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

Attendance: Jim Aird, Sarah Balana Molter, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cragle, Mario Chandrakumar, Don Converse, Becky DeVault, Dana Francis, Chris Gardner, Annette Heileson, Ronda Kramer, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Cari Phipps, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Alyson Wylie, Karla Zimmerlee

Absent: Sharyn Abernatha, Joe Crotts, Nicole Davis, Taylor Herren, Michelle Holmes, Shondra Kaufman, Heather Kilcoyne, Margie Mitchell, Michael Pratt, Joel Ramirez, Carol Rudolph, Jessica Verardi, Catlin Wulferdingen

Meeting Commence: 8:31am

Call To Order: Annette Heileson

Announcements: Melanie announced Relay for Life will be selling Valentine Candy Grams Wednesday through Friday from 11am-1pm between Siskiyou & Butte. There will also be a bake sale. Jessica Verardi, the new CSUEU President, is not here but would like to remind people that the “Rally for Change” will be on Friday, Feb 13th from noon – 1pm in the Trinity Commons Area. She encourages everyone to attend. In addition, Nicole Davis had her baby. If interested, Staff Council will be taking up a donation for a gift card. If you are not prepared to contribute today but would like to participate, let Melanie know via email and she will get in contact with you. A card is being routed. Nicole had a baby girl! Laurie Ratterree commented on the Union Rally. It is imperative that as many come as possible to show solidarity and support the union.

Approval of December Staff Council meeting minutes: Approved.

Chair’s Prerogative: Becky Cagle needs to leave early so the Chair proposed Becky to report early.

Human Resources – Sharyn Abernatha absent

Payroll & HRIS - Rebecca Cagle: Payroll’s second busiest time of year is now, from February through the beginning of the spring semester. Spring appointments are going on. The CFA General Salary increase of 1.6%, are getting pushed into the State Controller’s Office tomorrow tonight. Going into March, C99 and M80 increases and another round of CFA increases to be processed, salary adjustment, and a CSU equity increase in March. Also, HRIS is beginning headway on Student “Reports To” project. This is capturing all the populations of state student employees and their supervisor. HRIS will be working with different areas to identify who that
person is, getting new positions created and getting student moved into the new positions to capture and maintain the information. Goal is to automate the Student Payroll process and have the Student Supervisor as part of that process. This will be going on throughout spring semester. Also, they are working on the Affordable Care Act Process and some of the program changes to it as well. If there are any questions for Sharyn, Becky will report back to her. Becky has nothing to report on her behalf. Faculty will see increase the retroactive payments early next week. Those with direct-deposit will see it sooner. February check will have new base.

**Recognized Guest:** Sarah Langford is a guest in attendance who works with Joe Wills in Public Affairs and Publications.

**Associated Students - Taylor Herron:** Absent

**Academic Senate - Joe Crotts:** Absent. There was no Senate Meeting this week, so no report. Jim Aird and Annette Heileson attended the Academic Senate retreat, which was very interesting. Both indicated more were in attendance at the retreat than who attends the Senate Meetings: staff, faculty and administrators were represented, making it more interesting. Jim Aird indicated it was a good experience of collective thought with different opinions and points of views. There were discussions on budget, university diversity, campus climate, etc. Discussions were in groups of six with various areas represented. There will be an Academic Senate Meeting next Thursday. Joe Crotts will report after that.

**Office of the President - Karla Zimmerlee:** Absent; no report

*Karla Zimmerlee arrived late and reported after “time certain” guests.*

**Standing Committee Reports:**

**Governance Committee - Becky DeVault:**

- Welcome to Sarah Balana Molter who will be serving as a member at large. She will be serving FMS. Sarah is new to campus, having just moved here in July. She recently graduated with her masters from Indiana State and this is her first career position. She works in University Housing and Food Service as Assistant Resident Community Coordinator for the University Village. She is very excited to have another new opportunity to meet people from the “other side of the creek.”

- Cindy Kelly is stepping down due to new responsibilities in her new job. Thank you for all the hard work she has done. Her departure leaves another at-large opening on 4th floor SSC thru June 30th. If you know anyone interested in the position, there are documents on the website to apply.
Service Projects – Erin Tarabini

- Blood Drive is tomorrow, February 11th from 10-4pm in BMU.
  - Please distribute fliers and send out an email to your area.
  - Encourage your area members to participate.
  - Staff and faculty can make an appointment to save time in line.
- If you have donated in the past, “Donor Appreciation Night” invite from Blood Source is coming. You will be notified by mail (either at home or on-campus). You and a guest can attend. The evening includes dinner and a comedian.
- Quick meeting with her staff after the general meeting to solidify plans and update forms for Academic Awards. Also, to talk about the Art Show. Announcements coming in All Staff email shortly. No date for the Art Show is set yet.

Per Blood Drive: Melanie added Blood Source has asked our help to support a Blood Drive for Platelets. It will be done in the smaller rooms in the BMU and is a process one needs to pre-apply to participate. Platelets are only good for 5 days. They are in need of continuous donors. Platelets are used for people going through chemo or radiation therapy. Donation is a longer process, taking up to 3 hours. It was indicated staff would need to take time off work to participate. Other option is to make a weekend appointment with Blood Source. Robin from Blood Source is very appreciative of our support.

