Staff Council
Minutes of September 11, 2012
Kendall 207-209, 8:30 a.m. – 10:30 a.m.
(Subject to Council approval)

Attendance: Sharyn Abernatha, Tammy Bassi, Michelle Berglund-Smith, Rebecca Cagle, Laura Cox, Becky DeVault, Lory Frakes, Dana Francis, Chris Gardner, Dami Hammer, Iris Hardman, Annette Heileson, Michelle Holmes, Cindy Kelly, Jennifer Lara, Brent Liotta, Jackie McMillan, Nathan Methvin-Terry, Teresa Miller, Cari Phipps, Dustin Reese, Shannon Sandoval, Holly Soldavini, Brent Strine, Jessica Verardi, Jay Virdee, Josh Whittinghill, Karla Zimmerlee

Absent: Mario Chandrakumar (excused), Eileen Chavez, Alison Christensen (excused), Nicole Davis (excused), Ronda Kramer (excused), Russ Mills, Tawnie Peterson (excused), Paula Scholtes (excused), Marilyn Terrell (excused), Debbie Vermette (excused), Crystal Williams (excused)

Guests:

I. Call to Order: The meeting was called to order at 8:36 a.m.

II. Announcements
   - Melanie O’Connor, our new Staff Council Office Manager will start next Monday, September 17.
   - The members of Staff Council all introduced themselves.

III. Book in Common “Unquenchable” - Dr. William Loker, Dean of UED
   - Bill Loker, Dean of Undergraduate Education, presented on the Book in Common Project. The Book in Common Project has been around for about 12 years but for first 8 years it was a targeted towards new freshman as a way to connect with each other. The program was not having much success and so 4 years ago it was changed to a community program with CSUC, Butte College, & the surrounding communities. This year’s book is Unquenchable by Robert Glennon.
   - There are several events coming up to help promote the Book in Common. The kickoff event will be at Farmer’s Market Thursday, September 13 from 6 p.m. - 7 p.m. in the City Plaza. There will be several guest speakers, including President Zingg, Butte College President Dr. Kimberly Perry, Chico Mayor Ann Schwab, Paradise Mayor Steve Culleton, representatives from Butte County Board of Supervisors, and representatives from various community organizations.
   - There will be a fundraiser for the Book in Common Project on September 27 from 7:30 p.m. – 9:19 p.m. at the Pageant Theatre. They will be showing a documentary called Last Call at the Oasis. Tickets are $10 and can be purchased online.
   - The author, Robert Glennon will be on campus speaking in Laxson Auditorium on October 5 at 7:30 p.m. Tickets are $20 and can be purchased online or at the University Box Office.
   - If you have questions or are interested in helping to pick the next Book in Common, contact Bill Loker for more information.

IV. Approval of Minutes: June minutes were approved with the following correction: new members that were present need to be added to the attendance section. 1st – Dana Francis, 2nd Annette Heileson.
V. Human Resources Services – Sharyn Abernatha
- The Benefits Open Enrollment period started yesterday. The Benefits Fair will be Thursday, September 20, from 10 a.m. – 2 p.m. in Selvester’s Café.
- PeopleAdmin, the new online employment system went live this summer and has been going well so far. Human Resources (HR) will be transitioning the Staff Action Form to online also.
- HR will be making changes to the hiring process soon. Some years ago, the responsibility of checking references and making the job offer was transferred to the departments. HR will be taking over that responsibility again. Its HR’s responsibility to make sure all steps, including the live scan, are completed before the offer is made.
- HR is reviewing the relocation policy, flexible schedule guidelines, and special consultant forms and will be sending out more information about them soon.

VI. Payroll and HRIS – Becky Cagle.
- The feedback on the new Absence Management system has been good so far.
- Payroll is working on some reports for the timekeeper and manager/lead rolls in the new absence management system. They are also working on a report to help staff working compressed schedules to project their time through the year.

