



Staff Council Meeting

March 9, 2022

via Zoom

Attendees: ~~Carlos Alvarez (Chair)~~, Laurie Babcock, Melissa Burrows (Communications Chair), Chris Castaneda, ~~Kirsten Carrier (Vice-Chair)~~, ~~Jessica Chairez (Treasurer)~~, Linda DeChaine, ~~Stephanie Hannant~~, ~~Duanduan Hsieh~~, ~~Brandon Kyle (Staff Advocacy Chair for DEI)~~, Jessica Levy, ~~Thomas Morales~~, Alayna Session-Goins, Todd Sasaki

- I. **Announcements/Updates**
 - a. Staff Appreciation Luncheon
 - b. Staff Additions/Changes in Communications
 - c. Staff Retirement Contribution Return
 - d. TRIP Program
- II. **All Staff Meeting** – Cancelled.
- III. **Staff Social Committee** – Need new representative; Staff Luncheon Update
- IV. **HR Proposal from Staff Council**
- V. **Newsletter Review** – Will do final review via email and send out this week.
- VI. **Governance Committee Updates**
 - a. APC (Chris) – Meeting frequently, focused on faculty hires.
 - b. BIC (Alayna) – Need a replacement for Kamalei Lee to have 2nd staff representative from SC on committee.
 - c. CAC (Melissa) – 2 sculpture installations in the works; 11 mural proposals currently going through the voting process
 - d. CLC – Send proposed edits to TLC/CLC merge to FEC
 - e. COVID Task Force – Mask Survey
 - f. TLC – Working to merge with CLC.



Pitzer College Staff Council
1050 North Mills Avenue
Claremont, CA 91711

Staff Council Meeting

February 23, 2022

via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, Melissa Burrows (Communications Chair), Chris Castaneda, ~~Kirsten Carrier (Vice Chair), Jessica Chairez (Treasurer), Linda DeChaine, Stephanie Hannant, Duanduan Hsieh, Brandon Kyle (Staff Advocacy Chair for DEI), Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Thomas Morales, Alayna Session-Goins, Todd Sasaki~~

I. Cybersecurity Presentation (Jessica Levy)

- a. Potential threats, compliance overview, policies, guidelines, procedures, effect on staff, and the IT Advisory Board were discussed.

II. Interim President Announcement – Jill Klein P'15

III. Updates

- a. Staff Council Appreciation
- b. Streaming Services On-Campus
- c. Staff of Color Lunch
- d. Staff Council Mural
- e. Elevate Leadership Training

|| Respectfully submitted by Melissa Burrows ||



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Guest: Barbara Junisbai

I. Elevate Leadership Training (Barbara Junisbai)

- a. Possible pilot program.

II. Staff Council Committee Breakouts

a. Staff Advocacy for Diversity, Equity & Inclusion (DEI)

- i. Carlos, Kirsten, Brandon (Chair), Jessica L., Stephanie, Jessica C.,
Duanduan

b. Staff Engagement

- i. Kamalei, Kirsten (Chair), Laurie, Melissa

c. Staff Training and Professional Development (STPD)

- i. Chris, Jessica C. (Chair), Alayna, Todd, Linda

// Respectfully submitted by Melissa Burrows //



Staff Council Meeting
January 26, 2022
via Zoom

Attendees: Carlos Alvarez (Chair), ~~Laurie Babcock~~, Melissa Burrows (Communications Chair), Chris Castaneda, Kirsten Carrier (Vice-Chair), Jessica Chairez (Treasurer), Linda DeChaine, Stephanie Hannant, Duanduan Hsieh, Brandon Kyle (Staff Advocacy Chair for DEI), ~~Kamalei Lee (Staff Social Committee Chair)~~, Jessica Levy, ~~Thomas Morales~~, Alayna Session-Goins, Todd Sasaki

- I. **Announcements & Inquiries**
 - a. Discussion on Staff Presence guidelines
 - b. *Submit your booster by January 31st whether you are coming to campus or not – Submit at www.pitzer.edu/healthypitzer
- II. **Staff Social Committee** - Weekly kudos form is continuing.
- III. **Membership Updates**
- IV. **State of the College** – Thursday 1/27 @ 4:15 p.m.
- V. **Staff Council Appreciation**
- VI. **Wellness Initiatives** - Ex: Staff/Faculty Lounge improvement
- VII. **BIC Updates**
- VIII. **Title IX Task Force (Stephanie and Jessica C.)**
- IX. **Coffee Cart Proposal** – Funding secured
- X. **Front Line Staff Committee (Carlos)**
- XI. **Staff-Talk/Listserv Approval** – Moderation concerns & return of Staff-Talk
- XII. **STPD Proposal (Carlos)** – Replace current cable service with streaming service in Faculty & Staff lounges; Addition of TV in McConnell lounge; Working on formal proposal.
- XIII. **Governance Committee Updates**

