

# STAFF COUNCIL GENERAL MEETING MINUTES MARCH 2020

FRIDAY, MARCH 13, 2020 LA2-120

**Meeting called to order at 8:38 a.m. by Chair Kristin Bonetati**

Approval of March 2020 Staff Council General Meeting Agenda

New modification to add guest speakers to have guest speakers discuss Coronavirus updates.

- Motion to approve: Susan Tsuji

-Second: Vinni Savastano

-All approve

Approval of February 2020 Staff Council General Meeting Minutes

- Motion to approve: Caroline Sinay Gudiel

-Second: Ann Kinsey

-All approve

**Chair's Report Kristin Bonetati:**

-Today's meeting will be held via In-Person & Zoom. Many audience members will chime in online. Online members can communicate with Nicole via chat function.

-We are a resilient and adaptable campus and I appreciate all of you who are here or joining us via Zoom. What is going to make things better is that we are here to support the students during this tough time and keeping things going.

**Vice Chair's Report Ann Kinsey:**

-No report

**Secretary's Report Joseph Phillips:**

-No report

**Treasurer's Report Caroline Sinay Gudiel:**

-Current Balance = \$879.44

**Representatives at Large Report Kim Glick & Alessandro Russo:**

-No report – reporting in via Zoom

**8:45 a.m. Time Certain: Guest Speaker –Sally Schleismeier / Lauren Dragicevich - Commencement**

-Fluid situation. What is important to us is the safety of our students and staff. We are planning to move forward with commencement.

-All ceremonies will be ticketed at this point.

-Changes will be made to the venue at the Jack Rose Track.

-“How to Graduate” video is being created so they know what to expect

-Check-in at the Gold Mine Gym inside the KIN building

-Procession will enter from a gate in the center aisle of commencement stadium with a new gate cut

-Interactive campus map will be overlaid with commencement details

-Increase guest seating by about ~800

-Clear bag policy enforced

-BMAC will have Rascal scooters to seat handicapped guests

-Simulcast will not be hosted on-campus, however, folks can watch on their own

-VIP tent will become Information Tents

-Parking will be different – our ADA parking will be in G5 and designated spots in G11

-Guest parking in pyramid structure and G4, G6-G9, G11

-Commencement needs your help!!! Main responsibilities would include assisting with guests and graduates and more.

-How do I volunteer?

-3 hour shifts with supervisor’s permission. Greatest need 90 minutes before ceremony begins

**9:15 a.m. Time Certain: President Jane Conoley**

-We want to hear what the issues are, we are collecting information as it comes

-We want our educational mission to be continued

### **9:30 a.m. Time Certain: Coronavirus Updates**

-Dr. Fodran: 4 cases in LB. We do expect more as we are doing more testing. Doing what we can to keep the campus safe. No cases on campus. Message and staff support have been very good. Make sure to take care of yourselves and others and that you are keeping healthy habits.

Q: The 4 cases that are in LB. Are they identified as folks from the area?

A: All associated with travel where folks went to areas where Coronavirus is more prevalent.

Q: Are the cases self-quarantined at home?

A: 1 is at the hospital and the other 3 are quarantined.

Q: How long is the self-quarantine process?

A: 14 days.

Q: Are there symptoms to look out for?

A: Most common are fever, cough, and shortness of breath.

Q: What can you tell us about the plan if staff need to stay home with their children if schools close?

A: If you have to stay home with your kids, you use accrued leave credits (but working on a plan at the moment) – Scott Apel

Q: Are any students on campus high-risk or need to be tested?

A: No students at high risk where we are concerned. The 10 who were in isolation are doing fine at this moment.

Q: Is there any way we can assist facilities with keeping our areas clean?

A: As far as your areas go, just make sure you are wiping down and keeping your area as clean as possible. Email me or Beach Building Services if you have concern about disinfecting areas. We just acquired new technology to sanitize rooms in minutes – George Alfaro

-President Conoley has asked us this morning that we stop all non-essential activity. Close on-campus gyms, other places, etc. to keep campus safe. Focused on educational mission. – Scott Apel

Q: When it comes to our staff to buy office supplies, we are limited for sanitizing supplies.

A: We are dealing with the same issues where supplies are unavailable. – George Alfaro

-Some of the high tech methods that George mentioned are ways to get around the supply shortage

Q: If we should get sick, should we contact medical professionals to get tested as we are affiliated with CSULB?

A: Contact your physician if they are sick. If you get sick, it is the advice of the CDC to call your medical provider first.

