

Staff Council
Minutes of October 14, 2008
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council Approval)

Members Present: Joanna Alvarado, Summer Armstrong, Terry Battle, Andi Beach, Michelle Berglund-Smith, Paula Bodine, Vicky Breeden, Kristen Chappell, Kelly Collett, Angela Corral (presiding), Lesley Curry, Sharon DeMeyer, Jesse Eller (Julie Wright-proxy), Dana Francis, Chris Gardner, Natalie Gebicke, Michelle Holmes, Will Hood, Ryan Jones, Billie Kanter-Monfort, Anna Magana, Kaari Martin, Jackie McClain, Kelli Mejia, Kristen Petersen, Stephanie Poldervaart, Shirley Rabo, Clarice Reutlinger, Paula Scholtes, Holly Soldavini, Jennifer Thayer, Debbie Vermette, Julie Wright.

Absent: Alison Christensen, Desiree Gonzalez (excused), Kathy Kaiser (excused), Yvonne Lydon (excused), Sandy Miskella (excused), Nancy Parsons-Ramirez, Jason Schwenkler, Kelly Sena (excused), Elisa Trimboli, Karla Zimmerlee (excused).

Guests: Diane Hood, Teresa Palacios

I. Introductions

- A. Chair Corral introduced **Will Hood** from FMS who as a new member to Staff Council
- B. Will's wife **Diane Hood** attended as a guest.
- C. **Julie Wright** attended for Jesse Eller – she is the AS Executive Vice President.
- D. Andi Beach introduced **Teresa Palacios**, Benefits Analyst, from HR/Payroll.

II. Announcements

- A. **Directory Maintenance** – the deadline has past to make changes to the printed directory. However, still make changes because it will reflect on the online directory. <https://cypress.csuchico.edu/APO/DirectoryMaintenance/login.aspx?ReturnUrl=/APO/DirectoryMaintenance/default.aspx> Richard Houchin is the contact person – 4159. New employees needing new email accounts should go through User Services.
- B. Kaari Martin mentioned there is a **Transportation Demand Study** forum coming up on Oct. 26 at 5:00pm in SSC 150. Issues such as parking, biking and pedestrian traffic on campus will be discussed. Everybody is welcome to attend.

III. Minutes of September 9, 2008-Approved as distributed

IV. Office of the President—Karla Zimmerlee – not in attendance.
No report available.

V. Associated Students—Julie Wright attended for Jesse Eller

- A. Nick Boles elected as Director of University Affairs, during special election.
- B. Events being held by the Legislative Affairs Council – pizza, popcorn & drinks provided – held in BMU 103 & 104.
 1. Point of View (P.O.V.) Series – Immigration–Wednesday, Oct. 8 at 6pm
 2. Voter Registration Drive: Oct. 13-16
 3. P.O.V. Series – Election Day: Wednesday, Oct. 15 at 6pm
 4. P.O.V. Series – War: Wednesday, Oct. 22 at 6pm
 5. Voter Education Drive
 - a. Andy Holcombe: *How Can a Student Make a Difference For Themselves, Others, and Their Community?* – Monday, Oct. 27 at 6:30 pm in BMU 210.
 - b. Mark Sorenson: *Growing Our Local Job Market* – Tuesday, Oct. 28 at 6:30pm in BMU 210.

- c. Student Debate: *Chico State Republicans and the Student Democratic Club* – Wednesday, Oct. 29 at 6:30pm in BMU 210.
 - d. Kelvin Atkinson: *Race and Politics* – Thursday, Oct. 30 at 6:40pm in the CCLC.
- C. Legislative Affairs voter activities culminate with a debate with City Council. Topics will include the recent “riot”.

