Staff Council
Minutes of January 14, 2014
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Lynne Abbiati; Tammy Bassi; Michelle Berglund-Smith; JoAnn Bradley; Mary Kay Brigham; Melissa Cheatham; Donald Converse; Nicole Davis; Becky DeVault; Lory Frakes; Dana Francis; Chris Gardner; Annette Heileson; Michelle Holmes; Barbara LaRue; Jackie McMillan; Tawnie Peterson; Laurie Ratterree; Holly Soldavini; Rachelle Sousa; Jessica Verardi; Joshua Whittinghill; Sharyn Abernatha; Rebecca Cagle; Melanie O’Connor

Absent: Cindy Kelly; Mario Chandrakumar; Nathan Methvin-Terry; Scott Taylor; Ronda Kramer; Curtis Daniels; Nicole McAllister; Karla Zimmerlee; Paula Selvester; Yer Thao; Erin Tarabini; Iris Hardman; Cari Phipps

Meeting Commence: 8:39am

Call To Order: Michelle Berglund-Smith

Announcements: Next Staff Council meeting guest speaker: Dr. Michelle Morris Nutrition & Food Science Department

Human Resources: Sharyn Abernatha: Sharyn gave an update about the raise for University employees, and the union technical letters. Human Resources haven’t received the letters yet. They are waiting for the State Controller’s office to distribute them. SUPA has reached a settlement. Human Resources’ Tami Toon has accepted a position with the Faculty Affairs office. Human Resources have hired Kristen Curtis as an ASA in Classification & Compensation. Kristen will help to expedite Human Resources paper processing. There is a revision underway of the process for a new hire/appointment. This includes staff action forms, which will be sent to Employment Services and not to the Vice President’s office. Human Resources hopes that this change will accelerate the process. The Provost has her own process for staff action forms. Campus staff and faculty should have received an information security training email. This is a required online training for confidentiality purposes. This training is being administered by IRES, so if you have a question please direct it to them. Joe Crotts added (regarding the upcoming pay raise) that CFA has already received theirs. He added to not be too excited about how much the raise is going to be. Joe clarified with Sharyn about the requirement to have faculty also take the online security training.

Payroll & HRIS: Rebecca Cagle: Rebecca reported that Payroll is anxiously waiting for the pay raise technical letters to arrive and be processed. The pay raise will be processed during the February pay period, and will appear in the March checks. Payroll is currently prepping for the Spring semester to begin. They are wrapping up the second phase of the upgrade to the Peoplesoft Human Resources Information system. The next phase will begin in August 2014 and run through April 2015. The rollout of the fully upgraded Common Human Resources
System will then be in place. The PeopleSoft system will then be part of the giant common system with the other CSU’s and the Chancellor’s office. Chico State will be sending Human Resources staff in March to the chancellor’s Office to observe this new system. Joe Crotts interjected that the CSU library circulation standardization has begun, and that he has an email about it.

**Associated Students: Taylor Herron**: Taylor reported that the renovation to the Bell Memorial Union is underway, including the gender neutral bathrooms. Taylor informed the council that there has been a change with the way graduation is being handled this year. This year the College of Agriculture will be having their own graduation ceremonies in Laxson Auditorium. Taylor discussed a new program in effect this semester. At the end of last semester many students were discussing bike safety, in regards to the bike accidents that had occurred during the last semester. Russ Mills paired the Associated Students with the Chico Velo Club regarding campus and community bike safety. As part of this program, Lori Hoffman’s office committed to purchase bike lights for student bikes. These will be distributed by the Campus Bike Cart, and will be available by the end of February. Michelle Berglund-Smith added that administration is moving towards each college holding their own separate graduation ceremonies. Holly supplemented that this is still on the drawing board, as there are limitations on ceremony space and logistics.

**Academic Senate: Joe Crotts**: Joe reported that at the last senate meeting President Zingg spoke about his ideas for future graduation ceremonies. The President does want the graduation ceremonies for each college to be separate, and also indoors, on-campus and with both graduates and undergraduates present. At the December 12th Academic senate meeting, UHFS Director, David Stephen, presented an interesting discussion about good and decent behavior regarding gender and race equality and diversity. Joe read the statement from housing. At the last meeting the senate made changes to the following program names: See [Academic Senate Agenda from December 12th](#). February 13th is next Senate meeting.

**Office of the President: Karla Zimmerlee**: No report; Karla absent

**Standing Committee Reports**:

**Ways & Means: Nathan Methvin-Terry**: Nathan absent. Michelle asked that the Ways & Means Committee members please stay after the meeting to discuss luncheon items that have fast approaching deadlines. Nathan is currently working on the upcoming Evening for Two drawing.

**Governance Committee: Becky DeVault**: Becky has accepted the resignation of Iris Hardman from the Staff Council Executive Committee and the Staff Council in general. The Staff Council Secretary position is currently open. Becky called for volunteers to finish the term. Nicole Davis volunteered, and was approved as Staff Council Secretary for the remainder of the academic year. Becky reported on the recent Dean Selection Committee for the College of Natural Sciences. Two people were nominated for the committee, and by majority of voting
college members, Lisa Washburn was selected to represent the staff on the committee. Becky DeVault has discussed with Lynn Abbiati and Institutional Research about the opportunity for electronic balloting/voting to be used for all Staff Council nominations and elections. Becky and Lynn will move forward with exploring this idea. The Staff Council is now accepting volunteers for an At-Large Member for Area 18 (25 Main and 35 Main).

**Service Projects – Dana Francis:** Dana Francis filled in for Cindy Kelly, who is absent until the end of January. Dana reported that Cindy is doing very well following her leave. Regarding the Needy Children’s program, Dana extended a “thanks to every single person who helped out in anyway”. This year 72 families and 151 children were served by this program. Dana applauded the very generous donations made by Klean Kanteen and retired staff member, Anne Russell. A staff member made a suggestion to change the name of the University Needy Children’s Program for future years. Any suggestions for a name change can be sent to Michelle Berglund-Smith, Cindy Kelly, or Dana Francis for further review and discussion. Michelle thanked Dana for stepping in for Cindy during her absence. Dana did a wonderful job, as usual.

**Other/New Business:** Becky DeVault announced that there will be a staff/faculty night at Chico State Basketball on Friday, February 28th vs. Humboldt. The women’s game begins at 5:30pm and the men’s game at 7:30pm. Athletics is offering up to four complimentary passes for staff/faculty. Melanie will send out information and work on marketing this special evening. Thank you to Athletics! Dana & Tawnie announced that there will be a Koffee & Kudos hosted by the Research Foundation and Research & Sponsored Programs on January 24th at 25 Main (upstairs and downstairs). Melanie announced that the ERFSA Hall of Honor nominations are currently being accepted. Melanie is currently working on new brochure for Staff Council. Annette discussed the creation of a UNCP/Staff Council video that can be shared campus wide, to help people understand what the UNCP and Staff Council is all about. If anyone has ideas or suggestions for the video, send them to Cindy or Dana. Lynne Abbiati suggested that she may have connections with Instructional Design students.

**Intent to Raise Question:** None

**Adjournment:** 10:30a.m.