Thanked all for work done and, brought coffee and treats to show appreciation
 - B. Treasurer's report | Hadjikonstantinou
 - i. Working with Human Resources to identify past transactions for Staff Council
 1. Other resources include the executive board files, mid-year and year-end reports.
 2. King to edit and share collaboration committee template
 - ii. Processed three purchase orders for Flowergrams
 - iii. Working on committee budget request form
 - C. Administrative Standing Committee | McCardell
 - i. Bylaws
 1. Standing committees amendment later in agenda
 - ii. Elections

1. Three or four information sessions to be scheduled starting in March at different times to include free periods and non-free periods.
 - a. Hartland will share Sound Board schedule for suggested times.
 - b. Dates to be determined by March 3 executive board meeting.
 2. Exception for co-chairs due to restrictions in current bylaws to be drafted and voted on at March 19 regular meeting
- D. Communications Standing Committee | Rahman
- i. Communications
 1. Newsletter issue 3 emailed on February 6.
 - a. Created Spanish version to be printed and shared.
 - b. Discussed how to determine need for other languages such as Portugese and Chinese.
 2. Working on March newsletter. Submit content or We R Staff interviews to run.down@newark.rutgers.edu.
 3. Updating website with profiles, current events, election process.
 - ii. Sound Board | Hartland
 1. April 15 Chat with the Chancellor flyers being created
- E. Engagement and Outreach Standing Committee | King
- i. Collaboration
 1. Thanks to everyone's participation in Flowergram initiative.
 - a. Distributed 250 flowers.
 - b. 259 pounds of food donated in first pick-up. Additional pick-ups to be added. Comparable or exceeds total for all of last year
 2. Planning March Staffy Hour event
 - a. Possibilities include karaoke or bowling.
 3. Request donations of women's supplies for Wynona's House and pantryRUN in March in honor of women's history month
 4. Women's history month event honoring SHEROES among us is on March 4 at 2:30 in the Paul Robeson Campus Center. Melissa Dones is one of the staff honorees. All Staff Council representatives are encouraged to attend.
 - ii. Recognition | Jordan
 1. Working on ways to identify and recognize staff with Human Resources. Ideas include:
 - a. Spotlight on staff member
 - b. 5 and 15 years of service awards, which fills the gaps of 10, 20, and 30-year recognition by Rutgers
 - c. Staff that are alumni idea
- F. Professional and Personal Development Standing Committee | Graham
- i. Application for PD fund is finalized, pending a last review.
 - ii. Collaborating with HR on vision board on April 24.
- G. Mentorship Ad Hoc Committee | Foster
- i. Scheduling another meeting with Patricia Bender
- V. Actions items from previous meeting

- A. Amendment to bylaws – standing committees
 - i. Motion by McDonald to accept the amendment as presented; seconded by Rodriguez; unanimously approved.
 - ii. McCardell will circulate updated bylaws.
 - B. Committee budgets
 - i. Treasurer to send out budget request from to committees.
 - C. Social media guidelines
 - i. Communications committee created and administrative committee reviewed the working document.
 - ii. Working document was distributed at the meeting and will be shared.
 - iii. Send comments and corrections to Rahman
 - D. Cash prizes or award for staff
 - i. Lenese Jean contacted Casey Woods, Director of Ethics, Training, Investigations and Public Records in the Office of University Ethics and Compliance for guidance.
 - ii. Per RU policy, raffles and incentives to participate are allowed; outright prizes to specific staff are not allowed.
 - iii. Discussion included past practices of awards for staff and questions about awards for longevity - 10, 20, or 30 years of service, similar to annual recognition by university of service for other years of service.
 - iv. After we identify specific criteria for future recognition initiatives, we shall consult HR and the Office of University Ethics and Compliance.
 - E. Ex-officio engagement and communication
 - i. Ex officio members will be invited to SC election information sessions and Chat with the Chancellor event.
 - ii. Outreach discussion included Rances suggestion of creating a video for presentations and the SC website.
 - F. Attendance requirements | Hartland
 - i. Hartland will contact representatives that have not met the attendance requirements for participation in either regular or committee meetings.
 - G. Year-end committee report
 - i. Executive board to finalize year-end report form, which is similar to prior year's but utilizes the SharePoint Forms.
- VI. New business
- A. Campus Advisors
 - i. The Office of Student Conduct (part of the Office of Student Affairs) is hosting an information session on February 25, 2020 to recruit volunteers to be Campus Advisors, who help student members of the University community navigate the disciplinary system.
 - ii. Discussion of SC role to support either as a group or individually. Hartland or any others that attend the information session will share information.
 - B. Safe Zone training
 - i. SafeZone is an educational program committed to increasing understanding and awareness around how to foster an inclusive and welcoming climate for the LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer and Questioning) community.
 - ii. The first of a two-part training will be on February 28.

- iii. Discussion of SC role to support either as a group or individually. McDonald and Nagle, or any others that attend, will share information.
 - C. RU Style Guide
 - i. Discussion of new signature for SC and updated RU Style Guide
 - ii. McDonald uploaded signature and guide to SC shared folder
 - iii. Need to change signature on letterhead, website, flyers, other documents
 - iv. Not required to use new signature. Hopkins suggests the SC wait for the 2020-2021 year to change SC letterhead, website, flyers, etc.
 - v. All staff are encouraged to attend an all-day professional development class on May 28 and earn a Communicators Certificate. The program covers the proper use of the University identity system and communication policies, guidelines, and resources.
 - D. Convocation Video Criteria and Nominations
 - i. Enrollment Services contacted the SC to seek staff nominations for a convocation video. The video theme is "All Roads Lead to Newark," and will include three staff members.
 - ii. Additional criteria to be sought and shared.
- VII. Announcements
 - A. March 6 is National Employee Appreciation Day. SC will table at Stonsby Commons. Free lunch and activities (button making, cooking demo, P3 Collaboratory table, etc.)
 - B. Career clothing drive for spring 2020, sponsored by the Career Development Center, is under way. Donate career clothing and accessories from now to April 10.
 - C. Campus parking and transportation survey emailed to all on 2/18/20 and closes on March 2. All encouraged to share their feedback as the university has hired a consultant to explore improvements. Discussed whether the Staff Staff Council can be an active participant in the process. McCardell is willing to volunteer and will explore.
 - D. Climate Task Force Town Hall is on February 25 in Newark. This is a university-wide action initiated by President Barchi. Hartland and any others who attend will report on it to see how the Staff Council can support.
 - E. Women's History Month celebration on March 4 is from 2:30 to 4. There will be a panel discussion on the rights of women to vote and run for office, as well as a ceremony to recognize and award five recipients of this year's "Hidden Figures: Sheroes" of Rutgers University-Newark and Greater Newark community. One of the Sheroes is Staff Council representative, Melissa Dones.
- VIII. Adjournment

Recorded by: J. Nagle

Accepted: March 19, 2020