



Staff Council Meeting
September 15, 2022 | 2:00 p.m.
via Zoom

Attendees: Melissa Burrows, Jessica Carter, Chris Castaneda, Sabrina Castro, Linda DeChaine, Jessica Chairez, ~~Erin Griffin~~, Stephanie Hannant, Jill Hawthorne, Cristal Hernandez, ~~Tasmia Moosani~~, Carlos Ortega, Erika Quinonez, Lanto Nirina Razafimanantsoa, ~~Todd Sasaki~~, Alayna Session-Goins, Amanda Sun

Guest: Carlos Alvarez (Outgoing Chair)

I. **Announcements**

- a. **Senior Welcome Back Party** – Thursday 9/22
- b. **Family Weekend** – October 10/28-10/30
- c. **Staff Social Committee Halloween Extravaganza** - Possible dates:
Monday 10/31 (Halloween Events) & 11/3 (Chili Cook-Off)
- d. **Website Maintenance** – 9/19 - 9/23 - WordPress, Cannot Edit Website
- e. **October Cybersecurity Awareness Month**
- f. **Title IX Hiring Committee Updates**
- g. **Presidential Search Updates**

II. **Congratulations to newly elected Staff Council Executive Board**

- a. Chair – Jill Hawthorne
- b. Vice-Chair – Sabrina Castro
- c. Communications Chair – Melissa Burrows (Fall Only)
- d. Staff Advocacy for Diversity, Equity, and Inclusion (DEI) Chair – Chris Castaneda
- e. Treasurer – Erika Quinonez

III. **Council and Exec Board Weekly Meeting Time** – Will poll group once again to determine best day/time.

IV. **Subcommittee Make-Up and Meetings** – Overview of meetings discussed.

V. **Staff Service Awards** – Discussion about moving forward with past years' delayed awards due to vendor concerns.



Staff Council Meeting
October 5, 2022 | 3:00 p.m.
via Zoom

Attendees: Melissa Burrows, Jessica Carter, Chris Castaneda, Sabrina Castro, Linda DeChaine, ~~Jessica Chairez~~, ~~Erin Griffin~~, Jill Hawthorne, Cristal Hernandez, Lexi Lai, Tasmia Moosani, ~~Carlos Ortega~~, ~~Erika Quinonez~~, Lanto Nirina Razafimanantsoa, Todd Sasaki, Alayna Session-Goins, Amanda Sun

I. Announcements

a. Staff Social Committee (SSC)

- i. Recruitment – Info flyer to be send out; Interested? Email staffsocial@pitzer.edu
- ii. Halloween Extravaganza – Monday 10/31
 1. Tabling @ Scott Courtyard from 11:30 a.m. – 1:30 p.m. for staff to pick-up goodie bags and submit in-person contest submissions (costume, pumpkin, office doors) [will also be able to submit via form]; Voting to take place via form 2:00 – 6:00 p.m.; Winners announced shortly after.
- iii. Chili Cook-Off Postponed until November

b. Cybersecurity Awareness Month

- i. Invitation for training (7 min.) via email; Themes each week for training
- ii. Live event on 10/31 @ 2:30 p.m. in Benson for PZ community

II. Welcome to Lexi Lai, New Staff Council Member – Taking place of Stephanie Hannant

III. Presidential Search Committee Dates for Next Week – Reminders and questions discussed.

IV. College Council – Reminder and overview of SC participation discussed.

V. Potential Staff Council “Open House” Event – Discussion about prior thoughts and potential timing.

VI. Faculty and Staff Parking – Current concerns discussed and potential future action items.

VII. SC Sub-Committee Breakouts

- a. **Staff Advocacy for Diversity, Equity and Inclusion (DEI)*** - Jessica Carter, Chris Castaneda (Chair), Jill Hawthorne, Tasmia Moosani, Lanto Nirina Razafimanantsoa, Carlos Ortega
- b. **Staff Engagement** - Melissa Burrows (Co-Chair), Sabrina Castro (Co-Chair), Erin Griffin, Cristal Hernandez, Lexi Lai, Alayna Session-Goins, Amanda Sun
- c. **Staff Training and Professional Development (STPD)*** - Jessica Chairez, Linda DeChaine, Todd Sasaki, Erika Quinonez (Chair)

|| Respectfully submitted by Melissa Burrows ||



Staff Council Meeting
October 19, 2022 | 3:00 p.m.
via Zoom

Attendees: Melissa Burrows, Jessica Carter, Chris Castaneda, Sabrina Castro, Linda DeChaine, Jessica Chairez, ~~Erin Griffin~~, Jill Hawthorne, Cristal Hernandez, Lexi Lai, ~~Tasmia Moosani~~, ~~Carlos Ortega~~, Erika Quinonez, ~~Lanto Nirina Razafimanantsoa~~, Todd Sasaki, Alayna Session-Goins, Amanda Sun