VII. Associated Students – Jay Virdee.
- Associated Students (AS) is currently working on filling three officers’ positions where the elected person was unable to fulfill.
- AS has also recently hired three new directors for Chico State Wildcat Store, AS Dining Services, and IT Services.
- ‘Juice with Jay’ will be starting soon, watch for more information.
- AS will be reviewing and updating some of their policies and codes this year.

VIII. Office of the President – Karla Zimmerlee.
- The President’s Office will be once again be hosting a President’s Fall Reception Friday, September 21 from 6:30 p.m. – 9 p.m. on Kendall Lawn. The President’s Reception has not been held for the last three years because it didn’t seem appropriate given the economic situation. This year donations were received and it seemed appropriate with the 125th Celebrations.
- The President’s reception for Staff Council will likely be later than usual this year due to the President’s busy schedule.
- Karla encouraged everyone to go out and vote this year.

IX. Academic Senate – Russ Mills
- No report – Academic Senate has not met yet this year.

X. Standing Committee Reports –

Service Projects – Jennifer Lara
- Jessica Calhoun, from Financial Aid, is this year’s Staff Academic Award recipient. Jessica received a BA in English with an Option in English Studies from CSU, Chico and is currently working on her MA in English. Due to a donation by the VP of Business Affairs, we were able to increase the award to $500. Congratulations to Jessica.
• There is a blood drive September 11 and 12 in the Bloodmobiles by Siskiyou Hall from 10 a.m. – 4 p.m. Please encourage staff, faculty, and students to donate blood and remind them that it does count towards the My Service Counts challenge.

• The Service Projects Committee is working on collecting donations from the community for the University’s Needy Children Program opportunity drawing. Tickets will be ready to sell in the beginning of October and will be handed out at the October 9 meeting. If you’d like to pick them up earlier, contact Jennifer Lara.

Ways and Means Committee – Nathan Methvin-Terry
• The Ways and Means Committee is planning some fundraisers and will have more information soon. Most of the money raised by these fundraisers goes towards the Staff Awards Luncheon in the spring.
• We will be selling See’s candy bars again this year and will hopefully have them available for the holidays.

Governance Committee – Chris Gardner
• We had one council member who had to step down and so Michelle Holmes has graciously agreed to serve as a member at large representing Area 7: PAC, Yuba & Taylor Hall. Thank you Michelle.
• As Staff Council members it is our responsibility to serve as a representative of the staff in our area and to communicate back to them information presented in Staff Council meetings. For more information on Staff Council and who we are, what we do, etc. check out our website www.csuchico.edu/stac .
• Per Article IV.2.J of Staff Council Bylaws, three unexcused absences within one academic year will be seen as a resignation from the council. If you are unable to attend a council or committee meeting, please let Holly, Michelle, or your committee chair know. You can also email stac@csuchico.edu about your absence or with any questions. A proxy may be sent but the Chair must be notified “prior to the opening of the meeting in order that the proxy may be duly seated” (Article I.4).
• Chris will be updating the area lists and sending them out soon.

XI. Other/New Business
• The Provost will be attending our October meeting to talk about her new project, ‘Project Pulse’. Please come if you can.
• If you know anyone interested in hosting a Koffee & Kudos, or just has questions about it, please contact Holly and Dana.

XII. Intent to Raise Question
• Brent Striner from Associated Students – Brent stated that he wanted to join Staff Council because after five years he felt he didn’t know much about campus and the state side. He asked how he could connect with his area (Area 12: Plumas Hall and University Agriculture Teaching and Research Center). It was suggested by members of the council that he email his area to introduce himself and maybe even go by and talk to some in person. We should all be staying in touch with our areas and keeping them informed of campus activities and what is discussed at Staff Council meetings.

XIII. Refreshments and Adjournment to Standing Committee meetings.
“Employees are assets not liabilities.”
-Jackie McClain

Respectfully Submitted: Holly Soldavini, Staff Council Secretary & Melanie O’Connor, Office Manager