Staff Council
Minutes of February 9, 2016
Kendall 207-209, 8:30 am – 10:30 am
Approved April 12, 2016

Attendance: Jim Aird, Rebecca Belser, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Melissa Cheatham, Katrina Cunningham, Nicole Davis, Kathleen Hassig, Michelle Holmes, Cindy Kelly, Eva Kennedy, Jennifer Lara, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Jene Rabo, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Sheryl Woodward

Absent: Sarah Balana Molter, Gale Carrillo, Joe Crotts, Holly Ferguson, Dana Francis, Chris Gardner, Annette Heiles, Deanna Jarquin, Cari Phipps, Michael Pratt, Lori Rice, Katherine Tilman

Meeting Commence: 8:30 a.m.

Call to Order: James Aird, Vice Chair

Approval of meeting minutes from January 2016: Approved

Chair’s Prerogative: Move standing committee reports to the top of the agenda.

Announcements:

• Staff Awards Luncheon date change vote passed 28-0. The luncheon will be after commencement and before June 1. Looking at May 25 or 26.

Guest Speakers: University Ombuds – Dr. Suzanne Miller & Dr. Jim Morgan

• Purpose – A safe place for faculty, staff, students and campus visitors to voluntarily come and have a conversation.
• The Ombuds follow the International Ombudsman Association Code of Ethics: confidentiality, informality, neutrality and impartiality and independence.
• For those that have issues around communication, not being heard, improve professional relationships, unfair practices, any situation that makes you feel uncomfortable at work.
• Completely collapsed statistics for the semester reports. Ombuds don’t talk to anyone without the permission of the visitor.
• Follow the Organizational Ombudsman Model (handout).
• Trained through the International Ombuds Association. The website is currently being built. Office space is MLIB 335. Working on getting phone number which is the preferred method of getting in touch with the Ombuds because email is not confidential. You should receive a call back within 24 hours and then can talk and decide if a meeting is necessary. 30 minutes to an hour meeting depending on the issue. Can meet in the
office or elsewhere. Email address ombuds@csuchico.edu. Start date is Feb 15th. Contact info will go out in announcements.

- Ombuds are available through the academic year. Talking about one serving during the summer.
- Here for conflict resolution. Not mediation but rather to facilitate discussion, conflict resolution and communication strategies.
- The Ombuds do not work with the unions. Ombuds do not replace any current processes on campus. They are resource to use, but not the only resource.
- Open to state and research foundation employees.

Spring 2016 Staff Academic Award recipient Alyson Wylie:

Human Resources – Sheryl Woodward:

- Recruitment and background check processes online now. Go to HR webpage under employment. Working on training program for recruitment and looking at webpage in general to make more it more user friendly.
- Testing a process change for paperwork for new hires which would make it electronic.
- We don’t know very much yet about the CFA strike. Russ Mills will address this issue.

Payroll & HRIS – Sheryl Woodward reporting on behalf of Rebecca Cagle:

- Spring 2016 workload academic appointments and changes to existing appointments for unit 3 and 11 deadline February 10.
- HRIS People Tools 8.54 upgrade is this weekend.
- The HCM planned downtime is this Friday 5pm through Monday at 6am. Will impact students and HR applications only. Administrative and self-service accounts will have no access during the planned downtime.
- PeopleSoft login screen will look different.

Associated Students – Deanna Jarquin and Michael Pratt:

- Absent; no report

Academic Senate - Joe Crotts:

- Absent; no report

Office of the President – Russ Mills:

- Last minute visit from the California Department of Finance went well.
- Both presidential search teams were on campus last week and went through applications in a closed session. February 25 is when the search teams will meet with candidates for airport interviews. Trustees meeting on March 7 to interview finalists and make an offer by the March 8.
• CFA strike date declaration – if faculty strike it will be 5 days Wednesday, April 13 to Tuesday April 19. The strike is planned across all 23 campuses which has never happened in the CSU system. The Chancellor is planning to be here on April 19.
• We will be receiving guidance/information on what to do if faculty strike.
• If a president is not chosen by the March 7 meeting then the next trustees meeting is not until May.

Standing Committee Reports:
Governance Committee – James Aird:
• Seating of new Staff Council member – Meriam Library at-large representative Jennifer Lara.

Service Projects – Cindy Kelly
• Staff Faculty Art show update – currently the show backs up to the Diversity Art Show. We have decided to move our art show to October during Chico Experience Week Oct 7-15. This way we could extend the length of the art shows. We will encourage people to submit to the Diversity Show during the spring and our show in the fall. Tentative plan to hang art on September 26 - November 4 with the reception on November 3. Chico Preview Day is also during this time. Considering giving the artists an option to sell their pieces with a 70/30 split. This might encourage more artists to submit higher end pieces to the show.
• February Blood Drive – Wednesday, February 10, BMU Auditorium.

Ways and Means – Rachelle Sousa
• Evening for Two drawing tickets will be distributed today. Melanie will email out the current prize list flyer to send out to our areas.
• We would like to ask departments to contribute a prize basket for the Staff Luncheon.

Staff Recognition Committee – Melissa Cheatham
• Awards deadline extension until February 26: Employee of the Year, Customer Service Award and Wildcat Spirit Award.
• We don’t have funding for the Diversity Award so it is on hold right now.

Executive Committee Business/New Staff Council Business
• Melanie O’Connor
  o Relay for Life Bake Sale February 19 in Acker Gym.
  o Staff Council Bake Sale February 11 in Trinity Commons. Also doing candy grams for $2.
  o Dutch Mill flower bulb fundraiser ending on February 24.
  o Chico State retired staff Facebook page discussion.
  o ERFSA Hall of Honor luncheon May 12.
  o Evening for Two ticket distribution today.
- Book in Common brown bag meeting in the University Housing conference room on Feb 15 at noon.

**Intent to Raise Question:** none

**Adjournment:** 9:40 a.m.