Staff Council  
Minutes of May 12, 2015  
Kendall 207-209, 8:30 am – 10:30 am  
Approved: 6-9-15

Attendance: Jim Aird, Sharyn Abernatha, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Mario Chandrakumar, Don Converse, Joe Crotts, Rebecca Cagle, Becky DeVault, Dana Francis, Kathleen Hassig, Annette Heileson, Michelle Holmes, Mark Kauffman, Shondra Kauffman, Eva Kennedy, Heather Kilcoyne, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Cari Phipps, Laurie Ratterree, Michael Pratt, Jen Ross, Holly Ferguson, Erin Tarabini, Scott Taylor, Jessica Verardi

Absent: Sarah Balana Molter, Nicole Davis, Chris Gardner, Taylor Herren, Barbara LaRue, Carol Rudolph, Rachelle Sousa, Katherine Tilman proxy for Ronda Kramer, Alyson Wylie, Catlin Wulferdingen, Karla Zimmerlee

Meeting Commence: 8:35

Call To Order: Annette Heileson

Announcements:
- Joe Crotts has a new position on the Senate as Chair of the EPPC (Education Policies and Program Committee).
  - Betsy Boyd will be Chair of the Senate
  - Rick Ford will be Vice Chair of the Senate
  - Tim Sistrunk will be Secretary
  - Jennifer Meadows will be Chair of FASP
- Mario Chandrakumar announced he is getting his badge from the Chico Police Department today.
  - Will be traveling to Sri Lanka for 3 months and returning July 31st

Approval of December Staff Council meeting minutes: Approved

Chair’s Prerogative:
- A reminder of why we are here. Staff Council’s vision is to promote a positive communication between university staff, administration, faculty, students and community on issues of interest and concern which fall outside the scope of collective bargaining. The Council is also active in university affairs and in achieving its stated goals. Our mission is to implement programs and projects that are designed to benefit staff and the university. We are not a political organization nor do we endorse one political side or another. We did receive an anonymous letter that was very against our show of support for Cal-Fresh which looked as if we were supporting students to “get on the dole.” We do things that are in the best interest of our students, staff and the university. We welcome any conversations that support students, but do not take a stand one way or the other of what might be presented.
• Very important we complete our Campus Climate surveys. Goal is to get 1000 surveys. We have received 600 thus far, two-thirds which are from staff.  
  o CSUEU and CFA have sent out emails to complete the surveys.  
  o Alternate places have been set up across campus to complete the survey for privacy to contain confidentiality.  
  o Written surveys are also available.  
  o Last date to submit the survey is May 15, 2015.  
  o If 1000 surveys are received, the Response Team will kiss a goat.  
• Co-Chairs are needed for committees. In reviewing our by-laws it was discovered there are two ways to select co-chairs. Staff Council can vote on the co-chair next month, or once the committee is formed next year, the committee itself can vote for their co-chair. It was determined we will go with the latter option and have the committee select their own co-chair.  
  o Please consider these positions as a way to get involved and learn leadership skills.  
  o Co-chairs are needed for Ways and Means and Service Committees.  

Human Resources – Sharyn Abernatha:  
• Continued conversation on the campus survey:  
  o There is a room reserved for night custodians to complete the survey  
  o Initial results of the survey will be reviewed and look at the comments to ensure there is nothing identifiable in them before they will be forwarded.  
• Sharyn recently returned from the Chancellor’s HR Officers meeting and reports there are a number of policies in the works that will theoretically be issued this summer.  
• Chief of Police position is still pending. There is a very long background check that can take 4-6 weeks to process. Currently two people are being reviewed. Once that is returned, there is a contingency offer followed by a psychological and physical exam.  

