

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

CSBS CLIMATE COMMITTEE (CCC)

Minutes of Meeting: March 21, 2014;
Location: Sierra Hall 181

Approved by Committee April 21, 2014

Members Present: Jose Abara, Eli Bartle, Joy Bartley, Christina Brown, Moshoula Capous-Desyllas, Michael Carter, Leta Chow, Rasmita Dhruv, Mario Giraldo, Que-Lam Huynh, Jeffrey Kaja, Carisa Moore, Tiffany Newton, Kelly Winkleblack-Shea, Boris Ricks, James Snead, Kris Tacsik, and Sheila Grant (Chair)

Members Absent: Gabriela Chavira (excused absence), Anthony Ratcliff (excused absence, Henrik Minassians,

I. Call to order: 12:33 pm

II. Roll Call

III. Unanimous Approval of Minutes from 2/21/14

IV. Announcements (any member may bring pertinent happening to our attention)

Anthro expo, Rasmita

Black mixer, Carisa

LA TIMES article Thursday on UC campus climate, Boris

V. Status Report from Subcommittees:

(Including academic year and semester plans, e.g., regularity of meetings, review campus climate articles, contact other campuses re: climate, proposed steps for assessment, etc.)

A. Privilege Subcommittee: Gabriela (chair), Anthony, Tiffany, Joy
Subcommittee has not met since last CCC meeting.

We will conduct the Privilege Spectrum Activity as a pilot with CCC members at the next CCC meeting which was agreed would meet 30 minutes earlier, from 1pm - 3pm, March 18, 2014.

B. Assessment-Qualitative: Moshoula (chair), James, Rasmita, Henrik, Boris

C. Assessment-Quantitative: Que-Lam 'Q' (chair), Michael, Henrik, Rasmita, Kris, Sheila

An example of a climate survey from CSU Fullerton and another from the Army were discussed. Q asked the CCC staff facilitators of the Spring 13 staff focus groups to reduce down themes; A member of Associated Students (AS) is interested in helping us deploy a student climate survey via Facebook;

Sheila will ask Dean Theodoulou for permission to survey CSBS students;

Technical Q: does the CCC have an email account so that we can get a qualtrics account (free)

D. Community Building: Boris and Tiffany (co-chairs)

Charge: Arrange activities as opportunities for team building, etc. and to build a sense of community in the college

Boris reported that CSUN has one of the better programs for team building, low ropes

Tiffany will send out a doodle poll in order to plan a date for the CCC to participate in this activity.

E. Workload Subcommittee: Tiffany (chair), Kelly, Jeffrey, Mario, Jose

1. Our first area of focus is the dissemination of organizational information to faculty, staff and managers with a focus on the information (and training) that is given to employees when they first join the college.
2. As part of this, we will continue to review and draft recommendations for the following items:
 - Chair Handbook
 - Faculty Handbook
 - Staff Handbook
3. Some of the items that we would like to include (or recommend) are:
 - Duties for each staff member within a Department (e.g. who can help you with what)
 - Committee Lists covering department, college or university level committees
 - Resources (e.g. health services, EAP, etc.)
 - List of campus trainings (i.e. DRES Awareness, CSUN Ally training, etc.)
 - List of funding opportunities
4. Tiffany will email Human Resources and the Equity & Diversity Office to see what the required training/orientation materials are for any new faculty, staff or administrators. She will also see if they can recommend or already have a sensitivity or climate-based training that is available to CSUN faculty and staff.
5. Tiffany will also be speaking with the CSUEU chapter officers to see if they can coordinate an information campaign related to the staff contract and an employee's right to:
 - Yearly performance evaluations
 - Current and accurate job descriptions
6. Our third item is the staff and faculty survey. So as not to overstep or impose on the Quantitative Committee's work, we were hoping to see what items the subcommittee has produced that relate to workload issues.
7. Finally, we want to highlight the fact that one of the items we had previously discussed—professional development funds for staff—was made available this year. However, as pointed out by Jose Abara this was not extended to full-time adjuncts. This might be a recommendation we can forward to the Dean.

F. Human Relations and Mediation: Eli (chair), Joy, Kelly, Moshoula, Carisa, & Sheila
Charge: Increase visibility of CCC activities and work toward a more positive college climate (Oversee ombuds services, review and revise position statement for ombuds person as necessary; other tasks may include developing CCC Logo and a series of Posters and/or videos, locate speakers on topics related to campus climate, suggests items for the website)

Status Report:

1) Update on Open Forums on Incivility

1st: 50 attendees/participants - small group break-out

2nd: 19 attendees/ participants - large group format

2) CCC to review and vote on approval of Revised Position Summary for Ombudsperson.

G. CSBS Climate Committee (CCC) Webpage Project: Joy (chair)

Finalizing the last member pictures

- VI. CSBS Ombudsperson**, Tom Spencer-Walters to discuss ombuds services thus far and to answer any CCC member questions (time certain-2:30pm)

- VII. Ongoing Discussion for 2013-2014 Academic Year** – (Postponed from last meeting)
 - A. Discussion of replacements for either non-responsive members or who do not wish to continue
 - B. Discussion of who 'should' be on the CCC
 - C. Discussion of how to improve transparency

- VII. New Business**

- VIII. Adjournment 3:15**