

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, March 19, 2020
12:15 p.m. – 1:30 p.m.

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

Join by phone: +1-650-429-3300 | Access code: 791 958 829

~~Ackerson Hall | Dean's Lounge | Room 101~~

Limited to 10: Center for Law and Justice | Berson Board Room | Room 292

Attendance

Representatives Present (15): Virginia Caputo (w), Melissa Dones, Lucille Foster (w), Monica Giron (w), Deseray Graham (w), Vasiliki Hadjikonstantinou (w), Twyla Hardy (w), Melissa Hartland, J. Jason Jordan (w), Alyssa King (w), Georgia Mellos (w), Josephine Nagle, Rabeya Rahman (w), Kim Raynor (w), Permelia Toney-Boss (w)

Representatives Absent (5): Crystal Grant, Shyeka Hopkins, Benjamin McCardell, Joy McDonald, Henry Rodriguez

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

Quorum: Yes

Documents Distributed via Email

1. Proposed agenda
2. Draft minutes from February 20, 2020 regular meeting
3. Social Media Guidelines working document

- I. Called to order | Hartland
- II. Approved agenda
- III. Approved minutes of February 20, 2020 meeting
- IV. Treasurer's Report | Hadjikonstantinou
 - A. Made progress on collecting past financial transactions
 - B. \$500 charged for SC share of expense of National Employee Appreciation Day event at Stonsby on March 6, 2020. Total event cost was \$1300 for 260 employees.
 - C. Financial reports pending
 - D. Committee budget form pending
- V. Co-chair's report | Hartland
 - A. Sound Board | Hartland

- i. April 15 Chat with the Chancellor postponed
- ii. Unknown when we can reschedule. Hope to move to June during the same week as Staff Appreciation Day, which is still scheduled for June 11. Hartland will work on rescheduling.

VI. Actions items from previous meeting

- A. Social media guidelines | Rahman
 - i. Candace Joseph requested a meeting to review guidelines together.
- B. Cash prizes or awards for staff
 - i. Discussion of whether or not to pursue given the guidelines from the Office of University Ethics and Compliance. Decided not to pursue at this time.
- C. Year-end committee report
 - i. Nagle will send draft to executive board
- D. Campus Advisors | King
 - i. Handful of SC representatives attended information session.
 - ii. Postponed.
 - iii. Consider inviting to retreat to foster collaboration.
- E. Safe Zone training
 - i. Safe Zone 101, February 28, 2020 training attended by McDonald and Nagle. Mel McCuin led the training and is a great resource.
 - ii. Discussion of forms of support by Staff Council
 - 1. Collaborate with LGBTQ/Mel McCuin
 - 2. Retreat session on LGBTQ awareness
 - 3. Newsletter article timed to major LGBTQ date
 - 4. Rainbow flag on main flagpole
- F. Convocation Video Criteria and Nominations
 - i. Rahman provided committee with three names of employees that migrated to live in Newark
 - ii. Hartland will contact Alisha Park for status update
- G. University (Environmental) Climate Task Force
 - i. No report
 - ii. Different from Campus Climate initiative

VII. New business

- A. COVID-19 Response
 - i. Covid-19 response by university with guidelines for staff have been slow and confusing.
 - ii. Flexibility varies by department. Telecommuting, work in the office, and schedules vary by department.
 - 1. RBS asked for volunteers to come to the building
 - 2. IPO facilities staff are still working on campus. All have concerns about their health and safety. Some have shifts of

3 days on, 2 days off. Waiting for laptops to arrive to at least enable office staff to telecommute.

3. IPO grounds and custodial staff still working 5 days. No masks, gloves or other PPE (personal protective equipment).
- iii. Grounds, facilities, custodial, library – no clear plan or response to protect them or their families. Many cannot do their work at home.
- iv. Discussed communicating concerns with the chancellor both informally and formally as a resolution. Hartland to draft a resolution and share with the SC.
- v. Staff Council will email staff to let them know that Staff Council is discussing this and cares about them. Rahman will contact McDonald to see how to send via Mailman
- vi. Jordan will share instructions on how to forward voice messages to email.

B. Student Campus Climate Survey

- i. 11-minute survey designed to get student perspective on campus. Organized by chancellor committee on diversity. Survey can be completed online. Original deadline was mid-April.
- ii. Caputo, Foster, and King serve. Can SC help get the word out to students to complete the survey?
- iii. Raynor adds that no other student surveys are being conducted.

VIII. Standing Committee Reports

A. Administrative | Nagle

- i. Bylaws – no report
- ii. Elections | Nagle
 1. Have information sessions by Webex
 2. To meet to update election timetable

B. Communications Standing Committee | Rahman

- i. Last newsletter emailed on March 2, added to website, including a Spanish translateion

C. Engagement and Outreach Standing Committee | King

- i. Collaboration
 1. Planning on hold
 2. There is a need to keep people engaged
 3. Hartland suggests watching movie at same time
- ii. Recognition | Jordan
 1. No data readily available on alumni that are employees
 2. Ranced reported that June 11 Staff Appreciation Day sub-committee meetings are still on, until further notice.

D. Professional and Personal Development Standing Committee | Graham

- i. Planning on hold

- IX. Mentorship Ad Hoc Committee Report | Foster
 - A. Committee met again with Patricia Bender. Foster met with Dr. James Davy from SPAA about mentorship, who agreed to speak at the SC retreat on July 15
- X. Announcements
 - A. pantryRUN still open. Drop off donations. Needed more than ever.
 - B. All take care of themselves. Recognize that this is stressful for all. Make time for yourself.
- XI. Adjournment

Recorded by: J. Nagle

Accepted: April 16, 2020