// Respectfully submitted by Melissa Burrows //



Staff Council Meeting Minutes
November 19, 2021
via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, Melissa Burrows (Communications Secretary), Kirsten Carrier (Vice Chair), Chris Castaneda, ~~Jessica Chairez, Jackie Contreras, Linda DeChaine, Stephanie Hannant~~, Duanduan Hsieh, Brandon Kyle (Staff Advocacy for DEI Chair), Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Thomas Morales, Todd Sasaki, Alayna Session-Goins

Guest: Brent Armendinger

- 1. Electronic Communications and Data Traffic Privacy Policy Discussion (Guest: Brent Armendinger – on behalf of FEC)**
 - a. Concerns and feedback shared by Staff Council members.
 - b. FEC will take feedback from different constituents and take look and have a discussion as FEC
- 2. Chair Updates**
 - a. Carlos and Kamalei met with Deanna and Marie of Human resources regarding suggestion box items, Staff Professional Development Day consideration and additional topics.
 - b. Carlos provided details on meeting with President Oliver.
- 3. Coffee Cart**
 - a. Cheryl Morales put in a request to CLC and it will be reviewed December 2nd
 - b. Carlos and Kamalei's meeting addressed possibility of alternative, continuous funding source.
- 4. STPD Fund Updates Determined**
 - a. Funding to be considered for caregiving expenses.
 - b. Department Group Funding
 - c. Waitlist for those who received funding the prior year
 - d. Removal of reference to department funds necessary
 - e. Streamline budget process or provide example form
 - f. Fillable PDF/Online Form

Respectfully submitted by Melissa Burrows



Staff Council Meeting Minutes
November 5, 2021
via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, ~~Melissa Burrows (Communications Secretary)~~, Kirsten Carrier (Vice Chair), Chris Castaneda, ~~Jessica Chairez, Jackie Contreras, Linda DeChaine, Stephanie Hannant, Duanduan Hsieh~~, Brandon Kyle (Staff Advocacy for DEI Chair), Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Thomas Morales, Todd Sasaki, Alayna Session-Goins

1. Announcements

- a. Timecards submitted early this week.
- b. Extra candy bags from Halloween; Raffle to take place next week.

2. Agenda Items

- a. **Quarterly Newsletter Sent Out**
- b. **STPD | Updates, Access, What do we need to know?**
 - i. Updates Needed:
 1. Allow departments to apply for group funding
 2. Allow waitlist for those who are new/got funds last year
 3. Line 3, remove reference to department funds necessary
 4. Streamline the budget process, or provide an example form
 5. Fillable PDF for now, can it be an online form? Or a Box folder upload instead of print?
 - ii. Portion of STPD budget used for the Staff Kudos program – approved by STPD committee.
- c. **Feedback from staff about weekend parties/trash and next steps...**
 - i. Student Affairs/Facilities working on communication moving forward, members noted that students have a responsibility for cleaning after events and maintaining the condition of campus spaces
- d. **Updates from the Chair on cross-college and partner conversations, including coffee cart.**
- e. **Updates from the Vice-Chair on suggestion box topics**
- f. **Updates from the Treasurer on the status of the budgets**
- g. **Updates from Staff Social Committee on upcoming events and budget support for the Staff Kudos Program**
- h. **Updates from Staff Advocacy for DEI chair on upcoming meeting planning**

Respectfully submitted by Melissa Burrows



Staff Council Meeting Minutes

October 22, 2021

via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, Melissa Burrows (Communications Secretary), Kirsten Carrier (Vice Chair), Chris Castaneda, ~~Jessica Chairez~~, Jackie Contreras, Linda DeChaine, Stephanie Hannant, ~~Duanduan Hsieh~~, ~~Brandon Kyle (Staff Advocacy for DEI Chair)~~, Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Todd Sasaki, Alayna Session-Goins