VI. Human Resources-(Stateside)

- A. Staff Human Resources–Jackie McClain, Interim Chief Staff Human Resources Officer – six weeks into her post and she is keeping busy.
1. Staff changes in Human Resources
 - a. Mary Hansen has moved to Faculty Human Resources
 - b. Wendy Porter has left Human Resources for another position on campus
 - c. Hoping to soon post the position for Director of Employee and Dispute Resolution–this position has not been filled for many years and would deal with non-union disputes and grievances.
 2. Agenda of projects in Staff Human Resources–working on the changes discussed in last month’s meeting.
 - a. Re-class process–Bob Stevens and Nancy Caporale are working on a new position description process. Trying to design an on-line, interactive form. Hope to reduce turn-around time for reclasses and IRP’s.
 - b. Recruitment process and forms-Stephanie Neuhart is working with systemwide recruitment committee. One day it is hope to achieve a systemwide, on-line application form and process. In the meantime, Stephanie will work to bring our recruitment process in line with changes occurring at the system level.
 3. Workshops
 - a. Absence Management Workshop–more training is planned.
 - b. Labor Relations 101–more workshops planned.
 - c. College of Business-Human Resource Management senior students will be assisting with:
 1. Supervisory Certificate Program–a supervisory series. Bev Gentry is the lead. Looking at revamping the program, reducing number of required classes, and picking up almost 300 who have started the program and were not able to finish. This program is for those who want to move into leadership.
 2. Developing a Leadership Institute–supervisory workshops to enhance skills of those currently in leadership positions.
 3. The entire evaluation process and will make recommendations. Any changes that might be implemented will be vetted inclusively through the campus community.
- Q. Can any of workshops be videotaped?
- R. Significant cost involved and currently HR does not have funds in their budget. The process is a consideration for future.
- B. Payroll/Benefits/System Support Services–Andi Beach
1. Benefits – Open Enrollment is now through Oct. 24. Teresa Palacios, Benefits Analyst mentioned that in order to make changes to health, dental, vision and reimbursement accounts you need to come to Kendall 222 during the open enrollment period. Jackie and Andi urged people to check out the Healthcare Reimbursement plans that are offered–an excellent benefit to employees.

Employees must renew this benefit plan every year during Open Enrollment, also. To view any benefit cost changes check out the comparison chart <http://www.csuchico.edu/hr/payroll-benefits.shtml>. No major changes to policies, however there have been cost changes associated with the plan.

2. Tax Sheltered Annuities (TSA) – Andi attended a meeting down at the Chancellor’s office regarding the changes to our TSA program. She was very impressed with how the Chancellor’s office was proactive in looking out for CSU employees. Packets have been mailed to those that have (or had in the last 5 years) accounts. Human Resources will have some extra packets. There will be a choice of five fund sponsors:
 - a. AIG Retirement
 - b. Fidelity Investments
 - c. ING Life and Annuity Company
 - d. MetLife Resources
 - e. TIAA-CREF

Accounts will no longer go through Payroll, but through a third party administrator, which is AIG Retirement.

Check out the online vendor benefit site through the CSU Systemwide Benefits Portal <http://www.calstate.edu/hr/benefitsportal>. Andi mentioned that a special CSU phone line will be dedicated to take calls regarding these changes. There will be a **special open enrollment period for the TSA program November 3-28, 2008**. Jessica Post at x6435 is the campus TSA coordinator. The changes are effective January 1, 2009. After January 1 it will rollover from your current non-vendor company to the new one and your current deductions will stop. All employees currently enrolled or wanting to enroll must sign up, even if you already have one of these five fund sponsors. Critical: watch your paystubs to ensure the correct amount is being deducted.

3. Self-Service-Absent Management is now live, which means that in order to view our vacation and sick balances we need to use self-service through the Portal. Current leave balances should be showing. Andi did mention that the system is running very slow.
4. Catastrophic leave hours—are they calculated by calendar year or academic year?
 - A. Calculated by fiscal year: July 1 to June 30

VII. Academic Senate—Kathy Kaiser—not in attendance.

No report available.

VIII. Facilities Reservations Website Presentation—Anne Ferguson, Facilities Reservations Coordinator – x6118

Anne presented and reviewed the Web site that contains information needed to assist with room and facility reservations on campus <http://www.csuchico.edu/upe/facres/>. With the opening of the new Student Services Center a number of new rooms have become available for campus use – including 10 additional classrooms.

