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

Attendance: James Aird, Rebecca Belser, Mary Kay Bringham, Rebecca Cagle, Gale Carillo, Mario Chandrakumar, Melissa Cheatham, Don Converse, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Chris Gardner, Annette Heilesen, Michelle Holmes, Deanna Jarquin, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Margie Mitchell, Melanie O’Connor, Cari Phipps, Michael Pratt, Jene Rabo, Jen Ross, Rachelle Sousa, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Sarah Balana Molter, Kathleen Hassig, Jennifer Lara, Andrew Nichols, Lori Rice, Erin Tarabini

Proxy Vote: Sarah Balana Molter (Jen Ross), Andrew Nichols (Lynn Maurer), Lori Rice (James Aird)

Meeting Commence: 8:33 a.m.

Call to Order: Annette Heileson, Chair

Approval of meeting minutes from December 2015: Approved

Chair’s Prerogative:

Announcements:
- Special guest: Rick Ford, Vice Chair of Academic Senate. Rick can answer any questions regarding the Academic Senate resolution vote.
- The Chancellors’ Office is sending someone to meet with various groups on campus to gather information for the presidential search. Staff Council Executive Committee has been invited to meet next week. Please forward any questions or comments you have to one of the executives.
- This is Don Converse’s last meeting today. He is retiring from CSU, Chico and moving to Santa Fe, NM.

Human Resources – Sheryl Woodward:
- Looking to fine tune the recruitment process. We need specific steps to ensure a fair process. Recruitment steps will be posted online and there will also be some recruitment training to help departments understand why we have these steps, purpose, responsibility, etc.
- Working on class comp IRP and class review process.
Will workshops on understanding the IRP process be provided? Yes, they will be offering trainings/workshops on this.
Annette/Melanie will send out the IRP historical data to review and discuss at February meeting.

Payroll & HRIS - Rebecca Cagle:

- State minimum wage increase effective January 1, 2016 up to $10/hour. Rates are being updated in Peoplesoft. Student employee class 1 & 2 received a $1 increase and class 3 & 4 went up .80 cents. Notification will go out today to let all HR liaisons know that the wages are updated. Class 4 – anyone that was below the new minimum was brought up and anyone over $11.20 was not changed. No one was brought above $11.20. [http://www.csuchico.edu/semp/documents/wage_rates.pdf](http://www.csuchico.edu/semp/documents/wage_rates.pdf)
- This Thursday 1/14 HR Liaisons meeting 11am-12pm in Colusa 100A.

Associated Students – Deanna Jarquin and Michael Pratt:

- Currently interviewing to fill the Vice President vacancy.
- Next semester will be Cats in Community Program, Black History Month programming and Vagina Monologues.
- The AS signed their operating lease agreement with the university at the end of December.
- The AS said goodbye to their Operations Manager Sally Parenti after 31 years of service.
- Student Academic Senate will implement all of its programs and activities that it has been planning. They are always looking for staff members to serve as advisors.

Academic Senate - Joe Crotts:

- December 10 meeting there were two action items. First was a Proposed EM on Appointment, Evaluation and Support of Department Chairs, Directors and Unit Program Coordinators. This was postponed to the first regular meeting of the Academic Senate on February 18. The second action item was the Resolution. After much discourse the resolution passed by a 2/3 margin.
- Retreat will take place on January 28. Content yet to be determined.
- Next regular meeting on February 18. The only agenda item is the Proposed EM on department chairs.

Office of the President – Russ Mills:

- The presidential search description is position on the website. Interviews will take place in February. Trustees meeting in March. If the trustees do not make a selection in March then the next trustees meeting is not until May.
- Two ombudsman have been chosen. Jim Morgan, Management Department and Suzanne Miller, Communication Arts and Sciences Department. They will begin work this spring. We are working on getting infrastructure, process and training from the
International Ombudsman Association in place before they start. We are arranging to have them attend the February Staff Council meeting.

- Announcement went out yesterday regarding internal funding for trip to Cuba.
- Joe Crotts comments that the ombudsman office will be located 3rd floor library, room 335. This room will be remodeled. This will be a meeting location more than an office, a place to meet privately. The ombudsman are for faculty, staff, students and outside visitors to the campus. Both ombudsman have backgrounds in mediation and are very approachable. They will not have set hours and we do not have an idea of how much they will be used.

Standing Committee Reports:
Governance Committee – James Aird:
- Seating of new Staff Council member – Meriam Library at-large representative Jennifer Lara. Jennifer is not in attendance today so we will seat at the next meeting.
- Action Item: Request to change the date of the Staff Awards Luncheon – information and vote.
  - Discussion on the request to change the date of the Staff Awards Luncheon.
  - Vote: Passes 27-2
  - We will create an announcement to go out to all staff.
  - Melanie will also send out the announcement to all luncheon block seating coordinators so that they have early notice.

Service Projects – Cindy Kelly
- UNCP update – thank you to everyone that helped, everything went great! Please forward any suggestions to Cindy on how we can make things better next year. We are redoing the family information form that goes to the social workers.
- January Blood Drive – Wednesday, January 13th, BMU 210
- Staff & Faculty Art Show – will meet and discuss this in the next month.

Ways and Means – Rachelle Sousa
- Fundraising for Evening for Two drawing.

Staff Recognition Committee – Melissa Cheatham
- Awards update – new awards roll out. EOTY, Customer Service Award and Wildcat Spirit Awards are out. Working with Public Affairs to see if we can get an all announce sent out.
- Staff Academic Award – looking for reviewers outside of the departments that applied.

Executive Committee Business/New Staff Council Business
- Melanie O’Connor
Employee of the Year Award Nominations have gone out. All 3 awards went out together. Links will go out to everyone to forward out to your areas, faculty and students. We are working on funding for the Diversity Award.

- Cesar Chavez Blood Drive in March.
- Staff-Faculty Basketball night this Friday January 15 coordinated through Athletics department up to 4 tickets.
- Relay for Life – Mt. Mike’s Fundraiser January 28 on Mangrove. Portion of all proceeds will go towards the Relay for Life.

- **Dana Francis**
  - Koffee & Kudos – Thursday, January 21, SELV 9-10:30 a.m.

**Intent to Raise Question:** none

**Adjournment:** 10:00 a.m.