1. Agenda Items

a. Staff Council Vacancies

- i. Thomas Morales (Facilities) & HR Rep (TBD – Hopefully in the next few weeks.)

b. College Council Debrief

2. Executive Board Updates

a. Carlos (Chair)

- i. Starting individual meetings with groups, Student Senate President, President Oliver, 5C Staff Council groups, FEC Chair (Brent), CSWA
 1. Student Senate President Meeting
 - a. Importance of supporting identity groups and DEI initiatives
 - b. Recommended group meeting with FEC chair as well
- ii. Jessica Chairez to be added to Workday for Staff Council account access.
- iii. Electronic Appreciation Form (Coming Soon!)
- iv. Staff Gathering/Events | Carlos and Alayna discuss these policies and potentially add to Mindful Monday in order to update and remind staff.
 1. Student gathering guidelines by OSA, no current guidelines for staff and faculty other than no public events outside of The Claremont Colleges; PIT & COVID Compliance teams to discuss these topics.
- v. Fall All-Staff Meeting | Well received so far, especially social out on The Apron.

b. Kirsten (Vice-Chair)

- i. Concerns regarding budget during COVID; Loss was over projected – concerns of what was sacrificed in order to save funds
 1. Retirement Contributions
 2. Discussion surrounding staff who have taken on extra roles and should be compensated; Staff retention; Stipend for those who took on extra work.
 3. New legislation recommendation; Proposal for Staff Council's recommendation on this topic + staff burnout; Kamalei and Alayna to present at BIC

3. Sub-Committee Break Out Group Work

- a. **Staff Advocacy for Diversity, Equity and Inclusion (DEI)** | Carlos Alvarez, Kirsten Carrier, Brandon Kyle (Chair), Jessica Levy, Stephanie Hannant, Jessica Chairez, Duanduan Hsieh
- b. **Staff Engagement** | Kamalei Lee, Kirsten Carrier (Chair), Laurie Babcock, Melissa Burrows, Jack Contreras
- c. **Staff Training and Professional Development (STPD)** | Chris Castaneda, Jessica C (Chair), Alayna Session-Goins, Todd Sasaki, Linda DeChaine



Staff Council Meeting Minutes

October 8, 2021

via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, ~~Melissa Burrows (Communications Secretary)~~, Kirsten Carrier (Vice Chair), Chris Castaneda, ~~Jessica Chairez~~, Jackie Contreras, Linda DeChaine, Stephanie Hannant, ~~Duanduan Hsieh~~, Brandon Kyle (Staff Advocacy for DEI Chair), Kamalei Lee (Staff Social Committee Chair), ~~Jessica Levy~~, ~~Todd Sasaki~~, Alayna Session-Goins

The meeting was called to order at 9:04 a.m.

1. Agenda Items

- a. **Staff Council Vacancies**
 - i. Thomas Morales (Facilities) & HR Rep (TBD)
 - ii. Official nomination of Thomas for vote
 1. 9 Yes, 0 No, 0 Abstain
 - iii. HR Rep is on hold
 - b. **Staff Council Meeting Scheduling**
 - i. In the future, a set time?
 - ii. In the past, Wednesdays at 2pm was the set time, could communicate that is the time DURING elections in the future
 - iii. For more discussion in Spring semester
 - c. **Carlos & Kirsten's Meeting with HR: Deanna & Marie**
 - i. Rep for staff council from HR
 1. Can have HR folks visit the meeting as needed
 - ii. Staff testing rate
 1. 1-2x a week for those with exemptions
 2. 50 person goal? Not sure
 3. Mindful Monday reminder emails each week
 - iii. Upcoming town hall
 1. Separate fall all staff meeting and upcoming town hall around COVID
 2. HR to get on all-staff forum agenda: open enrollment
 3. Hybrid and remote work flexibility
 4. Ask about scheduling COVID Town Hall coming up
 - iv. Staff trends from HR:
 1. Recruitment and referral program, specifically dining/facilities areas
 2. Burnout
 - v. Meet monthly moving forward, Kamalei too?
 - d. **Staff Feedback & Suggestion Box**
- ### 2. Executive Board Updates
- a. Chair (Carlos)
 - b. Vice Chair (Kirsten)
 - c. Communications Secretary (Melissa)
 - d. Treasurer (TBD)
 - e. Staff Social Committee (Kamalei)
 - f. Staff Advocacy for DEI Chair (Brandon)
- ### 3. Staff Council Committees (see [Staff Council Bylaws](#) for committee charges)
- a. Staff Social Committee (SSC) | Kamalei