- I. **Announcements**
 - a. **Staff Training and Professional Development (STPD) Sub-Committee**
 - i. Updates made to application process and materials; Melissa to update the Staff Council website.
 - b. **TIX Committee**
 - i. Laura Troendle and Alyssa Rae requested attendance at next SC meeting on 11/2
- II. **Presidential Candidates**
 - a. Thank you to all SC members who participated in the sessions in order to provide feedback on candidates.
- III. **Fall All-Staff Meeting** – Led by the Staff Engagement Sub-Committee
 - a. Date set for Wednesday, November 16th 11 a.m. – 12 p.m. to best accommodate majority of staff, including dining and facilities staff
 - b. Round-table sessions discussed
 - c. Staff feedback survey to be sent out day of meeting
- IV. **Campus Aesthetics Committee (CAC) Proposal for FEC**
 - a. Proposal presented by chair, Melissa Burrows – SC members discussed and chose to endorse the proposal to go to FEC next week
- V. **SC Priorities**
 - a. Discussed for remainder of the year; Will utilize All-Staff meeting feedback to influence priorities
- VI. **Shared Calendar of Staff Events (Unofficial)**
 - a. Discussed in order to best plan events in the future based on other community- and department-wide events.



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

Staff Council Meeting
November 2, 2022 | 3:00 p.m.
via Zoom

Attendees: Melissa Burrows, Jessica Carter, ~~Chris Castaneda~~, Sabrina Castro, Linda DeChaine, ~~Jessica Chairez~~, Erin Griffin, ~~Jill Hawthorne~~, Cristal Hernandez, Lexi Lai, Tasmia Moosani, ~~Carlos Ortega~~, ~~Erika Quinonez~~, ~~Lanto Nirina Razafimanantsoa~~, Todd Sasaki, ~~Alayna Session-Goins~~, ~~Amanda Sun~~

Guests: Alyssa-Rae McGinn, Laura Troendle

I. **Title IX Updates (Alyssa-Rae McGinn & Laura Troendle)**

- a. Thank you to all SC members who participated in the sessions in order to provide feedback on candidates.

II. **Fall All-Staff Meeting** – Wednesday, November 16th 11:00 a.m. – 12:30 p.m. @
GSC Multipurpose Room/GSC Terrace

- a. Will replace scheduled Staff Council meeting for that day.
- b. Staff Council members to be assigned to a table in order to take notes during feedback/needs discussions.
- c. Proposed lunch budget discussed.

|| *Respectfully submitted by Melissa Burrows* ||



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

Staff Council Meeting
November 16, 2022 | 3:00 p.m.
via Zoom

Attendees: Melissa Burrows, Jessica Carter, Chris Castaneda, Sabrina Castro, Linda DeChaine, Jessica Chairez, Erin Griffin, Jill Hawthorne, Cristal Hernandez, Lexi Lai, Tasmia Moosani, Carlos Ortega, Erika Quinonez, Lanto Nirina Razafimanantsoa, Todd Sasaki, Alayna Session-Goins, Amanda Sun

Guests: Jim Marchant, Laura Troendle

I. **Announcements**

- a. Staff Social Committee (SSC) Chili Cook-Off | 11/17 @ Scott Courtyard,

12:00 – 1:30 p.m.
- b. Postponement of All-Staff Meeting

II. **Cabinet and HR Update (Jim Marchant & Laura Troendle)**

- a. Engage staff for ideas regarding potential staff wellness initiatives and major concerns with campus spaces/hybrid work/ etc.

|| Respectfully submitted by Melissa Burrows ||



Staff Council Meeting
November 30, 2022 | 3:00 p.m.
via Zoom

Attendees: Melissa Burrows, ~~Jessica Carter~~, Chris Castaneda, ~~Sabrina Castro~~, Linda DeChaine, Jessica Chairez, Erin Griffin, Jill Hawthorne, Cristal Hernandez, Lexi Lai, Tasmia Moosani, ~~Carlos Ortega~~, ~~Erika Quinonez~~, ~~Todd Sasaki~~, ~~Alayna Session-Goins~~, ~~Amanda Sun~~

I. Announcements

- a. Need to replace two positions in Staff Council due to departure of Lanto Nirina

Razafimanantsoa from Pitzer and leave of Melissa Burrows for Spring 2023

- i. Need Executive Board (Communications Chair) position to replace

Melissa Burrows through June 2023 – Call for interest made, let Jill

Hawthorne know if you are interested.

- b. Chris Castaneda to take over Melissa Burrows' Campus Aesthetics Committee

(CAC) appointment for Spring 2023.

II. Breakout Groups: Discussion Regarding Cabinet Requests for Staff

Wellness/Creating Community/Hybrid/Workspaces

- III. **All-Staff Meeting** – Will wait until Spring; Did clarify budget for Spring meeting.

- IV. **Staff Council Meeting 12/14** – Cancelled due to demands of the end of the semester.