Ways and Means – Rachelle Sousa

- Ways and Means staff members stood up to announce the new theme for the Staff Luncheon, “Hats Off to You!”
- Kicking off “Evening for Two Raffle.” Lots of prizes, more to come. If you have connections for more donations, let Rachelle Sousa know as they are looking for more donations for the luncheon. Donors will have their names in Announcements and in the program so good advertisement to 700+ faculty and staff.
- Expectations are for each Staff Council member to sell the 100 tickets distributed today after the meeting.
- If you sell all of your tickets and need more, contact Melanie.
- “Evening for Two” drawing stickers are in the envelopes. Please put on every 10 tickets to assist Melanie.
- Money raised by the raffle assist funding for the Staff Luncheon, Employee of the Year Reception, Years of Service Awards, table décor, etc.
- Drawing will be at the next Staff Council meeting
- More prizes being added
- Melanie will send out an email version of the list to share with areas.
- Rachelle is doing a fantastic job getting prizes.
- Meeting afterwards
Executive Committee business/New Staff Council business - Don Converse

- He has been working on Safety Campaign for bicycle and skateboards for a long time.
- AS Community Affairs Chairs have gone by the wayside and are no longer helping.
- Don Converse’s student staff is designing a card to go with the lollipops to be distributed as a reward to positively enforce the people who are doing things right by not riding their bikes and/or skateboards on campus (and not confront the people who are doing things wrong).
- Some of the ideas on the cards are sayings such as, “You rock! Thanks for walking your wheels today.”
- Back of card will say “Courtesy of Staff Council.”
- Looking for volunteers to help distribute the cards and suckers to test how this is going and being received by students.
- This is not associated with University Police. However UPD are writing tickets more frequently due to pressure from the Safety Committee.

Time Sensitive Guest Speakers:
Tray Robinson and Michelle Morris from the Office of Diversity and Inclusion

Tray Robinson:
He would like to bring to our attention work being done by the University Diversity council and share information regarding training coming up for Faculty and Staff. Two programs are offered for faculty and staff:

- Diversity Certificate program
  - Diversity Certificate program is a yearlong program where participants attend 3 times a semester to meet and go over various populations of diversity.
  - Some areas reviewed include: Race and Ethnicity, Gender and Sexuality, Faith and Spirituality, Accessibility.
  - Training is facilitated by faculty and staff on our campus.
  - Diversity Certificate Program has a $100 tuition fee which departments are asked to cover for their staff.

- Diversity Academy
  - A summer 2 week intensive program in July.
  - Led by a guest speaker from Oregon State.
  - Meets 10-4 every day so a big commitment.
  - Diversity Academy is free

The goal is to have everyone trained across campus. Brochures distributed. More information will be in Announcements and a new flier by the end of February/beginning of March.
**Michelle Morris:**
She is a faculty diversity officer in the Office of the President and part of the University Executive Team along with Tray. This is a council brought together last fall by President Zingg. Members are represented across campus including student representatives. Last fall they were busy flushing out priorities. This fall they are working in smaller groups to tackle the established priorities and engage with others. They need staff support as staff are usually the first point of contact for people coming onto campus. Ultimate aim is for student success and for everyone who walks on campus from students to faculty to visitors to feel included. They are also looking at HSI (Hispanic Serving Institution) consideration. This is when 25% of the student population is Hispanic. Chico State has achieved this and will apply for Federal designation in the coming year. This will give our campus federal funding which will provide help to all students across the board.

Also, we have engaged with sister campus CSU, Humboldt who has a model for unconscious bias in hiring which has brought a cultural shift on their campus. Chico State would like to see the same at our campus.

Michelle also works on the nutrition side working with diversity of size, weight bias and discrimination. “Love Every Body” is coming up in February. It is Chico States’ version of honoring “National Eating Disorders Week.” All events are free and open to the public. Please distribute fliers to your areas.

Tray’s new office is Kendall 118

Questions to Tray & Michelle:
What can we specifically do? What can Staff Council do?
Response: Send out information to our offices so they can participate. Alert your areas that these events are occurring. Look at your environment and inventory your area to determine if it is inclusive. Look at forms. Do they represent the members of our campus in language, and a variety of things? Regarding size diversity, does your office have sturdy chairs? Tray has an inventory sheet to look at your office. He will be sending it out. A Diversity Action Plan is being developed for 2016. Be at the table and part of the conversations and plan.

Unconscious bias training: How do people participate in this voluntarily?
Response: At the end of the semester their office might be piloting something.

Age was not one of the populations mentioned. What is being done to include older students, faculty and staff?
Response: They are approaching this on two fronts. One is a group to work with older students who are returning. The other is to address age discrimination in the work place as people work longer. There is a dedicated space on campuses for this.
Laurie Ratterree mentioned that Lori Hoffman and HR are working towards a campus wellness program that incorporates walking 10K steps a day. They want to pilot a program starting with Staff Council members and expanding. Watch for that!

Michelle Morris acknowledged Annette for all she does in Nutrition and Food Sciences and by serving as Staff Council chair.

Tray offered thanks for our support for “Up ’til Dawn.”

Closing statement: Diversity is global. Being reps of your area please get the information out there.

**Office of the President - Karla Zimmerlee**

Karla encourages everyone to attend Budget Meetings
- Break down budget in a way that is more meaningful to those attending. State support, explanation parking, housing and funding and limitations.
- It is a complicated budget with a lot of sources and limitations.
- Meetings are 8:30-10 in Kendall 207/209
- Bring questions.

The VP for University Advancement search is underway. Annette Heilesion is on the committee. Candidates will be on-campus at the end of March/beginning of April.
- If you want to know who your administrators are, go to the presentations.
- All Administrator searches have surveys that follow. The survey results matter.

Annette brought up budget training:
- Budget 101 presentation in Academic Senate
- Amazing what can be learned.

**Intent to Raise Question:** none

**Adjournment:** 9:50am