- b. **Staff Advocacy for Diversity, Equity and Inclusion (DEI)** | Carlos Alvarez, Kirsten Carrier, Brandon Kyle (Chair), Jessica Levy, Stephanie Hannant, Jessica Chairez, Duanduan Hsieh
- c. **Staff Engagement** | Kamalei Lee, Kirsten Carrier (Chair), Laurie Babcock, Melissa Burrows, Jack Contreras
- d. **Staff Training and Professional Development (STPD)**
- e. **College Governance Committees**
 - i. **Diversity: Brandon Kyle**
 - 1. Weekly meetings, continuing conversations around a DEI staff position potentially
 - ii. **Campus Life: Duanduan Hsieh**
 - iii. **Emergency Planning: Kirsten Carrier**
 - 1. Not convened for the semester yet, hiring an emergency manager position
 - iv. **Academic Planning (APC): Chris Castaneda**
 - 1. Meeting weekly, reviewing Econ's self-review and a new hire for Econ group
 - v. **Sustainability: Linda DeChaine**
 - 1. Will be meeting Oct. 23
 - vi. **Aesthetics: Laurie Babcock, Melissa Burrows, Stephanie Hannant**
 - vii. **College Council Agenda: Carlos Alvarez**
 - viii. **BIC: Alayna Session-Goins & Kamalei Lee**
 - 1. Laura showed BOT presentation to the group regarding current financial status
 - 2. Looking for a new meeting time as well
 - ix. **COVID Task Force: Jessica Levy, Kirsten Carrier, Alayna Session-Goins, Mark Crawbuck (appointed)**
 - x. **Coffee Cart: TBD** – Carlos to check-in

Respectfully submitted by Melissa Burrows



Staff Council Meeting Minutes

September 23, 2021

via Zoom

Attendees: Carlos Alvarez (Chair), Laurie Babcock, Melissa Burrows (Communications Secretary), Kirsten Carrier (Vice Chair), Chris Castaneda, Jessica Chairez, Jackie Contreras, Linda DeChaine, Stephanie Hannant, Duanduan Hsieh, Brandon Kyle (Staff Advocacy for DEI Chair), Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Todd Sasaki, Alayna Session-Goins

1. Agenda Items

a. Staff Council Vacancies

- i. Vote on new Treasurer: Jessica Chairez
 1. Motion to consider Jessica Chairez for Treasurer (Carlos); Second by Kirsten Carrier; Council voted in chat | **Yes = 9; No = 0; Abstain = 0**
- ii. Filling two more council member vacancies soon; HR & Facilities?

b. Staff Council Meeting Scheduling

- i. Bi-weekly Staff Council and Exec Board meetings for Fall 2020 (Opposite weeks); Every other Staff Council meeting will be sub-committee work.
- ii. Most popular from Doodle poll is Fridays at 9:00 a.m.; 8 council members filled out poll – this works for 7 of those 8
 1. Carlos will send out email to those members who did not fill out the Doodle; Have until tomorrow to submit their availability.

c. Call for Staff Representatives of Judicial Council (Reminder) | 2 staff members have volunteered thus far.

d. Staff Feedback & Suggestion Box

2. Executive Board Updates

a. Chair (Carlos)

b. Vice Chair (Kirsten)

i. Fall All-Staff Meeting Planning

1. Holds placed on Calendar by Kirsten: Tuesday, October 19th @ 11:00 a.m. (Meeting); Potential staff gathering opportunity for those who are comfortable; Hour before meeting; Outdoors; Coffee Cart?

ii. Legislation Next Steps

1. Removing Bylaws from Faculty Handbook (Carlos & Kirsten)
 - a. Shelva Paulse has asked that we have an addition conversation regarding this; Want to make sure that this is a shared governance process; All accountable moving forward in our Staff Council processes.
2. Staff Council Position on Diversity Committee; Official in Faculty Handbook? (Brandon)
3. Staff Voting Rights (TBD)

c. Communications Secretary (Melissa)

d. Treasurer (TBD)

e. Staff Social Committee (Kamalei)

f. Staff Advocacy for DEI Chair (Brandon)