- A. The website contains forms for the following:
 1. Albert E. Warrens Center
 - ✓ Handled through the President’s Office
 - ✓ Payment with CAF
 - ✓ Campus use only – no student groups
 2. Application for Food Serving Permit
 - ✓ Use when preparing food at an on campus event – display at your event

3. BBQ - Approved areas list and information
 - ✓ These are the only places you can host a BBQ on campus
 4. Campus Maps/Floor Plans
 5. Classroom/Faculty Office Assignments
 - ✓ Permissions are needed for certain rooms
 6. Computer Lab Reservations
 7. Facility and Equipment Request Form
 - ✓ Use if you require equipment to go in room
 8. Room Information – Equipment, Features, Photos, etc.
 - ✓ Explains the room's set up
 9. Special Event Recycling Request Form
 - ✓ Request in advance and they will bring recycling bins and set next to the garbage cans
 10. Theater Facilities Planning Form
 - ✓ Mike Johnson is the contact person
 - ✓ Hard to reserve due to the many events that are planned in advance
- B. Other information:
1. Ad Astra Access: Kathy Favor kfavor@csuchico.edu. Get access from Kathy to review rooms.
 2. Facility Request Email: facilitiesreser@csuchico.edu. Please use this email address with questions. Fax number is x4797.
 3. Finals Schedule: <http://www.csuchico.edu/schedule/finalexams.shtml>
 4. AS Conference Rooms: x6414
 5. Smart Room Information: x5475

VIII. Standing Committee Reports

- A. Service Projects—Dana Francis
- **Next Blood and Bone Marrow Drive:** Wednesday, November 12; Mobile Units by Siskiyou Hall, 10-4.
 - **University Needy Children Fundraiser** – Packets were handed out to Staff Council members that contain a list of prizes along with fundraising tickets. If additional tickets are needed, contact Shirley Rabo at x6156 or Dana Francis at x4723. Tickets will be available through Nov. 10 and the drawing will be held at our next Staff Council meeting, Thursday, Nov. 13. All money raised goes toward the purchase of food certificates for the adopted families.
 - **University Needy Children Program** – Letters have gone out to campus encouraging departments or individuals to adopt a family this Christmas. Last year we had 91 families with 210 children adopted. Pick-up and delivery of gifts will be conducted Wednesday, Dec. 10. All members are invited to attend that evening out at the University Farm Pavilion to see the abundance of gifts and celebrate the season of giving.
 - **Staff Academic Award** – the application is now posted out on the Staff Council's Web page. We will be accepting applications Nov. 1-30. A big thanks to Vice President Hoffman, the award has been raised to \$750.
- B. Governance Committee—Kelly Sena
- Nothing to report.
- C. Ways and Means—Summer Armstrong

- **Smoked Turkeys** – Turkeys are being picked up from Safeway this week and then taken out to the University Farm to be smoked. Order forms are going out soon – ½ turkeys cost \$17.50 and whole turkeys cost \$30. Summer mentioned that this will likely be the last year smoked turkeys are offered due to the fact Jim Holt, Meat Lab manager, is retiring.
 - ◆ **Nov. 18** is the deadline for Thanksgiving orders; turkeys will be distributed Nov. 20.
 - ◆ **Dec. 16** is the deadline for Christmas orders; turkeys will be distributed on Dec. 18.

IX. Other/New Business

- A. **Relay for Life** – Vicky Breeden mentioned that the team has been busy fundraising. The team is planning on hosting a Bingo Night and a Roundtable Pizza fundraiser. Peggy Armocido is the team captain this year and is still looking for dedicated members to join. The actual Relay for Life weekend is scheduled for April.
- B. **SCOOP** – is designed to assess current office practices and help educate the campus on how to be more sustainable in our everyday work environments. Contact SCOOP at x4335 or scoop@csuchico.edu if you would like to have a representative come and assess your office for sustainable practices. Two representatives attended the meeting to share some tips for around the office and other interesting information:
 1. Turn off bathroom lights
 2. Use reusable stainless mugs and canteens
 3. Drinking fountains are being retrofit to make filling up your mugs and canteens easier.
- C. **KCHO Pledge Drive** – Billie Kanter-Monfort talked about the pledge drive that begins Oct. 15 and it lasts for 10 days. Options include making a silent pledge, payroll deduction or online pledges. Contact Lollie DeYoung at x5896 if you would like to help with phone calls – she is looking for people to take 3 hour shifts.

X. Intent to Raise Question - none

XI. Adjournment to Standing Committees

Respectfully submitted:

Michelle Holmes, Secretary Treasurer: Shirley Rabo, Office Manager