Staff Council
Minutes of April 14, 2015
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Jim Aird, Sharyn Abernatha, Sarah Balana Molter, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Don Converse, Joe Crotts, Rebecca Cragle, Becky DeVault, Dana Francis, Kathleen Hassig, Annette Heileson, Michelle Holmes, Mark Kauffman, Shondra Kauffman, Eva Kennedy, Heather Kilcoyne, Katherine Tilman proxy for Ronda Kramer, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Cari Phipps, Becky DeVault, Michael Pratt, Jen Ross, Holly Ferguson, Rachelle Sousa, Erin Tarabini, Scott Taylor, Jessica Verardi, Alyson Wylie, Karla Zimmerlee Absent: Mario Chandrakumar (excused), Nicole Davis, Chris Gardner, Taylor Herren, Barbara LaRue (excused), Melanie O’Connor (excused), Carol Rudolph, Catlin Wulferdingen

Meeting Commence: 8:35

Call To Order: Annette Heileson

Announcements:
• Alyson Wylie thanked everyone for promoting Cal Fresh Day. They helped 50 students and talked to 16 others.
• Per Annette, the university administration will be picking up the entire cost for the Staff Awards Luncheon. They have also approved an increase in the stipend for the Employee of the Year and have approved two more staff awards for next year. The two new awards will be announced at the luncheon. One will be the “Wildcat Award” and the other is yet to be named, possibly a Customer Service Award. We will work out the details, including the name, which might be after an exemplary retired staff person. Each will have a $500 stipend.
• Scott mentioned they received approval to order a picture hanging rail to go down the hallways and all around the rotunda for next year’s Staff and Faculty Art Show.
• Rachelle brought up when minutes are approved we can distribute them to our areas.
• Melanie set up everything for us today but she is working on scripts and luncheon issues and cannot attend the meeting. She sends her well wishes.

Approval of December Staff Council meeting minutes: Approved.

Chair’s Prerogative:
• We will have fun at the luncheon and hopefully all have had a chance to be in the video.
Human Resources – Sharyn Abernatha:

- For the beginning of next semester there will be new employee packet for students to help them with the paperwork. Becky Cagle clarified that the new packet will include the I-9 forms and everything the student needs in order to make the process simpler.
- There is tactical training today at 1:00pm designed to learn techniques to de-escalate things when someone is out of control. There is still space available if anyone is interested. (Jessica interjected this was very good training about tactical communication.) There will be another one planned in the future.
- Tomorrow afternoon is the Retirement Panel workshop. This is a panel of retired staff who will talk about their experience after leaving the workplace and what you should think about before you retire. This will be repeated again next semester.
- There is a series of retirement workshops each semester on finance, retirement plans, trusts, wills, etc.
- At 9:00am tomorrow there is training for managers on how to fill out performance appraisals.
- Friday there is training on the life cycle of a PO. This has been a popular course.
- Question from member asking about Maurice Bryan’s position (Director of Center for Alternative Dispute Resolution). How many people have come through and is it successful?
  - He has not completed his final report but is going to make a report to Academic Senate for Thursday.
  - She will report on it at our next Staff Meeting.
  - It is getting busier as people get used to it.
- Jessica asked if there was a new training website with the new software connecting HR and EHS.
  - Having some problems with the software. Would like the program do more than it does. It will be rolled out slowly. Classes will be will be enrolled through this program but they want to ensure the system is working the way they want it to.
  - Is there a calendar to look at for training?
    - The HR website should have all training offered by HR under Professional Development.

Payroll & HRIS - Rebecca Cagle:

- Last round of CFA increases (Campus Equity increases) were started in April.
- By today or tomorrow we will see an update in HR News regarding salary increases.
  - More information will be in Announcements on how staff can view their increases in the portal.
- In April, also working on the Unit 8/SUPA salary increases. The technical letter was issued last Wednesday and will be worked on through April. It includes several increases such as a general salary increase, four step increases for individuals in certain retirement programs and an experience step increase. Further information on this will be in HR News.
• In regards to HRIS, they continue to work with departments on Student ‘Reports To’ project.
  o Working with departments one on one to help them think through creating new positions in order to maintain student employee ‘reports to’ so they can move ahead with automating the student payroll process.

Recognized Guest: None

Associated Students - Taylor Herron and Michael Pratt:

Michael Pratt –
• Taylor is not here as she is collecting botany samples.
• Elections are tomorrow from 8:00am to Thursday at 8:00am. He encourages all students to vote. Online voting is the quickest way to submit a vote. Michael is running again, unopposed.
• Student Academic Senate is working on several major resolutions that will be introduced on April 22nd.
  o The first is for CLIC (Campus Legal Information Center) to secure space on campus. The Fire Marshall restricted the number of students who can serve at CLIC Main which reduces the number of interns they can take each year by about 20. This delays 20 people each year completing their graduation on time.
    ▪ Due to this, recruitment and retention of legal studies students has gone down significantly.
    ▪ We are the only undergraduate CSU that has a legal clinic which makes us unique to the CSU. Nationwide we are the most comprehensive legal clinic for undergraduate students.
    ▪ CLIC is used as a marketing tool for recruitment so they want to ensure it continues.
  o Second resolution is for the Dream Center that went to the University Diversity Committee and the Student Academic Senate for their endorsement. It will advance to one of the committees at the Academic Senate.
  o The third resolution is on shared governance requesting clarification on a couple of points.
    ▪ Simultaneously working on their White Paper which will be reviewed by Public Admin majors, some outside consultants, and someone from WASC who is working on best practices.
    ▪ They are requesting an EM (Executive Memorandum) to outline the best practices and things they can do to ensure equitable representation for all the major stakeholders on campus.