-Because it is just us on campus, it may be safer here than to be in public spaces such as Ralphs. Not an extra need to see the doctor just because you're here.

Q: If schools close, can we get paid to stay home with our children?

A: We will set up a system to work on this. As mentioned before, would be related to leave accruals. We do not plan to cut off peoples pay or dock people.

-Does this apply to emergency hires?

-Yes it would, would be handled the same way

Q: If we are able to telecommute do we have to take a sick or vacation day?

A: Working on a logical and equitable system for staff to telecommute if they have to. We have to work out a system of decision-making to determine who is able to undertake telecommuting.

-Our educational mission must continue. – President Conoley

Q: Can it be stressed to faculty to undertake social distancing so staff feel safe? Not a thing at our office.

A: Yes

Scott: I want to thank Dr. Fodran and George Alfaro for their help

Q: Would Student Assistants be having their checks mailed as well if need be?

A: Yes

Q: Because of HIPA laws, if someone becomes sick from on campus, would the physician have to contact campus?

A: If patient is “high risk”, then yes but the answer is nuanced.

Q: Does high risk mean you are high risk to the community or to yourself?

A: In this context, it means you are a high risk to campus.

Dr. Fodran: I have handouts for you all here and will be available online.

**Ways and Means Committee Report Nicole Torres:**

- We got \$97 from our Naples Rib Company fundraiser

- Still moving forward with Carls Jr. fundraiser on campus. Going on all day today!

- Planning on doing something on Administrative Professionals Day, however, uncertain if it can move forward with the current situation

**Staff Development Committee Report Susan Tsuji:**

- Our one event was cancelled because they cancelled all of the events

**Bylaws and Policies Committee Report Charleen Rice:**

- No report

**Academic Senate Report Jessica Pandya (Ann Kinsey):**

- We did the same type of Hybrid-meeting yesterday and it was successful. Will continue with that. Subject to change on a daily basis

**Nominating Committee Report Ann Kinsey:**

- We have openings for President’s Commission on Inclusive Excellence (x2 positions open)

  - Berta Hanson nominated

  - Vinni Savastano nominated

  - Unanimously elected

- RPP Committee needed a rep, but it had to be a staff senate member

  - Mary Ann Rose is that rep

- Working on Outstanding Staff Member applications, selection committee has been chosen to review packets and make decision

## **Special Events Committee Report Christina Salvador/Kristin Bonetati:**

-Due to fluctuating changes, our Spring Break Staff Day may or may not still be in place. Please let us know if you have ideas for how we can show staff appreciation.

### **Announcements**

-Corey

-Faculty and Staff Assistance Program is available if you are feeling stressed or nervous and want to talk to someone about it

-University is offering a "Mental Health First Aid" that is an 8 hour training that can make you better at intervening if needed for someone in crisis

-Ann

-Voted to suspend the SPOT evaluations due to the sudden change in modality

-Maryanne Takemoto announced that for students who cannot afford a laptop, that they purchased emergency laptops for students to check out during this time (Chrome Books)

-Students should contact Dr. Takemoto with their request (at least for now)

-Pedro

-The SPOT evals are where the students evaluate their professors teaching. Used for when professors are applying for tenure, renew contracts, etc.

-Kristin

-Doing a 20% sale for cap & gown for staff & faculty who need the regalia

-Bookstore will remain open during this time

-Grad Fair has been extended through today for those who may have been unable to come Monday-Thursday. After today, order online at [www.balfour.com/csulb](http://www.balfour.com/csulb)

-Set up a fund for students who may be having a tough time paying for regalia – can be requested via Basic Needs

-Nation trying to set up a package for families who cannot leave home at the time and need financial assistance

-Liz response: It would be great if folks could assist senior citizens in their neighborhood to see if they need anything from the store or elsewhere

-Nancy Climate Survey update

-42% response rate. Won't get the results of the survey until maybe the end of summer.  
Beach bucks (\$25) won't be loaded onto participants card until near the end of May.

-In anticipation of the possibility of a campus closure coming on a pay day, we encourage the staff who receive live checks to put their correct address on their self-service section of their single-sign-on. Double-check your address when you get the chance.

-Nicole

-Announcement from the Mayor of LB: Water will not be turned off if bills not paid

Kris (pt. 2)

-Should we continue with the Zoom set-up throughout this time?

-Consensus: Yes

**Adjournment 9:35 a.m.**

**Minutes Recorded by:**

**Joseph Phillips, Staff Council Secretary 2019/20**