Staff Council  
Minutes of June 9, 2015  
Kendall 207-209, 8:30 am – 10:30 am  
Approved: 10-13-15

Attendance: Sharyn Abernatha, Jim Aird, Rebecca Belser, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Melissa Cheatham, Don Converse, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Kathleen Hassig, Annette Heilesen Michelle Holmes, Deanna Jarquin, Shondra Kaufman, Cindy Kelly, Eva Kennedy, Barbara LaRue, Lynn Maurer, Jackie McMillan, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Cari Phipps, Michael Pratt, Laurie Ratterree, Jen Ross, Rachelle Sousa, Erin Tarabini, Jessica Verardi, Alyson Wylie

Absent: Sarah Balana Molter, Mario Chandrakumar, Joe Crotts, Becky DeVault, Chris Gardner, Kara Maas, Rena Marino, Lori Rice, Carol Rudolph, Scott Taylor, Katherine Tilman, Karla Zimmerlee

Meeting Commence: 8:35 a.m.

Call To Order: Annette Heilesen

Announcements:
• This will be Shondra Kaufman’s last staff council meeting as she has accepted a position at CSU, Stanislaus.
• Nicole Davis would like to thank all of Staff Council for the baby gift.
• Thank you to Mary Kay Bringham for taking minutes while Nicole was on maternity leave.
• Michelle Holmes would like to thank Staff Council for her Employee of the Year reception.
• If any of the new or current members ever have questions please feel free to contact any of the Executive Committee.
• Welcome to new Staff Council members.

Approval of May Staff Council meeting minutes:
• Edit spelling of Deanna Jarquin.
• Rachelle was not present but was listed in attendance.
• May minutes approved.

Chair’s Prerogative:
• Staff awards luncheon survey – people like how we honor years of service but don’t like how long it is. People don’t understand why we have an outside speaker. Our funding source requires that we have an outside speaker. We received 165 responses. All in all, people liked the luncheon. We are exploring new ideas for changes in the luncheon.
• Addition of new Staff Recognition Committee – thank you to everyone who voted. Since we have more awards for next year it would be easier to add this committee to handle these awards. The position for chair is open for voting today. This committee will handle the Employee of the Year Award, the two new awards - Customer Service and Wildcat Spirit, Staff Caught Being Awesome, Diversity Award, and Staff Academic Awards. A great part of being Chair or a member of this committee is that you get to create it because it is new. Members at large can run for Chair of this committee. This committee will help with overall moral of the campus staff and do fun things. We could help with Koffee and Kudos. Don Converse comments that there have been studies on what make employees happy and at the top is recognition and appreciation. Michelle Holmes comments how nice it is to be publicly recognized and also how helpful it is that Rachelle and Melanie have already brainstormed so many ideas for this committee.

Human Resources – Sharyn Abernatha:

• Thank you to Sharyn for her service to the University. She is retiring at the end of the month. Sheryl Woodward will be the Interim HR Director.

• June is a good month for trainings. Yesterday there was a Leadership and Trust workshop and tomorrow there is a Conquering Time workshop. There are a number of workshops on Job Cat since we changed the hiring process for student employees. Art of Conscious Living workshop on June 15, Developing Decision Making Skills workshop on June 17, Expressing Anger: Do’s and Don’ts workshop on June 22 and Building self-esteem Through Positive Self-Talk on June 23. There will also be a Manager’s Survival Series. Heartsaver CPR AED Training workshops will be offered each month this summer. There is a limited number of people who can attend each month. Employees can enroll via the Development & Training System and view a schedule of all trainings on the HR website http://www.csuchico.edu/hr/pdev/training/schedule.shtml.

• Rachelle Sousa asked about how Maurice Bryan’s position went and what the numbers were. Sharyn reports that people appreciated having him there to talk to and did a couple of mediations. We can’t replace Maurice right now because Academic Senate has passed a resolution to establish an ombudsman office for staff and faculty.