3. Staff Council Committees (see [Staff Council Bylaws](#) for committee charges)

a. Staff Social Committee (SSC) | Kamalei

b. Staff Advocacy for Diversity, Equity and Inclusion (DEI) | Carlos Alvarez, Kirsten Carrier, Brandon Kyle (Chair), Jessica Levy, Stephanie Hannant, Jessica Chairez, Duanduan Hsieh

- i. Discussed areas of opportunity with DEI through partnerships with on-campus groups and initiatives
 - ii. Training and professional development opportunities for staff, partnering with Human Resources and others.
- c. **Staff Engagement** | Kamalei Lee, Kirsten Carrier (Chair), Laurie Babcock, Melissa Burrows, Jack Contreras
 - i. Fall All-Staff Meeting logistical planning
 - ii. Website Updates to make and discussion on timeline for newsletter and how it may continue in November
- d. **Staff Training and Professional Development (STPD)**
 - i. Solidifying process, advertisement considerations, and budget considerations.
- e. **College Governance Committees** | No updates shared at this meeting.
 - i. **Diversity:** Brandon Kyle
 - ii. **Campus Life:** Duanduan Hsieh
 - iii. **Emergency Planning:** Kirsten Carrier
 - iv. **Academic Planning (APC):** Chris Castaneda
 - v. **Sustainability:** Linda DeChaine
 - vi. **Aesthetics:** Laurie Babcock, Melissa Burrows, Stephanie Hannant
 - vii. **College Council Agenda:** Carlos Alvarez
 - viii. **BIC:** Alayna Session-Goins & Kamalei Lee
 - ix. **COVID Task Force:** Jessica Levy, Kirsten Carrier, Alayna Session-Goins, Mark Crawbuck (appointed)
 - x. **Coffee Cart:** TBD

Respectfully submitted by Melissa Burrows



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Attendees: Carlos Alvarez (Chair), Laurie Babcock, Melissa Burrows (Communications Secretary), Kirsten Carrier (Vice Chair), Chris Castaneda, Jessica Chairez, Jackie Contreras, Linda DeChaine, Stephanie Hannant, ~~Dan Hirsch, Duanduan Hsieh, Brandon Kyle (Staff Advocacy for DEI Chair), Kamalei Lee (Staff Social Committee Chair), Jessica Levy, Todd Sasaki, Alayna Session Goins~~

The meeting was called to order at 1:03 p.m.

1. Announcements

- a. Town Hall is *tomorrow*, Friday, September 10th
- b. Communications | Student staff to photograph events and campus happenings this year.
- c. Pitzer Fridays are back!
- d. Information Technology | New hire to start September 27th and another to come.
- e. Office of the Dean of Faculty | New hire coming soon.
- f. Community Engagement Center
 - i. New *Native Director*, Elena | At CEC Tuesday and Thursday; Also works at Pomona
 - ii. CEC Orientation next week; Mandatory for students participating in community work

2. Staff Council Vacancy

- a. Kathy Kile and Brittany Grey have officially stepped down.
- b. Exec Board will meet and discuss vacancies; Email Carlos/Kirsten if you have nominations.

3. Committee Assignments

- a. [Roster](#) was reviewed.
- b. Committees to start meeting soon; Those placed on committees will be added to the applicable listserv.

4. Judicial Council Staff Representation | Call to go out to staff this week (Carlos)

5. COVID Task Force Representation

- a. Laurie interested in being added to the committee; Will request, not guaranteed – Laurie has been serving on this committee.
- b. Promoting Staff Testing | *How?*
 - i. *Mindful of Each Other* campaigns
 - ii. Raffle for Staff that Test
 - iii. Departmental/Field Group Competition
 - iv. Staff Council Email

6. Staff Feedback

- a. Suggestion Box
 - i. Recent submissions have been mostly notes of appreciation.
 - ii. Concern about remote work/hybrid work continuing to be an option in the near future.
 - iii. Staff can submit to the suggestion box *on behalf* of another individual (staff, faculty or student) *Reminder* The form is anonymous.
 1. Can be utilized for reporting happenings/incidents/concerns as well.
- b. Staff Council recommendations; Share with Laura Troendle?

