Staff Council
Minutes of December 9, 2014
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Sharyn Abernatha, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Don Converse, Joe Crotts, Becky DeVault, Dana Francis, Annette Heileson, Michelle Holmes, Shondra Kaufman, Cindy Kelly, Heather Kilcoyne, Rena Marino, Margie Mitchell, Melanie O’Connor, Laurie Ratterree, Jen Ross, Carol Rudolph, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Jessica Verardi, Alyson Wylie, Karla Zimmerlee

Absent: Nicole Davis, Chris Gardner, Ronda Kramer, Barbara LaRue, Jackie McMillan, Cari Phipps, Catlin Wulferdingen

Meeting Commence: 8:35am

Call To Order: Annette Heileson

Announcements:
Becky DeVault announced the upcoming staff and faculty basketball night versus the Sonoma State Seawolves on Saturday, January 17th in Acker Gym. Staff and faculty can request up to four general admission tickets for free. Women play at 5:30pm and men play at 7:30pm. Thank you to our Athletics department.

Rachelle Sousa announced that Peggy Armocido, from College of Communication & Education, is celebrating ten years cancer-free. She is trying to raise $10,000 on her own for her Relay for Life goal this year and she is hosting an online $10 for 10 party and would like to invite all of her colleagues. Melanie will email out the information to area reps for their areas. Rachelle also announced that the College of Communication & Education is hosting a holiday department open house 2-4pm on Monday, December 15th in Tehama Hall. The themes are Who-ville and Frozen. Rachelle will send an email invitation out to everyone.

Annette Heileson announced that at Academic Senate, she sent out a request for donations for UNCP since this year the goal of $50 grocery gift cards for each family was not able to be reached. She received $700 in additional donations for grocery gift cards from colleagues.

Approval of November Staff Council meeting minutes: Approved

Chair’s Prerogative:
Annette asked that everyone please have a wonderful, safe, and joyous holiday season. Be kind to each and be kind to those in need.

Human Resources - Sharyn Abernatha: Work-study employee training is today. Training series on Work life Balance: Successful Single Parenting at noon on Friday, December 12. Currently
nine people are signed up for it, so if anyone knows any single parents they may want to recommend the class. The Facing Difficult People training will be held from 2-4pm also on Friday, December 12. They will be offering an additional Facing Difficult People training in January. Reminders for winter break schedule were announced. They are awaiting the Governor’s granting of a half day off for Christmas Eve for campus, and will notify everyone when that is announced. Sharyn brought a proposal that stemmed from the “Possibilities” conversations, and she asked for input from Staff Council members. There were discussions about creating the position of a University Ombudsman. Lori Hoffman had offered to hire someone for the position. The Academic Senate and faculty decided to pursue their own research on that subject. The proposal includes hiring Maurice Bryan through May, creating office space in Kendall Hall, and implementing Maurice as the Ombudsman for staff. The term Ombudsman was requested by Academic Senate to be changed, and the alternative title would be the Director for the Center of Alternative Dispute Resolution. The Director would assist staff and managers in resolving disputes through informal discussion, advice, facilitation of discussions between parties, and exit interviews. No investigations or reports would come out of these meetings or discussions. All information would be kept confidential. Any disputes that reach outside the parameters of the center’s abilities would be referred to the Director of Labor relations and Compliance. Maurice would be required to track numbers of people who utilize the centers to see if it is being used. All names and grievances would be kept confidential. Sharyn asked for feedback from council. Becky DeVault asked about Maurice’s appointment in the position and what would happen if cases that may take longer to sort out last after Maurice’s appointment ends. Sharyn said that the cases seen by Maurice would not be dragged out investigations. President Zingg has committed to supporting the pilot program from January through the end of May. It was asked if Maurice had experience in conflict resolution and counseling. Sharyn relayed that Maurice has been on campus in the programs incorporating affirmative action and discrimination complaints. He has his PhD., and has worked in Student Judicial Affairs. Joe Crotts addressed the discussion and indicated while it was not brought to the Academic Senate it was discussed at length with the Executive Committee. The committee is in agreement that it would be beneficial to have an Ombudsman, and they are currently working on drafting guidelines for the position and researching the scope of what the position would do. While the discussion/development was taking place, the opportunity arose for the staff to have an Ombudsman in place for the spring semester. The President approved and they moved forward. They will continue to develop the permanent position to be put in place sometime after May – one Ombudsman for faculty and staff. An area representative from Passages let the council know that Passages has an Ombudsman program for the community, specializing in skilled nursing communities. Anyone wanting further information may contact Passages for more information. Jim Aird asked if there was a currently existing space for the Center for Dispute Resolution so it can be based in a center. Sharyn said that maybe the position would expand into a center. Jessica Verardi asked where the center would live under. Sharyn said the center would be in Human Resources. Annette Heileson commented that the proposal wasn’t really a proposal as they seemed to be going through with it. Sharyn said if there are any suggestions or any objections to it, then they would have to go to back and review it. They were hoping to address some of the issues that had come up during the “Possibilities” conversations. Additionally it had been a tough year
with complaints and it would give another source to resolve conflicts outside of the usual processes. Carol Rudolph suggested that the center be directed out of somewhere other than Human Resources and that it may be up for discussion as it does not seem like an appropriate place for it. Annette agreed. Jessica commented that in union meetings held with faculty, staff and President Zingg regarding the Ombudsman program, it came up that other institutions utilizing the position, have it housed under the Office of the President, although the Director wouldn’t necessarily report to the President due to the confidential nature of the position. Annette asked who the Director would report to. Sharyn said that due to a tight budget the Director would report to her. Annette said there are some really good ideas with this program, but that there may be another way of having the conversation. She continued that while this was supposed to be a proposal, it seems like it is already in place and that an actual proposal would go through different channels, i.e. the Staff Council Executive Committee first, who would then bring it as a proposal to Staff Council for a vote. Sharyn commented that they were asking for input and that they heard the concern that the position would be housed under Human Resources.

