

MINUTES FOR RETREAT/REORGANIZATION MEETING

Wednesday, July 15, 2020

9:00 a.m. – 2:45 p.m.

Morning Session Attendance (Blackboard Collaborate Ultra)

Representatives Present (21): Jason Boehm, Virginia Caputo, Corey Clawson, Monica Giron, Deseray Graham, Dominique Graham, Vasiliki Hadjikonstantinou, Melissa Hartland, Alyssa King, Leonila Matus, Benjamin McCardell, Joy McDonald, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Ingrid Renderos, Ariana Ruela, Daniel Stoll, Permelia Toney-Boss, Amber Williams

Representatives Absent (3): Mayra Caraballo, Melissa Dones, Twyla Hardy

Guests (5): James Davy, Lucille Foster, Diana Jones, Joe Matthew, Eddie Villanueva

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

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| I. | Sign-in Blackboard Collaborate Ultra | 8:45 a.m. |
| II. | Introduction and Welcome Hartland | 9:00 a.m. |
| III. | Appreciative Inquiry Workshop Dr. James Davy and Diana Jones | 9:15 a.m. |
| | A. See attached Appreciative Inquiry agenda | |
| | B. See attached Appreciative Inquiry survey responses | |
| IV. | Lunch break (optional Webex virtual lunchroom) | 11:45 p.m. |

Afternoon Session Attendance (Webex)

Representatives Present (21): Jason Boehm, Virginia Caputo, Corey Clawson, Monica Giron, Deseray Graham, Dominique Graham, Vasiliki Hadjikonstantinou, Melissa Hartland, Alyssa King, Leonila Matus, Benjamin McCardell, Joy McDonald, Josephine Nagle, Rabeya Rahman, Kim Raynor, Henry Rodriguez, Ingrid Renderos, Ariana Ruela, Daniel Stoll, Permelia Toney-Boss, Amber Williams

Representatives Absent (3): Mayra Caraballo, Melissa Dones, Twyla Hardy

Guests (1): Sherry-Ann Butterfield, Lucille Foster

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

Quorum: Yes

Documents Distributed via Email:

1. Proposed agenda
 2. Draft minutes from June 18, 2020 regular meeting
 3. Bylaws amendments to articles III and VII drafts
 4. Committees and officer positions descriptions
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- V. Called to order | [Webex](#) | Hartland | 12:55 p.m.
 - VI. Approved agenda
 - VII. Approved minutes from June 18, 2020 meeting
 - VIII. Treasurer's report | Hadjikonstantinou
 - A. Budget cut because of COVID, underspent only \$1,970.41.
 - B. Earmarked up to \$3000 in meals for essential staff from FY20.
 - C. Waiting for HR budget before ours is finalized.
 - D. Preliminary budget request forms for committees submitted to SC for approval.
 - IX. Co-chair's report | Hartland
 - E. Melissa will be meeting with Sherri-Ann Butterfield and Nancy Cantor about town hall for staff.
 - i. Town hall planning volunteers: Dominique Graham, Matus, Nagle, Rahman, Raynor
 - X. Greeting and Update | Sherri-Ann Butterfield | 1:03 p.m.
 - F. Welcomed new members. Expressed importance and appreciation of the role of the Staff Council as a strategic initiative for RU-N.
 - G. The town hall for staff will include other chancellor's team members that can answer our questions.
 - H. Updates:
 - i. the international student decision was a relief
 - ii. safety of staff and faculty is equally important
 - iii. want to keep density low on campus while providing educational environment
 - iv. building by building analysis (central IP&O, not sure if report can be shared) is being conducted
 - v. department based decisions being made on who has to come in, who can stay home
 - vi. Amber Randolph will approve who needs to be on campus
 - vii. masks are coming in
 - viii. plans are dependent on governor's orders/guidance
 - I. Questions and Answer Session:

- i. Occupational Health working on plans for faculty/staff; student Health working on plans for students
- ii. Telecommuting extension already in discussion
- iii. Enforcement of wearing IDs being discussed with RUPD
- iv. Swipe access for all buildings is goal but depends on the building
- v. Action plans from all departments are due on July 24
- vi. Building managers should be communicating and gathering input from their stakeholders in the next week

XI. Actions items from previous meeting | 1:32 p.m.

J. Year-end committee reports

- i. Completed and being used for presentation and annual report

K. Chancellor's town hall for staff

- i. See co-chair report and greeting and update report

XII. Standing Committee Reports | 1:33 p.m.

[PowerPoint with SC overview](#), mission, achievements | Hartland

Induction for all SC representatives will be on Monday, August 17 at noon as part of the Staff E-ppreciation activities.

Suspend business portion to after PowerPoint

Link provided for committee sign-ups | 2:31

L. Administrative | McCardell 2:33 p.m.

i. Bylaws

1. Amendments to bylaws articles III and VII were introduced at June 18, 2020 meeting to update the attendance policy and removal process.

a. Amendment to Article III: Representative Body

- i. McDonald motioned to approved; Caputo seconded; motion approved unanimously.

b. Amendment to Article VII: Meetings

- i. McDonald motioned to approve; Rodriguez seconded; motion approved unanimously.

ii. Elections | McDonald – no report

M. Communications | Rahman – no report

N. Engagement and Outreach | King - no report

i. Collaboration

1. Lunch for essential employees

ii. Recognition

1. Staff Appreciation Day

- O. Professional and Personal Development | Graham – no report
- XIII. Mentorship Ad Hoc Committee | Foster – no report
- XIV. New business
 - P. FY20 annual report – no report
 - Q. Officer nominations open
 - i. Nominations for co-chair, secretary, and treasurer should be emailed to the election committee at runsc.elections@newark.rutgers.edu
- XV. Announcements Stoll and Hartland acknowledge leadership team
- XVI. Retreat evaluation and committee choices conducted by Qualtrics links; retreat survey link provided in chat and follow-up email
- XVII. Adjournment | 2:42 p.m.

Recorded by: J. Nagle

Accepted: August 20, 2020