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

Attendance: Jim Aird, Sarah Balana Molter, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Dana Francis, Annette Heileson, Taylor Herren Michelle Holmes, Shondra Kaufman, Eva Kennedy, Kathleen Hassig, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Cari Phipps, Michael Pratt, Jen Ross, Carol Rudolph, Rachelle Sousa, Erin Tarabini, Scott Taylor, Jessica Verardi, Alyson Wylie

Absent: Don Converse, Joe Crotts, Nicole Davis, Becky DeVault, Chris Gardner, Heather Kilcoyne, Ronda Kramer, Holly Soldavini, Catlin Wulferdingen, Karla Zimmerlee

Meeting Commence: 8:32

Call To Order: Annette Heileson

Announcements:

- Michael Pratt announced today is the last day to do your portrait for the 1000 Faces wall on the new art building (1000 faces). If interested, come to BMU 220. It takes 10 seconds of your time.

- Erin Tarabini announced that Student Affairs is doing a diversity poster session on Friday, April 3rd at 8:30 in Colusa. All the departments in Student Affairs will be there with their Diversity Statements. Please come - it is open to everyone on campus.

- Annette announced excused absences from Becky DeVault and Don Converse. Don is representing Annette at the interviews for the University Chief of Police. Annette, on Becky’s behalf, welcomed new Staff Council members, Eva Kennedy from UHFS and Kathleen Hassig from the President’s Office. Melanie will email Eva & Kathleen their area lists and staff council rosters. Joel Ramirez had to step down due to work complications.

- Alyson Wylie announced Cal Fresh Day is March 25th. There will be staff on campus located between the library and Butte Hall from 9-2 to assist students with Cal Fresh applications and answer questions. Students who inquire or fill out an application will take away a bag of food donated by the Food Bank. Cal Fresh Outreach Team funding is based on the number of applications they register. Alyson distributed packets which included a flier about event, a pamphlet that focuses on “Could I be Eligible?”, and what a student needs to do to meet the eligibility requirements. This is one way for a student to get extra money for food. It can help them focus on their studies because they are eating nutritiously without breaking their wallets.
**Question:** How many students get the money? Is it through Financial Aid?

**Answer:** It is an EBT card through social services. Their group helps them through the process, fill out the applications, what documents they need, and the student will get a call for an interview. If they have questions, they can contact the outreach team. If they work 20 hours a week, they might be eligible. The entire process from start to finish takes up to 5 hours. Alyson’s daughter received $200 a month through this program.

**Annette commented:** After Alyson’s presentation a few months ago one of her students applied and it helped her reduce the hours per week she had to work.

Alyson will email Melanie with more information to distribute to the members.

- Melanie passed an envelope for the collection for Nicole’s baby gift.

**Approval of December Staff Council meeting minutes:** Approved.

**Chair’s Prerogative:**
- Annette acknowledged the Ways and Means Committee for all of the donations they obtained for the *Evening for Two* drawing and the Staff Luncheon raffle.
- Scott Taylor won the contest for whoever sold the most tickets, an SF Giants camo hat. He sold 317 tickets.
- Additional note: Don is absent due to the fact he is serving on the interview committee for the new University Police Chief opening today.

**Human Resources – Sharyn Abernatha:**
- The interview for the Chief of Police is today.

- There are lots of classes scheduled. University Staff Development Program is sponsoring a course on “Insight Report Training” to learn how to get financial information out of Insight. There is also “Caregiver’s Support Group” for staff. They are doing a “Planning Ahead Series” which includes classes in trusts and wills, a presentation by Lori Hoffman on “Best Options at the University”, and presentations for the retirement program geared for those closer to retirement. Also there will be a discussion with retirees to hear about their experience. A class on “Working Relationships” is also on the schedule. HR & payroll are very busy right now trying to get everything done with the raises. Their office also spends time with people educating them on their rights, how to get insurance, etc.

- Passages recently reached out to assist a staff person to explain what services were available in Chico to help him.

Rachelle Sousa asked about Insight.
Answer: Insight is a reporting tool that is built on top of our data warehouse. Becky can help with ideas on what types of reports are in Insight. The training mentioned by Sharyn is specifically targeted for financial reporting.

Payroll & HRIS - Rebecca Cagle:

- Payroll is “up to their eyeballs” in salary increases. March is full of more CFA increases and other salary adjustments as well as system-wide equity increases. Payroll is working lots of overtime to ensure increases are processed. Be nice to your payroll techs! They are also working on Unit 9 and Unit 1 increases. In April will be the SUPA increases for Unit 8. Also faculty-wide campus increases should be processed in April as soon as they have the technical letter. Once the technical letter is out it will define the “who, what, when, and where” for the increases.

- HRIS is also working with IRES for an upgrade to the Insight environment where all HR reporting is done. They will be talking with their functional user groups to see what is and is not working.

- HRIS is involved in the CMS reauthorization of the administrative accounts for CMS access. Emails have gone out and things are working smoothly. Email account that is tracking any issues CMSsecurityreauth@csuchico.edu.

   Cari Phipps commented in the past the emails have ended up in junk mail. Follow up emails every Monday and it is in Announcements.

   If you have already completed it and keep getting the emails, don’t be surprised.

   There is a dashboard in the emails that should track where the reauthorization is in the process.

- No questions for Becky.

Recognized Guest: None

Associated Students - Taylor Herron and Michael Pratt:

Taylor Herron –

- Applications are now available for students who are interested in running for one of their positions or want to be considered for one of the elected officer positions. Please share this information with students. Election applications are due March 23rd.

