

**Staff Council**  
**Minutes of September 9, 2008**  
**Kendall 207-209, 8:30 am – 10:30 am**  
(Subject to Council Approval)

**Attendance:** Joanna Alvarado, Summer Armstrong, Andi Beach, Michelle Berglund-Smith, Paula Bodine, Kristen Chappell, Alison Christensen, Angela Corral (presiding), Lesley Curry, Sharon DeMeyer, Jesse Eller, Dana Francis, Chris Gardner, Desiree Gonzalez, Michelle Holmes, Ryan Jones, Kathy Kaiser, Kaari Martin, Jackie McClain, Sandy Miskella, Kristen Petersen, Stephanie Poldervaart, Shirley Rabo, Clarice Reutlinger, Paula Scholtes, Jason Schwenkler, Kelly Sena, Holly Soldavini, Jennifer Thayer, Debbie Vermette, Karla Zimmerlee.

**Absent:** Terry Battle (excused), Vicky Breeden (excused), Kelly Collett (excused), Natalie Gebicke, Billie Kanter-Monfort (excused), Yvonne Lydon (excused), Anna Magaña (excused), Kelli Mejia (excused), Nancy Parsons-Ramirez (excused), Elisa Trimboli.

**I. Introductions**

- A. Chair Corral asked everyone to introduce themselves.
- B. The refreshment coffer was passed around - \$5/person is requested to help offset the cost of the monthly refreshments.

**II. Announcements**

- A. Chair Corral urged all Staff Council members to attend the Staff Council Reception hosted by President Zingg on October 7, 4:30-5:30 pm at the Warren's Center. Invitations have been sent for those who served on the council during 2007-08 and 2008-09.

**III. Approval of Minutes of June 10, 2008**

- A. Andi Beach pointed out a change to June 10 minutes on page 2 under Absence Management Module: The controller will no longer be ~~keying maintaining~~ balances for vacation/sick leave, etc on the bottom of paychecks –Our payroll analysts we can no longer key this information into their system.
- B. Kathy Kaiser pointed out that Commencement was noted as two days when indeed it is actually **three days** – Friday evening is the Graduate School ceremony.
- C. Dana Francis was listed as absent; however, she was in attendance.
- D. Minutes approved with above changes.

**IV. Office of the President—Karla Zimmerlee**

- A. Mentioned that the Fall Reception went well.
- B. Budget talks are still happening. Karla said it is believed cuts will be close to the May revise, meaning approximately 5% cuts to departments. Currently we are at a “soft” hiring freeze, strategically filling vacancies, with no lay-offs.
- C. October a busy month with University Public Events hosting several events in Laxson.
- D. Council member asked if the President's Convocation was taped. Karla said it was and, would be available on-line, along with the text.

**V. Associated Students—Jessee Eller**

- A. AS hosted workshops for Summer Orientation and took part in the Getting Connected Parent's Reception to help engage students with campus and the community.
- B. AS Special Election for the University Affairs Director will be held Oct. 1. There are five candidates.
- C. Road Crew, an outreach and retention program for freshmen, has been busy trying to keep freshmen engaged with Chico State.
- D. Forty students have been chosen to participate in the Freshmen Leadership Opportunity (FLO). This is a unique opportunity for freshmen to engage in leadership, civic engagement and social aspects.

- E. Council member asked for an update on the Wildcat Activity Center (WAC). Jessee recently took a tour and said that it is ahead of schedule and under budget. Currently they are working on the Logo for marketing purposes. He said tours are available periodically and will send a list of dates. Soft opening is scheduled for April, with Grand opening in Fall 09.

## **VI. Human Resources-(Stateside)**

- A. Staff Human Resources – Jackie McClain, Interim Chief Staff Human Resources Officer – welcomes Staff Council’s input on how Staff Human Resources can service the university better – [jrmclain@csuchico.edu](mailto:jrmclain@csuchico.edu) Jackie’s resume includes: faculty member in the College of Business-Management, CSU, Chico & President’s special projects; Vice Chancellor for Human Resources and Police Services for our CSUC 23 campus system; University of Michigan, Human Resources. Chico is her chosen location to pare down the extremely busy pace and travel schedule of her career, and to retire. In her interim position in HR she intends to put many changes in place for the next person to carry forward.
1. Staff changes in Human Resources
    - a. Jackie McClain moving to Staff Human Resources, effective Sept. 1 and reports to Vice President Lori Hoffman. She will move into Leslie Nix-Baker’s office on Sept. 17
    - b. Leslie Nix-Baker will move to the Office of the Provost and report to Sandra Flake
    - c. Nancy Caporale is the new Human Resources Manager
    - d. Bev Gentry is the new Training and Development Coordinator
  2. Process changes in Staff Human Resources–Jackie would like to involve staff with changing the following processes by having staff volunteer to sit on short-term Task Groups (Chair Corral urges staff participation: E-mail Jackie to participate):
    - a. Position Description Form-Mary Hansen, lead
    - b. Recruitment process and hiring forms – which includes getting rid of the brown summary page currently required when conducting a recruitment search-Stephanie Neuhart, lead
    - c. Request to Fill Form–will be put online-Mary Hansen & Nancy Caporale, leads
    - d. Performance Evaluation process-Bob Stevens & Anita Washburn, leads; meet and confer process will be needed.
    - e. Classification and compensation training courses on how to fill the classification questionnaire
    - f. Re-class process to be streamlined
    - g. Employee Handbook updating-Bob Stevens, lead
  3. Additional workshops
    - a. Absence Management Workshop–Oct. 15, Andi Beach
    - b. Labor Relations 101 – mid Oct.
    - c. CSUEU Contract Supervision with Jorge Salinas – Oct. 29
    - d. Supervisory Certificate Program – update programs and get staff back on track- Beverly Gentry, lead
    - e. Leadership Institute – new program that will help staff to move into more leadership type roles. Focus will be on principles of leadership and less on supervisory skills. Program may include a major one-year project–a certificate to be awarded once completed-Beverly Gentry, lead
    - f. Also working on a program that will recognize employees caught making a difference for the university on a daily basis.