Academic Senate - Joe Crotts:
Academic Senate has met 3 times (Feb 26, March 12 and April 2) since Joe last attended our meeting. He gave a combined report
• Would like to share that the library is searching for a new Director.
The library has only searched for a new director three times in the past: 1922, 1952, and again in 1985.

Academic Senate Chair, Paula Sylvester, also chairs the Resolution Response Committee.
- This committee is made of several members.
- Was created due to concerns that arose last fall regarding lack of transparency.
- The committee has talked to people all over campus and they have received a tremendous amount of input.
- The committee has met several times and is putting together their final report to submit to the Chancellor’s Office.
  - The report will identify a huge range of issues and concerns that have been brought to the attention of the university administration and discussed.
  - The committee has not met as often as they had hoped.
  - President Zing’s illness has also caused a disruption in meetings.

Chris Nichols, Senator and Chair of the GE Curriculum Advisory Board (CAB) spoke to faculty about writing intensive courses.
- Four writing intensive courses required for students to graduate.
- These classes are very hands on and increase the workload for faculty.
- There is not enough faculty to give all the writing intensive courses that are required for a student to graduate in four years.
  - College of HFA is where many of the writing intensive courses are focused.
  - College of Business has no writing intensive course.
    - Their students have to take the courses in other colleges.
- The focus now is the need for writing intensive courses and a need for increased faculty resources to sustain the current curriculum as well as to add to it so students can graduate in four years.

Mark Hendricks, Information Security Officer, gave a presentation on the results of the Information Security Audit from summer 2014 (mandated by the Chancellor’s Office)
- Results only recently received.
- Twenty one items were brought up from the audit that were briefly discussed
  - i.e. desktop control, password standards, security against breeches from outside parties, etc.
  - Previous audit was in 2008 also identified 21 items.

Sharyn Abernath discussed with the Senate the Live Scan reports.
- Main concern of the senate and faculty is “who” has to take these?
- Faculty departments have to bear the cost of the scan ($75).
- If bringing in potential candidates for a position, only the person being hired has to have the scan.
  - The check should be done at the time the candidate is on campus for their interview due to logistics of time and travel.
  - This can be an expense and inconvenience, but necessary.
Senate addressed the concern of status of the Student Counseling Services based on two things:
  o It was thought there were fewer counselors and more students than in the past.
    ▪ Discovered there are not fewer counselors.
    ▪ Counselors are actually faculty.
  o Departments thought they were saving money by hiring temporary non-tenured track faculty.
    ▪ Non-tenure track faculty are kept for 6 years and then renewed for 3 years.
    ▪ Tenured track faculty are hired with expectations of “retention, tenure, and promotion” with time required to do research, attend conferences, devote time above and beyond direct student contact.
    ▪ Most non-tenured track faculty are hired with no knowledge of retention, tenure, promotion and professional growth. They are highly qualified and can spend less time on research and more time with students.
  o Senate requested data on how many counselors we have.
  o Debra Stewart was the resource regarding Counselor issues.

At the last two Senate meetings two action items passed.
  o Passed a revision to the definition of “office hours.”
    ▪ Faculty have found “office hours” are no longer face to face with the student because technology and the nature of classes has changed the concept of “office hours.”
    ▪ Online and remote classes require contact with students who are not on campus.
    ▪ Since there are other ways to fulfill “office hours” via email, etc., office hours, where the faculty member is physically in the office, were reduced from 5 hours to 4, in recognition of the nature of communication with students other than face to face.
  o Passed a revision to the Faculty Code of Ethics.
    ▪ Relations between faculty and students; faculty and faculty; faculty and dean, etc.
      • Bottom line: Do not get yourself in any position whatsoever that may result in some benefit or disadvantage to you or the other person or anyone else.

Deleted the lowest lecture classification for temporary faculty called “Lecture L.”

Exceptional Service Assign time.
  o CFA Unit 3 included in the new MOU where a certain amount of money can be allocated to each campus.
  o A faculty member can apply for release time from one class for one academic year so they can pursue research, etc. that will benefit them.
  o This will program will run 3 years.