Payroll & HRIS - Rebecca Cagle:  
• Currently into process of working with Faculty Affairs to process the Campus Equity Increases for the faculty.  
  o Payroll will be updating their message on the web to keep it current.  
  o Hoping to have everything completed by the end of May.  
• Lots of preparation for the upgrade of the Insight environment.  
  o Many of HR and financial reports come out of Insight.  
  o Reports need to be migrated over with the upgrade.  
• HR Liaisons meeting will be next week, Thursday, May 21, 2015 in Colusa 100A from 10:00am – 11:00am.  
  o Exchange is going to the “cloud” this summer.  
    ▪ This impacts how to process student payroll.  
  o Bridge appointments.
Associated Students - Michael Pratt

- Taylor Herren is not here as she is in Washington DC representing CSU Chico at a program for a policy dedicated to science. She is the first non-doctoral candidate to be admitted to the program.
- Wrapping everything up as it is finals week. Michael is graduating next week but will be continuing next year as he has been admitted to the master’s program.
- BMU will be open until midnight with free food as an alternative area to study.
- Student Body election was April 15th
  - New President is Deanna Jarquin
  - Michael Pratt will maintain his current position
- Beginning of August there will be a request to serve on a student committee.
- Chico will be hosting the 4th Annual CSUnity Conference which invites all 23 campuses to participate. It will be Aug 6-8, 2015.

Academic Senate - Joe Crotts:

Academic Senate has met 3 times (April 16, April 30, and May 7) since the last Staff Council meeting. Below are some of the items discussed:

- The Resolution Response Team presented their final report and it was accepted by the Academic Senate, an official legislative body of the university.
  - The report will now go to the Chancellor and Board of Trustees.
  - The Resolution Response Team report is now linked to the Senate Minutes if you would like to review it.
- The Senate gave a fond farewell to Kathy Kaiser, the longest serving senator in anybody’s history….43 years.
- Deans presented their graduates to the committee. The Dean of Agriculture, Dave Daley, was quoted on his comments regarding his “remarkable group” of graduates.
- Action Items
  - Passed a revision to the instructionally related activities Advisory Committee which touches on behavior outside of campus. Behavior off-campus should remain consistent with expected behavior on-campus. Do not put oneself into a position that may be perceived as giving an advantage or disadvantage to any party involved. This includes staff, faculty and students.
  - An Ombudsman Office has been approved that will be staffed with a full Ombudsman by next fall. The Ombudsman will deal with non-contract issues or concerns for faculty, staff and students.
  - There is a change in student evaluations of teaching committee
  - Discussion on the teaching of International Languages Program. It has been moved to HFA.
  - Discussion on the 1999 EM Graduate Writing Assessment
    - A proposal was made to increase the minimum grade requirement from a C- to a C
    - Amendment was made and the minimum grade will remain a C-
  - Added a new graduate option for Business Administration: Enterprise Information Systems.
  - Added an option to the BA in Music: Music Education
Accepted a resolution in support of increased staff and tenured faculty growth
  - We are increasing our enrollment faster than we are increasing faculty and staff resources.
  - Essence of resolution is for staff and tenured track faculty be increased to keep pace with enrollment.

• NOTE: A resolution is an advisory measure. It is not an EM or policy. It is a formal, official statement of opinion.
  - Passed a resolution to support transparency in budgetary information in order to make it campus practice that university budgetary information and all its auxiliaries, including data on revenue, allocations, and expenditures, are accessible, transparent and available.
  - Passed the proposed changes to the FPPP document from May 2009 to make it simpler to follow.
  - Discussion on Interim appointments, which are running at all levels. Some believe there is too much reliance on interim appointments and some interim appointees are remaining too long. There is a lack of clarity of procedure on how to convert and interim into a permanent position.

• Senate representative to Staff Council is supposed to be the Chair of the Senate. Betsy Boyd will designate who will be coming to Staff Council in the future. (Joe Crotts received a standing ovation from Staff Council for his participation.)

