

## MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, April 16, 2020  
12:15 p.m. – 1:30 p.m.

### Attendance

Representatives Present (17): Virginia Caputo, Lucille Foster, Monica Giron, Deseray Graham, Vasiliki Hadjikonstantinou, Twyla Hardy, Melissa Hartland, Shyeka Hopkins, Alyssa King, Benjamin McCardell, Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Permelia Toney-Boss

Representatives Absent (2): Melissa Dones, Crystal Grant

Guests (1): RU-N Human Resources – Candace Joseph

Quorum: Yes

### Documents Distributed via Email

1. Proposed agenda
2. Draft minutes from March 19, 2020 regular meeting
3. Funding request form
4. Financial reports

- I. Called to order | Hartland and Hopkins
- II. Approved agenda
- III. Approved minutes from March 19, 2020 meeting
- IV. Treasurer's Report | Hadjikonstantinou
  - A. Everything from FY19 finalized, \$6839.69 rolled over, of that \$3000 is earmarked for PD fund. \$15,000 funding for FY20 for a starting balance of \$21,839.69.
  - B. Discussion of no rollover policy. Understanding is that we can rollover the FY19 \$3000 professional development fund. Treasurer and co-chairs will seek clarification.
  - C. No expenses this month. Expenses to date total \$1,820.75, leaves \$20,018.94.
  - D. Possible expenses
    - i. StrengthsQuest workshop. See professional development committee report below.

- ii. Vision Board and Escape Room activities.
  - E. For future meetings, treasurer's report to be distributed in advance and included with meeting minutes.
  - F. Budget request form shared and to be finalized at May meeting.
- V. Co-chair's report | Hartland
  - A. Sound Board | Hartland
    - i. Chat with the Chancellor postponed. Chancellor does not want to do it virtually. To reschedule in the fall.
- VI. Actions items from previous meeting
  - A. Social media guidelines | Hartland, McDonald
    - i. Updated version to be sent to Candace Joseph and then the Office of Labor Relations.
  - B. Year-end committee report
    - i. To be finalized for May.
  - C. Covid-19 response
    - i. Resolution to be drafted by Hartland.
    - ii. Updates, resources and best practices for staff
      - 1. Staff Council website provides Covid-19 resources for staff
      - 2. Discussion of pantryRUN and other on campus food distribution
    - iii. Discussion of collaboration committee idea to buy lunch to recognize and thank essential staff working on campus. See Collaboration Committee report.
    - iv. Recognized and thanked Permelia Toney-Boss who is still working on campus. Asked her to extend our appreciation to her co-workers.
- VII. Standing Committee Reports
  - A. Administrative | McCardell
    - i. Bylaws – nothing to report
    - ii. Elections | McDonald
      - 1. Nominations period is now open. Goal is to have 30 representatives total.

2. Survey results of representatives whose terms are expiring: 9 responded, 1 undecided, 4 didn't care if their terms were extended by one or two years, 2 said 1-year, 2 said 2-year.
3. 5 members are finishing first of two-year terms. 12 are eligible for reelection. Foster and Hopkins ineligible as both will become ex officio as RU Senator and co-chair, respectively.
4. Discussion of extending terms for those up for election by one year. Gives us about 50% of representatives with terms ending in 2021 and 50% in 2022. Representatives have to acknowledge that they want to extend.
5. Bartlett motioned to extend any current 2018-2020 representatives' terms until June 30, 2020. Foster seconded the motion. Motion passes, unanimously.
6. Nominations period open until April 30. Nominees will be confirmed. HR will review for eligibility. Statements will be posted. Elections open in May.

B. Communications | Nagle

- i. Website updated – open to all suggestions
- ii. Minutes now available on website

C. Engagement and Outreach | King

i. Collaboration

1. Discussion of buying lunch to recognize and thank essential staff working on campus. Reached out to facilities, IT, RUPD to get estimate of how many employees are on campus
  - a. McDonald motion for collaboration committee to spend up to \$1000 for food for essential workers on campus. Rodriguez seconded. Motion passes, unanimously.
2. Discussion of showing our solidarity with essential workers on campus by providing personal protective equipment, such as masks, gloves, sanitizers. Further research needed. Will contact Johanna Alcantara in operations and Jamie Hendrix for RUPD.

3. Discussed hosting virtual social events such as Staffy Hour or game night
4. Discussed Cornwall Center, Newark Art Freedom Schools initiative to read a book out loud, either live or recorded, that is share with students. Contact Alyssa King to volunteer.

ii. Recognition

1. Need new head with departure of Jason Jordan. May remain vacant until next term.

D. Professional and Personal Development Standing Committee

- i. Discussion of Michelle Rances (Human Resources) request for \$744.50 toward StrengthQuest workshop. Workshops held on March 11 and 12 for up to 50 people total. Cost is for books and assessment. Discussion of expectations and timing of request, and cost share for books and assessment. No action taken pending more information.

VIII. Mentorship Ad Hoc Committee Report | Foster

- A. To schedule meeting with Dr. James Davy after semester is over to discuss July training.

IX. New business

- A. Attendance policy and removal process
  - i. Hartland suggests adding standing rule that if member is absent and non-responsive after six months they be notified. Executive board to discuss and review at their May meeting.
  - ii. Administrative committee to review and add to standing rules when drafted.

X. Announcements

- A. McDonald – hasn't killed plants
- B. Caputo – good to see everyone, doing what we set out to do
- C. Hartland – cooking a lot more

XI. Adjournment

Recorded by: J. Nagle

Accepted: May 21, 2020