**Payroll & HRIS - Rebecca Cagle:** The retroactive GSI’s for most bargaining SETC, APC, CSUEU units were processed and paychecks were distributed on campus yesterday. The checks were retroactive to July 1, 2014 with a 3% increase. Checks to be issued on January 1st will reflect the new base rate. CFA details are still being worked out, and Becky will be participating in a summit regarding CFA contracts on December 16. UAPD and SUPA currently have no new information. Affordable Care Act update regarding a new level of benefits eligibility at the CSU, focusing on the hours worked. It does not change any CSU regular benefits eligibility, and is additional benefits eligibility for employees who work 130 hours or more over the duration of their appointment. We are a pilot campus with the Chancellor’s Office working on implementation. More about this topic will be discussed that the January Human Resources Liaison meeting which is currently being scheduled. Information on that meeting is forthcoming. Rebecca announced that Payroll has a new payroll technician – Kari Minks and they are back to being fully staffed. She will be the contact for the student payroll process. Payroll is happy to have her as part of their team. Sharyn commented in regards to the ACA (Affordable Care Act) that it is important that Human Resources receive notification of new hires or increases in time bases right away. It is also important to inform Human Resources if employee time bases go down or they leave, as even people who have never had benefits will have will get COBRA notices, and the time limit is really critical. Erin Tarabini asked for clarification on the amount of hours. Rebecca restated the information and gave additional details. Annette commented that going back to Sharyn’s information about the staff development trainings, that she participated in the Facing Difficult People training last year and found it really helpful. Cindy Kelly asked Sharyn a question about the retirement workshops last fall. Sharyn let everyone know that they will be offering the entire retirement training series again in the spring.

**Associated Students - Taylor Herron:** The Chronicle of Higher Education put an article out that highlighted campuses around the country that were addressing party school reputations and party culture. Chico State was one of the four campuses featured on the list and in the article.
Taylor encouraged everyone to take a look at the article. Taylor reported on conversations about the Sexual Harassment & Assault Audit, and Dylan Saake’s work with it and Title 9. She discussed more plans to address the student component in the audit and have students address it, making sure all groups can bring items to the table. Thursday, December 11, there is Student Leadership reception 4-5:30pm, an open event in the BMU Auditorium with refreshments and a brief presentation to wrap up the semester.

