

MINUTES FOR STAFF COUNCIL REGULAR MEETING

Thursday, June 18, 2020

12:15 p.m. – 1:30 p.m.

Attendance (Webex)

Representatives Present (13): Virginia Caputo, Lucille Foster, Monica Giron, Twyla Hardy, Melissa Hartland, Alyssa King, Benjamin McCardell, Joy McDonald, Georgia Mellos, Josephine Nagle, Kim Raynor, Henry Rodriguez, Permelia Toney-Boss

Representatives Absent (6): Melissa Dones, Deseray Graham, Crystal Grant, Vasiliki Hadjikonstantinou, Shyeka Hopkins, Rabeya Rahman,

Guests (8): RU-N SC 2020-2022 Representatives: Jason Boehm, Mayra Caraballo, Corey Clawson, Dominique Graham, Leonila Matus, Ingrid Renderos, Ariana Ruela, Daniel Stoll

RU-N Human Resources (2): Candace Joseph, Irma Mendoza

Quorum: Yes

Documents Distributed via Email:

1. Proposed agenda
2. Draft minutes from May 21, 2020 regular meeting
3. Treasurer's report
4. Candidates 2020
5. Social Media Guidelines working document

I. Called to order | Hartland

II. Approved agenda

III. Approved minutes from May 21, 2020 meeting

IV. Treasurer's report | Hartland

- A. Treasurer reviewing preliminary budget requests for 2020-2021.
- B. No rollover of unused funds from 2019-2020, and 2018-2019 professional development fund.
- C. 2020-2021 budget still unknown, but requests for additional funds as needed will be considered.

V. Co-chair's report | Hartland

VI. Actions items from previous meeting

A. Year-end committee reports

- i. Most committee reports have been submitted, used for annual report to chancellor and campus.

B. July 15, 2020 retreat/reorganization meeting planning

- i. Morning session will be conducted by Dr. James Davy, afternoon session will be business meeting, committee overviews, open officer positions.

C. Chancellor's message to staff

- i. We have asked the chancellor to host a town hall style event for Newark, similar to May 7, 2020 Camden town hall. Discussion of topics we would like addressed: return to campus plans, work arrangements, budget and enrollment projections, Black Lives Matter and social justice resources and actions.

VII. Standing Committee Reports

A. Administrative | McCardell

i. Bylaws

1. Introduced proposed amendment to the attendance policy and removal process – added language to grounds for removal process, permitted virtual voting, added time limit to appeal process.
2. Document available for review and comment on the shared drive.
3. Vote on the amendment scheduled for next meeting.

ii. Elections | McDonald

1. Committee is working on amendments to the elections process, including extensions of elected co-chairs term, and representatives' terms, if needed to ensure balance.
2. Special vote may be needed to extend the next co-chairs term, if any representative only has one year remaining. Email runsc.elections@newark.rutgers.edu or Joy McDonald.

iii. Committee Selection | McCardell

1. Committee selections will be made at or just after the retreat.
2. McCardell to prepare committee and officer descriptions for the retreat packet.

B. Communications | McDonald

1. All past newsletters and minutes added to website.
2. Updated representatives' list to be done on July 1 when new term starts.

3. Social media guidelines – final review of guidelines.
 - a. Motion to approve the RU-N SC Social Media Guidelines made by Foster, seconded by McDonald, unanimously approved.

C. Engagement and Outreach | King

i. Collaboration

1. Lunch for essential employees
 - a. Budget request approved by Amber Randolph, next step is asking treasurer to submit the requisitions, and coordinate lunch order/delivery logistics.
 - b. Request for all SC reps to show support by taking a picture or creating a virtual video or slideshow. Let King know if you can help.
 - c. Facilities finally got approval from legal for us to provide lunch for essential employees working on campus.
 - i. Approved lunch for up to 100 facilities staff at April meeting, up to \$1000.
 - ii. Approved lunch for 50 RUPD at May meetings.
2. Virtual event for staff on hold for now.
3. Working with Chancellor's Commission for Diversity and Transformational Change to address current climate; exploring collaboration with Student Affairs, and other campus/community groups.
4. PPE for essential employees – we were assured that there are 5000 masks available for distribution; gloves are still needed; time clocks moved, and staggered times for punch in/out.
 - a. As of June 22, many of the staff should be returning. Discussed and determined that this should not affect our lunch order.
 - b. Toney-Boss reported that facilities staff are relieved and voting on a furlough proposal today and tomorrow; layoffs have happened, and more are expected.

ii. Recognition | Hartland

1. Staff Appreciation Day

- a. Moved to sometime in August as a virtual event.
- b. Inauguration of new representatives usually is held at Staff Appreciation Day but is on hold for now.

D. Professional and Personal Development | Hartland

- i. See treasurer's report for no rollover of funds.

- VIII. Mentorship Ad Hoc Committee | Foster
 - A. Mentorship program rollout most likely to be pushed back to summer of 2021.
 - B. Dr. James Davy will conduct first two of four steps of Appreciative Inquiry dialogue at the retreat.

- IX. New business
 - A. Social justice
 - i. See discussions on town hall and collaboration.
 - B. Recognition of outgoing representatives
 - i. Lucy Foster, Shy Hopkins, Georgia Mellos

- X. Announcements/Introductions
 - A. Mayra Caraballo
 - B. Leonila (Le) Matus
 - C. Ariana Ruela
 - D. Ingrid Renderos
 - E. Jason Boehm
 - F. Corey Clawson
 - G. Dan Stoll
 - H. Dominique Graham

- XI. Adjournment | 1:35 p.m.

Recorded by: J. Nagle

Accepted: July 15, 2020