**B. Payroll/Benefits/System Support Services—Andi Beach**

1. Payroll now reports to Vice President Hoffman; however, Andi says that her office continues to work closely with both Jackie McClain and Leslie Nix-Baker.
2. 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. Currently some balances are reflecting the totals as of June 30; however, check with your department manager to see the Aug. 1 balance.
3. Student Payroll – the student payday changed effective August to match the state deadline as part of the university’s 21<sup>st</sup> Century Project.
4. Benefits – Open Enrollment is mid-Sept. through Oct. 15. Teresa Palacios, Benefits Analyst, will be at the next Staff Council meeting to talk about Open Enrollment. She will be conducting a separate presentation for the custodial staff. The recent Benefits Fair was very successful.
5. Council member inquired about the new IRS laws regarding Tax Sheltered Annuities (TSA) and the impact that is going to have on Chico State. Andi said they are reviewing the procedure and combining some of the vendors. She said they will be conducting some lunch-hour meetings in the future. Oct. to Jan. is the time to make changes with Jan. 1, 2009 being the effective date. For more information check out the HR News <http://www.csuchico.edu/hr/news.shtml>.

**VII. Academic Senate – Kathy Kaiser**

**A. The first Academic Senate meeting will be Sept. 18. Topics to include:**

1. Vice President Hoffman is reviewing student housing project
2. Meredith Kelley will give an enrollment update. Our current FTEs is 15,632 with our target set at 15,141. Chancellor’s office is asking campuses to reduce the number of students that the CSUC will serve for 2009-10. Reductions will reflect 2007-08 enrollment target projections.
3. Chico has been asked to reduce the number of students we serve; however we had already admitted students prior to being notified.
4. Chico Preview Day is Oct. 25. Prospective students are urged to use Student Mentor to apply for fall 2009 from Oct. 1 – Nov. 30. Chico will probably close early. Students can apply to up to 4 CSU campuses and are urged to be aggressive and apply early and often.
5. FRAS has put out a call for nominations so Kathy asked us to help get our faculty ready.
6. CELT is Oct. 8 -10 – registration is free
7. Smoking Policy was passed and has met the Chancellor’s Office legal review. It will now face meet and confer with the unions (expected towards the end of Oct.) Kathy expects that designated smoking areas will be the outcome.
8. Over the summer campus conducted an Emergency Preparedness Practice in Kendall Hall – Kathy said it was very effective. The training was especially helpful in preparing for the evacuation process performed this summer due to the fires. Kathy applauded all the volunteers and fire crews involved.

**VIII. Standing Committee Reports** – Chair Corral reminded all members that serving on a standing committee is considered part of “time-served” on Staff Council. Your participation is needed in order to make these committees successful. Chair Corral also mentioned that each committee should elect a vice chair.

A. Service Projects—Dana Francis

- Next Blood and Bone Marrow Drive: Tuesday, September 9 and Wednesday, September 10; BMU Auditorium; 10-4. Dana thanked everybody who signed up to help work the snack table at this month's drive.
- Blood Drive dates for year – Dana handed out at flyer with the 2008-2009 Staff Council Blood Drive dates. The remaining blood drives are as follows:

|               |            |                          |
|---------------|------------|--------------------------|
| Nov. 12, 2008 | 10am – 4pm | Mobile Units-by Siskiyou |
| Dec. 10, 2008 | 10am – 4pm | BMU Auditorium           |
| Jan. 14, 2009 | 10am – 4pm | BMU 210                  |
| Feb. 11, 2009 | 10am – 4pm | BMU Auditorium           |
| Mar. 11, 2009 | 10am – 4pm | BMU Auditorium           |
| Apr. 8, 2009  | 10am – 4pm | BMU Auditorium           |
| May 13, 2009  | 10am – 4pm | BMU Auditorium           |

- University Needy Children Fundraiser – Dana has sent letters to several merchants requesting donations. She has asked the committee to call and follow up. The money raised from this fundraiser pays for the grocery certificates for our adopted families.

B. Governance Committee—Kelly Sena

- Kelly handed out the following to all council members:
  - Staff Council Meetings 2008-2009
  - Staff Council Roster 2008-2009
  - Staff Council Standing Committees 2008-2009
  - Staff Council Bylaws
- Kelly welcomed the following new members:
  - Joanna Alvarado from Educational Talent Search
  - Desiree Gonzalez from Student Activities
- Other
  - Council member requested a listing of all staff working in our areas. Kelly mentioned that is something her committee is working on.

C. Ways and Means—Summer Armstrong

- Nothing to report.

**IX. Other/New Business**

- A. Relay for Life – Holly Soldavini mentioned that the relay team is still looking for dedicated members. Their first yard sale fundraiser was a huge success. Upcoming fundraiser events include Ben & Jerry's and Roundtable Pizza.

**X. Intent to Raise Question - none**

**XI. Adjournment to Standing Committees**

Respectfully submitted:

Michelle Holmes, Secretary Treasurer: Shirley Rabo, Office Manager