**Michael Pratt:** Student Academic Senate is wrapping up. The Senate is looking to add a staff representative to the following committees: Shared Governance, Academic Affairs, Internal Review, Resolutions & External Policies. Annette said that we, as Staff Council will recruit staff members for these open positions.

**Academic Senate - Joe Crotts:** Senate is wrapping up the semester with two meetings in a row. See Academic Senate Minutes for complete report: [December 4th Academic Senate Minutes](#). You can request via email electronic copies of any reports from Joe Crotts. Next meeting is December 11th. Annette commented that attending the Academic Senate meetings is fascinating.

**Office of the President - Karla Zimmerlee:** No announcements, but will take any questions. The office is waiting for a designee from Staff Council to the Facilities Use Committee. Annette will get back to Karla on the representation.

**Standing Committee Reports:**

**Governance Committee - Becky DeVault:**
- No report. Happy holidays.

**Service Projects – Erin Tarabini**
- UNCP – Has received more financial donations this week from other campus donors, this will go to grocery gift cards. Please double check on your sign-up times for the UNCP gift drop-off and pick-up at the farm, if you signed up to help. There are still spaces open to help. Erin reminded everyone about the UNCP reception which will be held at the farm on Wednesday, December 10 from 4:30-5:30pm. A reminder for departments to have all of the gifts wrapped and tagged with family number. Reminder for baked goods donors to bring their items to the farm. Erin discussed the delivery/pick-up schedule for campus, with the help of Scott Taylor.
- Briefly discussed the Staff Academic Award, and committee head and formation for that. An announcement will be made as soon as possible.
- Melanie reported that the total money collected for the UNCP raffle was $2,640.00. Michelle Holmes asked what happened to the families that were not adopted. Erin reported that there were nine families that had to be sent back since no one adopted them. 80 families were adopted.

**Ways and Means – Rachelle Sousa**
- Update on Mixed Bags fundraiser – the fundraiser is still open online. In person sales made $500. Rachelle is confident that it will be a big fundraiser and she
will bring it back in the spring. Bags will be here next week if not sooner. Cindy commented that when she was selling stuff this year she felt like she was overwhelming people with all of the different fundraisers, in addition to other campus groups holding fundraisers at the same time. Her request is that we try to stagger them more. Annette explained the reasoning behind the fundraisers happening at once – no poinsettias to sell, no See’s, etc. She said that they would stagger them in the future. Melanie commented that the poinsettias pretty much sold by the office and that this time, it seemed different since representatives were asked to sell the bags. Erin suggested that since the farm was not offering us poinsettias to sell this year, then perhaps we need to look into other community entities that we could purchase the plants from to sell. Jessica commented that the council needs to consider whether the best selling point for the poinsettias was that they came from the farm or that they were poinsettias. Annette commented that council was trying new things out this year. Michelle offered that $500 was a lot of money to make for the Mixed Bags. Erin felt that they didn’t have enough time to sell the bags and that the timing was not great with UNCP happening. Jessica created a Facebook event for the Mixed Bags sale which really helped her sell bags. Holly said that there was another school entity selling the same bags at the same time, so that may have affected it too. Becky asked if Evening for Two will be around St. Valentine’s Day. Rachelle reported that that is the goal but they have to collect items for the raffle first.

- Rachelle sent out an email to council members regarding creating/generating ideas for a slogan or mission statement. Staff Council does have a mission statement. Rachelle will resend out to council members again soon. Cindy suggested that there are faculty/student people that may be available to help with the slogan development, and that there is the CMT office downstairs at Meriam that will also help with that.

**Executive Committee business/New Staff Council business**

- Erin Tarabini announced that The Vagina Monologues were happening again. It is sponsored by GSEC and is a community wide event. Erin is directing it again. Auditions were underway tonight and tomorrow in the BMU 210. Erin encouraged any and all people interested to come out to audition.

- Melanie O’Connor asked that council members use napkins or coasters for their hot and cold drinks. The custodian noticed that the tables in Kendall 207/209 were getting really marked up with white rings from the different cup temperatures.

- Carol Rudolph

**Intent to Raise Question:** none

**Adjournment:**