Payroll & HRIS - Rebecca Cagle:

• Faculty Affairs announced that the Faculty/Staff Calendar for 2015-2016 was approved and is available on the website - http://www.csuchico.edu/faaf/documents/2015-2016%20Faculty%20Staff%20Calendar%20FINAL.pdf

• The 2015/2016 Academic Calendar/Pay Period Certifications are also posted - http://www.csuchico.edu/hr/_docs/FAAF-payperiodcert15-16.pdf

• HRSC Calendars page: http://www.csuchico.edu/hr/calendars.shtml

• CFA salary increases are now complete. HR news will be updated so faculty will know where they can view their salary increases in the HR self-service portal.
• Waiting on details about the 2015-2016 general salary increases. Waiting for the technical letters to state when we can process these. We are targeting that they are processed in the July pay period. As we receive information HR news will be updated - http://www.csuchico.edu/hr/features/2014-11-18-SalaryIncreases.shtml

Associated Students - Deanna and Michael Pratt:
• Deanna Jarquin is the current AS President.
• Starting to plan the Welcome Week activities for the incoming class. There will be over 21 alternative Welcome Week events including movies, concerts and BBQ’s. 13 are directly sponsored by the Associated Students programs. 8 of the events are during Labor Day weekend. In general the goal of Welcome Week activities are to provide an opportunity where students can have a positive activity rather than engaging in less than desirable behaviors. For more information you can “Like” the Wildcat Welcome Week page on Facebook.
• WREC Saturday closures during the summer to help with the drought to save energy and cut costs. There are no more towels offered to help with sustainability and the drought.
• The Government Affairs office front desk will be closed all June. Contact Michael or Deanna via email or John Slaughter.

Academic Senate - Joe Crotts: absent; no report

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

Standing Committee Reports:
Governance Committee - Becky DeVault:
• Seating of new Staff Council members: Katrina Cunningham from Student Life and Leadership, Rebecca Belser from University Advancement Services, Andrew Nichols from School of Education, Lynn Maurer from School of Education, Cindy Kelly from the Office of International Education (returning member), Katherine Tilman from Passages, Lori Rice from Gateway Science Museum, and Melissa Cheatham from School of Social Work (returning member).
• Outgoing members: Jessica Verardi, Alyson Wylie, Becky DeVault, Barbara LaRue, Michelle Berglund-Smith, Laurie Ratterree, Shondra Kaufman, Ronda Kramer.
• We still have 3 member at large openings that need to be filled - one year commitment.
• Nominations from the floor for Executive Officers 2015-2016 – Cindy Kelly for Service Projects Chair and Melissa Cheatham for Staff Recognition Committee Chair.
• Executive Officer election – Results: Chair Annette Heileson, Vice Chair Don Converse, Jackie McMillan Treasurer, Nicole Davis Secretary, Jim Aird Governance, Rachelle Sousa Ways & Means, Cindy Kelly Service Projects, and Melissa Cheatham Staff Recognition.
• The standing committees will individually select co-chairs. Before Melanie leaves she will send out the standing committee request forms and they will be due in August. Take some time to read the committee descriptions before you make your choices.
Service Projects – Erin Tarabini

- **Staff Academic Award** – Awardee congratulation and certificate presentations to:
  - Anna Kamanzi – Financial Aid & Scholarship Office
  - Laurie Ratterree – Management Department
- **Fall 2015 Staff Academic Award information** – $500 scholarship each semester for a staff member that is attending classes. Fall 2015 opened up on June 1st. There will be another announcement going out this week. The application period is open until June 30th, the weighing process will take place in July and the recipient will be announced in August when we all return. Submit applications to Erin Tarabini. We encourage people to reapply even if they weren’t selected before. Annette has put in a request to the President’s Office for the money ($1000 each year) to be a line item so that we don’t have to ask for the money from a VP each year. Selection is based on scoring in different areas such as accomplishments, goals, letters of recommendation, etc. We usually get an average of 15-20 applications each semester.

Ways and Means – Rachelle Sousa

- **Mixed Bags fundraiser** – Many orders were submitted online and those that were submitted to Rachelle should be here within 3 weeks. We made $160.

Executive Committee Business/New Staff Council Business

- Annette would like to thank everyone for their service - passing out of certificates.
- Staff Council office will be closed from June 15 - August 17.
- Annette will also be gone for a month returning July 20th.
- Presentation of Caught Being Awesome award to Melanie O’Connor.
- Koffee & Kudos this Thursday the 11th in the Wildcat Leadership Center, 2nd floor BMU, 9-10:30am.

Intent to Raise Questions: none

Adjournment: 9:52 a.m.