- This is the time of year that AS organizations and offices are looking to hire students. Please encourage students it is that time of the semester.
• This Cesar Chavez Day will be the 5th Annual “Cats in the Community”. This community service event started as an intentional effort for students to recognize why we have the holiday. It also considers a safety and community aspect as well as the cultural perspective and the cultural aspect of the holiday. It is a means to celebrate in a way that honors Cesar Chavez. Everyone is welcome.

• Taylor will be at the luncheon and has only two more Staff Council meetings after this.

**Michael Pratt:**

- The *Student Academic Senate* will be shuffling around its committees and there will be one less committee to participate on. One of the major projects now is shared governance. They are putting together a paper that combines policy evaluation and a policy proposal. They would like input from all stakeholders on campus (staff, faculty, and students) to put together what current practices exist, what are the best practices across the system of other colleges and universities, and what they can do to improve the current system. If anyone would like to be involved let him know.

  *Question:* Do staff come to their meetings now?
  *Answer:* Yes, they have but could use more.

  Annette highly encourages anyone who does not get to interact with students to serve in this capacity.

**Taylor Herron –**

- As part of her role with AS, Taylor did some work with CADEC this past year on a program call NCHIP (National College Health Improvement Program). Our university financially supported them this year. Their focus is on safety but more specifically health risks associated with high risk drinking and general student life. She has been on this project for 18 months and presented to Student Affairs their first comprehensive evaluation. If you have an interest in being in on the conversation of the drinking culture and student safety, that is the group to go to. Part of their conversation was to inform Student Affairs they have worked on this program and are looking for collaborators.

- Taylor also spent about a week in DC and New York with President Zingg. The CSU does a Federal Advocacy Day and they met with their California representatives and other staff in Washington DC.

- Taylor and Michael spent the last weekend in Sacramento at the California Higher Education Student Summit to do advocacy work on state level. Also in attendance were 5 students at large and another AS student. They are out there trying to raise money for the CSU. The CSU is truly the only higher education institution that actively lobbies and campaigns and has the students involved in it.
**Academic Senate - Joe Crotts**: Absent. Joe is at the University Chief of Police interview and has an excused absence. Academic Senate met 2 weeks ago and another meeting is coming up.

**Office of the President - Karla Zimmerlee**: absent

**Standing Committee Reports:**

**Governance Committee - Becky DeVault**: Absent

**Service Projects – Erin Tarabini**

- Blood Drive is tomorrow, March 10th. If you donated in January you are eligible to donate now. You can make an appointment to speed things up. Laurie gave blood 2 months ago, they did not take people in the “express” lane. Melanie will mention this to the director.

- Staff Award application is open until March 30th. There is an announcement out with information. There will be two $500 awards. Erin will be tagging committee members to review applications. They will announce the recipients sometime in April. Melanie will send the link to staff council members.

- Staff and Faculty Art show applications are through March 25th. A group can submit a single piece together. Up to 3 pieces can be submitted. The reception is May 7th. Erin might ask for help with setting up the tables for reception because FMS cannot help this year due to the early graduation.

- “Up ‘til Dawn” event was held on Feb 27th. Students were there and it was lots of fun. Photos on the webpage and you can look at the Up to Dawn page to see where they are financially. They are lagging a little bit with donations. The site is open until May if you want to still donate. They are happily accepting other donations such as checks, etc.

**Ways and Means – Rachelle Sousa**

- The luncheon date was changed to April 16th and the committee has met. The video shoot will be April 6th and 7th. Rachelle will let the committee know how they can get involved. It will be done at different locations including the farm. There are three songs in the video: “Shake It Off,” “Happy,” and “Roar.” The video committee (CMT) is awesome. Hats off to each other...any ideas? If you are a dancer that can do some easy, fun, moves or have clever ideas, it would be helpful to the committee. President Zingg will be in the video his year.

- Melanie will go out and take photos of different buildings, different groups, for a looping slide show during the luncheon. This year’s video will be the kickoff. Be sure to wear a hat for department photos. Melanie will email everyone when she can come by or when she needs photos if we are sending them.
• Raffle monies counted by Dana, Margie, Jackie. Thank you for volunteering your time for this job. The raffle raised a total $2246. They had tons of prizes. The Staff Luncheon will take any help they can get for the luncheon.

  Question: Will we be selling bags in the spring?
  Answer: Need to get through the luncheon first.

• Ways & Means are meeting afterwards.

Melanie O’Connor:
• Don Converse has been working hard on the Bike and Board Safety Committee. Phi Delts attached the suckers to the cards and we thank them for that. A little history about the Phi Delts...they were established in 1848 and their core values are friendship, sound learning and rectitude. If you see a Phi Delt please say thank you. If you want to be a person to pass these out the cards/pops a couple of days a week, let Melanie know and she will give you the pops. They are looking for 10 volunteers from different areas to help with positive reinforcement. Campus Biking ride map is updated. Please look at it if you are volunteering.

Service Projects and Ways & Means Committees are meeting afterwards.

Drawing of raffle tickets concluded the meeting.

Intent to Raise Questions
• The prizes for the luncheon will be similar to what they had for the raffle.
• Grand prize at the luncheon is Rolling Hills Casino golf for two, dinner at Timber Steak House, and $50 play money.
• Also, a box of donated items from the SF Giants will be some of the prizes at the luncheon.

Adjournment: 9:33