The next Academic Senate meeting will be April 16, 2015 and three items will be discussed:
o Instructional Committee to discuss the continuing problem of conduct of students in off campus activities (i.e. conference, etc.) where they represent the university.

o Reinstating an Ombudsman on our campus and providing office space for them.
  ▪ An Ombudsman is someone who can help resolve non-union problems.
  ▪ Hopefully a full Ombudsman Office will be in place by next fall to assist faculty, staff and students.

o Policy on students evaluating teaching.
  • President Richmond shared a letter he drafted which addressed the recent legislation in Indiana which had overtones of being anti-gay in regards to employment, etc.
  • The letter will be sent to the campus community.

Office of the President - Karla Zimmerlee:
• Candidate for the VP for University Advancement is giving an open forum presentation from 1-2 in this room.
• Another candidate will be giving their presentation immediately after the Staff Luncheon, possibly in Colusa.
• Candidates for the Dean of PCC are also on campus.
• Attending these presentations is your opportunity to have input on these candidates. Feedback does matter and it is a great opportunity to be part of who your VP’s will be. All are encouraged to go.
• Acting President, Rollin Richmond, is from CSU Humboldt. He has been at several events and will be present at the Staff Luncheon.
• We are in the middle of Founder’s Week and had the Outstanding Professor presentation yesterday. Participation could be better. The lectures are excellent and a good thing to attend. Yesterday’s lecture was regarding economics and epidemiology.
• Look in announcements for when and where the VP candidates will be presenting.

Standing Committee Reports:

Governance Committee - Becky DeVault:
• Thank you all for your continued support and attendance to Staff Council.
• Reminders regarding responsibilities:
  o You are responsible to the committee to which you are assigned.
  o Responsible to your assigned areas and getting the Staff Council news out to them.
  o Responsible to attend meetings. If you are not able to attend, email Becky, Melanie, or Annette. If you do not send an email then your absence is “unexcused.” Three unexcused absences in one year will result in you being asked to leave the council.
  o You can opt to have a proxy come to the meeting in your behalf.
  o Erin Tarabini from Student Judicial Affairs indicated their office needs more staff representatives on their grievance panel. Their EM requires 14 reps and they
currently have only six, four of whom are on their second year out of two maximum. The staff come from Staff Council, in particular Becky’s area. It is rare staff need to participate, but they need to have reps available to include. Most grievances involve student to faculty or student to student. Student to staff grievances are rare. Panels are made up of two students, randomly chosen from a 5% sample of currently enrolled students in good standing, and either two faculty or two staff depending on the type of grievance. Supposed to have a pool of 14 throughout the year. It is rare they call staff, but this year they have had two incidences where they have needed staff participation.

- Question about how many meetings does one have to attend to resolve the grievance?
  - Answer: You only ever have to come to the hearing if you are called
  - If you are contacted and you are unavailable due to workload, etc., you can decline.

It is possible one will not be called. But the EM requires 14 staff on the list.

Service Projects – Erin Tarabini
- Blood Drive is Monday, April 20th in the BMU from 10-4. Fliers are available here and will also be emailed out. Please post the fliers where students and staff will see them. As usual you can make an appointment to save time if you are staff or faculty by calling Melanie.
- **Staff Academic Award Update:** The application closed on March 31st. They are in the process of reviewing the applications. Jen Ross, on Erin’s committee, will be spearheading the review process and reaching out to 5 or 6 Staff Council members to assist. The goal is to have these completed by the end of April/beginning of May so that it can be announced. There are two $500 awards.
- **Staff and Faculty Art Show Update:** A huge thank you to Dana Francis and Melanie O’Connor for answering all the questions, another huge than you to her committee for all of their work and a huge thank you to Scott for hanging all of the pieces. He is still hanging some of the art today. If you haven’t checked it out, please do. Let your areas know it is going on. Invitations will go out soon for the reception to be held on Thursday, May 7th at 4:30pm in the President’s Conference Room, Kendall 103. Silent auction will occur at that time as well.
  - Table set up will begin at 3pm. Tables are needed since FMS is using all other tables for commencement.
  - FMS will not be able to assist due to commencemenent.
  - A sign-up sheet for food will be distributed to all Staff Council members.
- Erin will have a short meeting afterwards.

Ways and Means – Rachelle Sousa
- The video filming for the luncheon is complete, despite the power outage. Thank you for all of you that showed up.
• Ways and Means will meet afterwards.
• Anyone who wants to help set-up for the Staff Luncheon, please meet at the Staff Council Office at 8:15am. They also need help cleaning up afterwards. This only involves picking up the Staff Council papers left on the tables and will take about 20 minutes. The BMU has another event that same day so a quick turnaround is needed.
• Bag sales will resume once the committee has completed their obligation to the luncheon.

Intent to Raise Questions
• Don Converse mentioned that the “atta boy” pops being passed out to students walking their bicycles and/or skateboards has received lots of positive feedback from the recipients.
  o Scott, Don, Jim, and Rachelle participated and shared stories of their encounters.
  o This initial implementation was a test to see how it works.
  o Would like to do this again during the last month of the semester as the UPD said most offences seem to occur as the semester winds down. Don would like to purchase more pops and will request funding from the Executive Committee.
  o This also gets word out about Staff Council.

Service Projects will not meet afterwards, but Ways & Means Committees will still meet.

Adjournment: 9:40