Staff Council
Minutes of January 13, 2015
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Sharyn Abernatha, Jim Aird, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Mario Chandrakumar, Don Converse, Joe Crotts, Nicole Davis, Becky DeVault, Dana Francis, Annette Heileson, Taylor Herren, Michelle Holmes, Shondra Kaufman, Heather Kilcoyne, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Cari Phipps, Michael Pratt, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Kathrine Tilman (proxy for Ronda Kramer), Jessica Verardi, Alyson Wylie

Absent: Rebecca Cagle, Chris Gardner, Cindy Kelly, Joel Ramirez, Carol Rudolph, Catlin Wulferdingen, Karla Zimmerlee

Meeting Commence: 8:36am

Call To Order: Annette Heileson

Announcements: Don Converse will be performing in the musical Big at the Chico Theater Company in April. Jessica Verardi has been appointed as the CSUEU Chapter 302 President for Units 5, 7, 9, 2. There are still open positions on the CSUEU Executive Board if anyone would like to serve please contact Jessica. Mary Kay Bringham will be filling in as Staff Council Secretary while Nicole Davis is on maternity leave this spring.

Approval of December Staff Council meeting minutes: Did not get a chance to send minutes out so we will approve at February meeting.

Chair’s Prerogative:

Human Resources - Sharyn Abernatha: Rebecca Cagle is at Learner Web training so Sharyn will present on behalf of her. They are talking about rolling out Learner Web to replace the old Environmental Health and Safety system and to merge the EHS training and Skillsoft. They hope to roll this out in February sometime. We are busy putting students and lecturers putting on payroll. Lots of new jobs posted, 13 or 14 still open and another 14 that still need to be posted. Training: Strength Finders Workshop on February 12. This training is posted on the HR website. Another training is called Organize and Drive, Obtaining your Office and Desk on January 14. Want to do the retirement series again. Series on how to better prepare yourself to apply for jobs. If you know people who are interested in moving up on campus please make them aware of all the positions posted on campus. Not a lot of on campus people are applying. Laurie Ratterree comments that a lot of the new positions on campus are requiring typing certificates that require us to take time off to complete and cost money. It would be great to have a place on campus where we could complete the typing certificate. It is offered free of charge at the
EDD on Carmichael Drive. The Director of Alternative Dispute Resolution announcement has been sent to Joe Wills and should be emailed out soon.

**Payroll & HRIS - Rebecca Cagle:** absent; Sharyn Abernatha reported on behalf of Rebecca.

**Associated Students - Taylor Herron:** nothing to report

**Academic Senate - Joe Crotts:** Senate last met on December 11. Several presentations including Emergency Disruption/Shut Down Procedures (Abernatha), Affordable Care Act (Abernatha), Parking Presentation (Hoffman), Learner Web/Training & Development Management Software (Schilling/Bentley), TLP Transition (Schilling), and Resolution Update (Selvester). There were two action items, one proposed EM on Guidelines for Discontinuation of Academic Programs (passed) and a proposed option MS in Biological Sciences, Option in Botany (passed). The Academic Senate retreat will take place on January 22. The administrators are invited to speak on several topics including University Diversity/Internationalization/Becoming a Hispanic Serving Institution, Interdisciplinary Learning, Campus Climate, University Budget, and Student Evaluation of Teaching. Then next regular meeting will take place on February 12.

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

**Guest Speaker: Tray Robinson, Director for the Office of Diversity & Inclusion:** Chico State Up ‘Til Dawn used to be in the gym where students, faculty, staff, community members would come to write letters asking for donations but this year it is totally online. They have asked students to raise money before the big event which is on February 27 in the BMU from 4pm to midnight. Teams formed to raise a minimum of $100 person in teams of 6 or more and then you would be invited to the big event which is fun and games and recognition for raising the money. There are issues with this transition but this year we are doing away with the team concept and raising money individually. Tray is here today to figure out how to engage staff in this process. Can we send out an email to all staff asking them to sign up online and then send out letters asking for donations to go toward our Chico State campaign? Incentives to get as many staff to participate as possible. It would be great to attach a video to the email that shows exactly where the donated money is going. Tray will send Staff Council an example letter that staff would send out to ask for donations. It would also be great to share last year’s donation total and this year’s donation goal and some information on why the event is named Up ‘til Dawn. Check out the Chico State Up ‘Til Dawn Facebook page. If you received a donation form in the mail at home please make sure to note Chico State in the comments area of your check when you donate. Send out several emails with little pieces of information on the event and then an email with information on donating.

**Standing Committee Reports:**

**Governance Committee - Becky DeVault:**
- Sarah Balana Molter will be serving as a member at large and will be seated at the February meeting.
Service Projects – Erin Tarabini
- Blood Drive is tomorrow, January 14 from 10-2pm in BMU. You can make an appointment or staff and faculty can go in the fast track line.
- The University Needy Children Program went great with a lot of great response back from the Social Workers and departments.

Ways and Means – Rachelle Sousa
- Gearing up for the Staff Luncheon
- Mixed Bags sales – over $500 profit and we will implement suggestions and ideas for the next sale.

Executive Committee business/New Staff Council business:
Annette Heileson:
- Has been working with Joe Wills on creating two additional Staff Awards – leadership and customer services awards. We are waiting to hear back on more details. Please send input to Annette or Melanie. If you have a better title for an award please send in those suggestions as well. These two awards would be presented at the Staff Luncheon.

Melanie O’Connor:
- Chico State Wildcats Relay for Life Team – Bake sale fundraiser at the staff/faculty basketball night during the men’s and women’s games. Becky DeVault has tickets to these games.
- Will send out the updated Staff Council lists.
- Staff Caught Being Awesome! Nominate a staff member with a small story or photo to be posted on the Facebook page. Melanie will put the information in announcements and on the Staff Council Facebook page.
- Drawing for a mixed bag – winner is Jim Aird.

Intent to Raise Question: none

Adjournment: 9:25am