Office of the President - Karla Zimmerlee: No report

Guest Speaker – Zach Justus and Gina Tigri presenting on Civic Engagement: Sharing of priority draft and feedback
  - Speaker is from the Communication Arts and Sciences Department (CMAS)
  - University has a strategic mission broken into several different priorities such as quality education and teaching; effective use of technology, development of resources, etc.
  - The most recent addition was sustainability on campus.
    - During the last WASC visit we were propelled forward from a campus that has those values to a campus that has sustainability at the center of what we do on campus.
  - The President has assembled a group of people from on and off campus to have a conversation about civic engagement as an additional strategic priority.
    - The handout “Proposed Strategic Priority for university Strategic Plan on Civic Engagement” was distributed to the Staff Council members.
      - Content is constantly in development
    - Zach is speaking to Staff Council as a possibility to include staff awareness/involvement.
      - Events like Town Hall and The Great Debate requires the assistance of staff.
      - Some events happen during work hours and will need permission from supervisors to participate.
Other items can be done in the person’s own time, as in the example of Peggy Armocido who assists Zach when she can and during her own personal time.

- Any questions, concerns, comments on the draft distributed, please contact Zach Justus.
  - Jessica Verardi asked if there was a contracting piece to working on civic engagement events.
    - In the past it was called “Service Learning Agreements” for civic engagement.
    - Students could earn credit by participating.
    - Contracting piece in place so students were covered for liability.
  - Response: Service Learning is considered more traditional volunteer opportunities (i.e. K-12 teaching environment). However, Zach will consult with Ellie (Ertle) who supervises the Service Learning Advisory Committee to determine where this falls.

- Zach teaches the Univ 101 course for the EOP program. Two SLO’s for the course are civic engagement and service.
  - Annette Heileson asked how they would like Staff Council to participate.
    - Seeing staff volunteer at events like the Great Debate, etc.
      - When students see people from campus at an event they realize it is not just a class but something different.
      - Exposes staff to positive experiences.
  - Lots of different ways this plan gets support, though fragmented.
    - Generate support/staffing to hold event.
    - Not sure what the infrastructure will look like going forward.

- Suggestion by Shondra Kaufman on last bullet of document regarding financial resources.
  - List as another resource for faculty taking part in this initiative to contact the Office of Research and Sponsored Programs and reach out to the foundation to find external funding.

- Erin Tarabini, Judicial Affairs, indicated they are looking for ways to find students to be engaged in community service in place of writing a paper. Possibly consider this a more educational sanction for their students or a way to give back to the community.

- Jessica Verardi suggested it would be beneficial to have a liaison between the university and the community.
  - Zach mentioned that the community does not know who they are supposed to talk to (contact) for information. Should this become a “one stop shop” for the community?
Standing Committee Reports:

Governance Committee - Becky DeVault:

- Eighteen areas need representation.
  - If your term expires and you want to continue, complete the nomination form.
  - Or if you know co-workers that are interested, please nominate them.
- Becky will send out to the areas the forms again.
- Michelle had questions about “at large” if one does not want to commit to 3 years.
- In June we will be nominating the Chair positions.
  - Becky will be stepping down as her term expires.
  - One can nominate themselves.

Service Projects – Erin Tarabini

- Student Academic Award closed at the end of March
  - Applications were reviewed and two recipients were chosen for $500 awards each.
    - Laurie Ratterree: Staff Council member and staff in the Management Department.
    - Anna Kamanzi: Staff in the Financial Aid Office.
  - Both invited to next month’s meeting to receive their award.
  - Next application period is June 1-June 30th and will be reviewed in July.
- Staff and Faculty Art Show was last week.
  - Thank you for attending, helped, and/or participated as artists.
  - $535 was raised from the silent auction.
  - Elaina McReynolds won 1st Place People’s Choice and Fred Woodmansee won 2nd Place People’s Choice.

Ways and Means – Rachelle Sousa

- Mixed Bags fundraiser will begin.
  - This will be a Facebook event and the Facebook link will be distributed so people can order online.
- Last year there was about $300-500 raised, which is more than the poinsettia sales.

Intent to Raise Questions

- Melanie thanked everyone for their help with the luncheon.
- Survey Monkey will be going out to find out ways to improve it.

Adjournment: 9:46