

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, May 21, 2020
12:15 p.m. – 1:30 p.m.

Attendance (Webex)

Representatives Present (14): Virginia Caputo, Lucille Foster, Monica Giron, Deseray Graham, Vasiliki Hadjikonstantinou, Twyla Hardy Melissa Hartland, Alyssa King, Joy McDonald, Georgia Mellos, Josephine Nagle, Rabeya Rahman, Henry Rodriguez, Permelia Toney-Boss

Representatives Absent (5): Melissa Dones, Crystal Grant, Shyeka Hopkins, Benjamin McCardell, Kim Raynor

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

Quorum: Yes

Documents Distributed via Email:

1. Proposed agenda
2. Draft minutes from April 16, 2020 regular meeting
3. May 2020 treasurer's report
4. Budget request form AY 2020-21
5. Candidates 2020
6. Social Media Guidelines working document
7. Strengthsquest Workshop flyer
8. Professional Development Fund application
9. Professional Development rubric

- I. Call to Order | Hartland and Hopkins
- II. Approved Agenda
- III. Approved Minutes from April 16, 2020 meeting
- IV. Treasurer's Report | Hadjikonstantinou
 - A. FY19 and FY20 reports updated again.
 - B. Budget concerns and questions – what if anything can we spend? April 16, 2020 email from Amber Randolph on how to plan for and manage the budget said no discretionary spending, no rollover, cut in remaining FY20 expenses, and cut in FY21 expenses (see attached). Hartland will seek clarification from chancellor's office.
 - C. Budget form for committees. Submit an application for funding up to two times per year (mid-June and mid-December) for review and approval at regular council meetings. Each committee may request up to \$3000 for their spending and programs, including description, justification, and benchmarks. Committees should put together a draft budget for next year.

Committees asked to submit to Viki before the June meeting. Committee heads asked to submit before next executive board meeting.

- D. Officers will be asked to attend meeting with Randolph about budget status.
- V. Co-chair's Report | Hartland
 - A. BigTen Collaboration on Staff Advocacy
 - i. Recap of May 7, 2020 BigTen Collaboration on Staff Advocacy meeting (see attached agenda). Focus was on COVID-19 response. COVID impact much greater on Rutgers than the other schools. Many other staff councils are actively involved in planning.
- VI. Actions items from previous meeting
 - A. Year-end committee report – soft goal is for committee heads to submit a draft committee report for the June 4 executive board meeting
 - B. Covid-19 response
 - 1. Updates, resources, and best practices for staff - updated on website
- VII. Standing Committee Reports
 - A. Administrative
 - i. Bylaws | Nagle
 - 1. Attendance policy and removal process - to be handled as a bylaws amendment, not standing rules
 - ii. Elections | McDonald
 - 1. Elections scheduled to open today.
 - 2. Using customized email address list of 874 people, which is about 300 higher than in the past. IP&O, OIT, and Dana Library were excluded last year. Rances recommended verifying accuracy of list with Candace Joseph and Lenese Jean.
 - 3. Voting will be online through Qualtrics. List of candidates, pictures, and statements provided.
 - B. Communications | Rahman
 - 1. Social media guidelines
 - a. Working document written in two parts: institution and privacy policies, and guidelines/usage. Includes links to relevant university policies.
 - b. SC representatives asked to review by first week of June and then Rahman will send to HR and RU-N Office of Communications.
 - ii. Sound Board | Hartland – no update

C. Engagement and Outreach | King

i. Collaboration

1. Lunch for essential employees

- a. In limbo due to budget uncertainty, lack of quote from McGovern's, lack of approval from facilities due to ethical concerns
- b. Can move forward with lunch for 50 RUPD employees
- c. ~~McDonald motioned to spend up to \$250~~

2. McDonald moved that we provide up to an additional 200 meals if needed and appropriate and approved. Caputo seconded. Approved unanimously.

3. Hartland will seek clarification and assistance from chancellor's office on spending and approvals

4. PPE for essential employees – no update

ii. Recognition

1. Rances to contact Staff Appreciation Day planning committee to set up a meeting about a virtual presentation

D. Professional and Personal Development | Graham

1. Everything on hold, budget questions, no rollover

2. StrengthsQuest workshop funding – Rances reported that the workshop did not happen

3. PD fund - no update

VIII. Mentorship Ad Hoc Committee | Foster

i. Met with Dr. James Davy. Will have another meeting on June 17. He will lead ice breaker and introductory training at July 15 retreat/reorganization meeting.

IX. New business

A. Chancellor's message to staff

i. Discussion and agreement on asking chancellor's office to consider hosting a virtual town hall similar to Chancellor Phoebe Haddon's for the RU-Camden community on May 7. Hartland to discuss with chancellor.

B. July 15, 2020 retreat/reorganization meeting planning

i. Foster, Graham, Hardy, Hartland, King, Nagle, and Toney-Boss volunteered to plan the retreat. Nagle to schedule meeting.

X. Announcements (incl. upcoming campus or community events)

A. Congratulated Deseray Graham on finishing her master's in social work

XI. Adjournment | 1:39 p.m.

Recorded by: J. Nagle

Accepted: June 18, 2020