7. **Sub-Committees | Staff Advocacy for DEI, Staff Engagement & Staff Training and Professional Development**
 - a. Exec Board members are the chairs of sub-committees
 - b. Will dedicate alternate Staff Council meetings to sub-committee work; Will utilize break out rooms to meet and then come together to discuss and share.
 - c. Sub-Committees do not need to meet outside of the bi-weekly meetings, but encouraged to start a Microsoft Teams (or similar) chat to have side conversations in order to stay on the same page and prepare for upcoming meetings.
8. **Staff Council Meeting Scheduling**
 - a. Bi-weekly Staff Council and Exec Board meetings to take place this Fall; Alternating
 - b. Next week Exec Board will meet same time (Thursday at 1:00 p.m.); Likely that Staff Council meetings and Exec board meetings moving forward will take place at this day/time.
9. **Staff Council Box Access**
 - a. All Staff Council members should have access to the Staff Council box folder; Melissa will double check with IT that it is updated.
10. **Staff Council Goals**
 - a. *Mentorships for Staff Council Members* | Great if you are considering an Exec Board position in the future; Help identify those in committee work; The Exec positions are what you make them, not necessarily a TON of work and super stressful.
 - b. *Breakout Rooms* | Increase amount of break out rooms in Zoom; Get more staff council voices active.
 - c. *More Even Distribution of Exec Board Work*
 - d. *Supporting Virtual, Hybrid and In-Person Staff*
 - i. Some “not feeling heard”; Left to one or two staff members to manage an entire area and keep the community safe; Stressful and hard to navigate.
 - ii. Staff feeling burnt out; Feel a step behind sometimes
 1. Suggested: A space for staff to get together that isn't a town hall/presentation/formal gathering; A place where staff can feel comfortable venting
 2. Suggested: [The Compassion Fatigue Workbook: Creative Tools for Transforming Compassion Fatigue and Vicarious Traumatization](#)
 - iii. Have the Colleges considered utilizing outside counseling services? This was done in the past to accommodate the student case load and the cost was covered by the colleges.

The meeting was adjourned at 2:02 p.m.



Staff Council Meeting Minutes

July 26, 2021

via Zoom

1. **Marie Pinedo (special guest): Telecommuting Policy**
 - a. Reviewed the policy together
 - b. Supervisors will complete a form to request any hybrid or remote work for their staff members
 - c. Stipend for remote work will be going away as it's now a preference
 - d. Telecommuting only available for those who can do remote work, if they need to be on-campus, accommodation process to help meet their needs
 - e. If remote work needs to change in the middle of the semester? Open conversations with supervisors are encouraged
 - f. Encouraged to always still add a zoom link to meetings, accessible for all
 - g. What are some accommodations that could be made? Technology access, accessibility to meetings, etc. Could be different for folks who do a lot of off-campus work in their jobs
 - h. Staff Council would like to know demographics of remote, hybrid or on-campus status
 - i. Suggestion for a "one-stop" place to see office hours, availability and access for fall semester
2. **Announcements**
 - a. PIT Crew volunteers can still sign-up! (Kirsten)
 - b. CASA Pitzer hosting a Homecoming in collaboration with Pomona Art Walk, book launch as well, Aug. 21, 6-9pm (Jessica Chairez)
 - c. Vaccination submission plateau, requirement to report their vaccination plans, ok to still wear a mask if you choose to, potential to use social media for normalization (Jessica Levy)
3. **Agenda Items**
 - a. Committee Assignments – coming soon, by next meeting time!
 - i. Exec board will start working on committee assignments in the coming weeks, governance committees start up in Sept.
 - b. Universal Staff Council agenda on Box
 - i. How to, adding items, etc.
 - c. Chair/Vice Chair positions, we encourage you to consider these positions for next year! Carlos/Kirsten don't plan to stay in these positions after this year
 - i. Consider taking on bigger roles in committees, etc. This year if you are interested in these positions!
 - d. Staff council meeting scheduling
 - i. Bi-weekly Staff Council and Exec Board meetings this fall
 - ii. Zoom only or hybrid? Zoom breakout rooms, harder to take calls in shared offices potentially
 - iii. Zoom only for now, might have trouble finding a physical space too
 - iv. Doodle coming soon
 - e. Staff Council Goals: (others?)
 - i. Mentorship for members, consider executive positions in the future, help identify folks in committee work
 - ii. More breakout rooms in Zoom, get more staff council voices active
 - iii. Distribute exec board work more evenly
 - iv. How to support staff who are virtual, hybrid or in-person

- v. Weekly meetings, either staff council or exec board, use exec board to pre-plan agendas and to-do items to help delegate things!
- vi. Mental health and well-being for staff, especially during COVID transitions