



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

Staff Council Meeting
August 19, 2023 | 9:00 a.m.
via Zoom

Attendees: Melissa Burrows, Sabrina Castro, Carlos Ortega, Jill Hawthorne, Amanda Sun, Carlos Alvarez, Cortlyn Raymond, Cristal Hernadez, Erika Quinonez, Erin Griffen, James Pasillas, Jessica Carter, Madeline Akin, Chris Castaneda, Todd Sasaki, Karina Ruiz, Tasmia Moosani

I. Opening

II. Agenda Items

a. Congratulations to newly elected Staff Council Executive Board

- i. Chair: **Melissa Burrows**
- ii. Vice Chair: **Sabrina Castro**
- iii. Communications Secretary: **Chris Castaneda**
- iv. Staff Advocacy for DEI Secretary: **Carlos Alvarez**
- v. Write in – Treasurer

b. Sub-committee assignments/Governance Committee

c. Review FY 23 Goals

d. Current Projects

- i. HR
- ii. Presidential Transition
- iii. Staff Lounge

e. Break out session – subcommittee

|| Respectfully submitted by Chris Castaneda ||



Staff Council Meeting
August 29, 2023 | 9:00 a.m.
via Zoom

Attendees: Attendees: Melissa Burrows, Sabrina Castro, ~~Carlos Ortega~~, Jill Hawthorne, ~~Amanda Sun~~, Carlos Alvarez, Cortlyn Raymond, ~~Cristal Hernandez~~, ~~Erika Quinonez~~, ~~Erin Griffin~~, James Pasillas, ~~Jessica Carter~~, Madeline Akin, Chris Castaneda, Todd Sasaki, Karina Ruiz, Tasmia Moosani, Lexi Lai

I. Engaging Opening

II. Agenda Items

- a. Recurring meeting time
- b. Treasurer Update
 - i. Madeline Akin – Treasurer
 - ii. Jill Hawthorne – STPD Chair
- c. **Review FY 23 Goals** - updated version to come
- d. **Presidential Inauguration**
 - i. Week of activities to engage various groups on campus
 - ii. Provide examples for programming opportunities focused on staff
- e. **Current Projects**
 - i. HR – Chair and Co-Chairs meeting with HR
 - ii. Presidential Transition – Working on schedule for meeting with groups
 - iii. Staff Lounge – Working group planning out refresh
- f. **Break out session** - subcommittees



Pitzer College Staff Council
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Staff Council Meeting
September 14, 2023 | 11:00 a.m.
via Zoom

Attendees: Melissa Burrows, Sabrina Castro, ~~Carlos Ortega~~, Jill Hawthorne, ~~Amanda Sun~~, Carlos Alvarez, Cortlyn Raymond, ~~Cristal Hernandez~~, Erika Quinonez, ~~Erin Griffin~~, James Pasillas, ~~Jessica Carter~~, Madeline Akin, Chris Castaneda, Todd Sasaki, Karina Ruiz, Tasmia Moosani, Lexi Lai

I. Engaging Opening

II. Agenda Items

a. Connecting with the President

- i. Chair & President 1:1s; Co-chair serving on Presidential Transition Committee
- ii. Inviting President to Future SC Meeting
- iii. SC involvement in Pres. Inauguration

b. HR/SC Collaboration – Feedback from Staff Council to take to HR

- i. Chair met with HR
- ii. Community Building Projects/Programs
- iii. Training, Development & Onboarding
- iv. Bridging the Gap Between Staff & HR

c. Staff Council Priorities List – Review Changes from Exec Board
(Based on Feedback from SC)

- i. Sending Priorities List to HR, FEC Chair and Senate President

d. Sub-Committee Updates

- i. STPD
- ii. Communications
- iii. Staff Advocacy for DEI
- iv. Staff Engagement (Co-Chair)

e. Next Meeting

- i. Invite HR for community building