Staff Council
Minutes of March 8, 2016
Kendall 207-209, 8:30 am – 10:30 am
Approved April 12, 2016

Attendance: Jim Aird, Sarah Balana Molter, Rebecca Belser, Mary Kay Bringham, Rebecca Cagle, Gale Carrillo, Mario Chandrakumar, Melissa Cheatham, Joe Crotts, Katrina Cunningham, Holly Ferguson, Dana Francis, Chris Gardener, Kathleen Hassig, Annette Heilesin, Michelle Holmes, Deanna Jarquin, Cindy Kelly, Jennifer Lara, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Jene Rabo, Jen Ross, Erin Tarabini, Scott Taylor, Sheryl Woodward

Absent: Nicole Davis, Eva Kennedy, Cari Phipps, Michael Pratt, Lori Rice, Rachelle Sousa, Katherine Tilman

Meeting Commence: 8:30 a.m.

Call to Order: Annette Heileson, Chair

Approval of meeting minutes from February 2016: minutes did not go out so we will approve at the April meeting.

Chair’s Prerogative: Thank you to James Aird for facilitating the February meeting.

Announcements:
- Thank you to Scott Taylor for bringing all of the raffle equipment over today.
- Melanie is passing around a card to sign for Katherine Tilman and her new baby.
- The new art hanging system is in use for the Diversity Art Show. It takes longer to hang but looks great when it’s done.

Guest Speaker: University Diversity Committee, Diversity Plan Update – Tray Robinson & Michelle Morris
- In the last year there was an appointment for a full time coordinator to coordinate the Spanish Serving Institution initiatives on this campus.
- Initiated the strategies for avoiding unconscious bias in the hiring process which is mandatory for faculty and search committees and open to staff as well.
- Moving forward and advancing the Diversity Action Plan that was set in place in 2011. There will be an annual report at the end of this academic year to look at how we are doing as a campus. There will be a breakdown of each academic college as it relates to how we look at diversity in students, faculty and staff.
- Another priority of the University Diversity Council has been to put in place a new strategic priority in the University Strategic Plan.
Our goal in developing this draft of the University Strategic Plan Priority on Diversity is to be as inclusive as possible across membership on campus as it relates to diversity. Feedback can be given today or via email to Tray or Michelle.

**Spring 2016 Staff Academic Award recipient - Alyson Wylie:**
- Alyson is from the Center for Healthy Communities. Alyson is working as the Program Manager on a funded research project called Mindful Eating and is also working as a student researcher.

**Human Resources – Sheryl Woodward:**
- Still working on preparing an HR newsletter.
- Close to releasing a recruitment training. We want to bring in a bit of unconscious bias information to the recruitment training. We still encourage everyone to take the full two hour unconscious bias and recruitment training.
- We are trying to put a notice out each month of the prior month’s new hires. Annette comments that this is a really nice way to see all of the new employees. The list of names is currently arranged by hire date.

**Payroll & HRIS – Rebecca Cagle:**
- Effort was made this year to expand the description of the roles.
- Waiting for the final technical letter for the SETC Unit 6 2% salary increases that are effective back to January 1, 2015.

**Associated Students – Deanna Jarquin:**
- 3 new Academic Senators joined our Academic Senate.
- Starting the process of looking at student learning fees for each college.
- AS passed a resolution to support the creation of the sexual assault bystander training on campus.
- Just after spring break the AS in conjunction with the School of Social Work will be releasing a student campus climate diversity survey to talk about attitudes related to diversity and experiences on campus.
- AS Annual Report released [https://docs.google.com/presentation/d/1dDd4uhbLnAK9KJjq3mA7rCP1BINT9-QRnUnXg8A1Dh8/edit?usp=sharing](https://docs.google.com/presentation/d/1dDd4uhbLnAK9KJjq3mA7rCP1BINT9-QRnUnXg8A1Dh8/edit?usp=sharing)
- Cesar Chavez Day is March 31. We will honor Cesar Chavez legacy by doing volunteer/service work in the community.
- Diversity Conference Friday, April 8th, 9am – 1pm.
• Just released a new student’s organization where student clubs can get at cost food from the BMU.
• Annette participated in the Academic Affairs committee meeting and comments that this was great and asks if there are other staff seats open. Deanna will email with that information.

Academic Senate - Joe Crotts:
• Senate met on February 18 and March 3, 2016.
• Synopses of the Resolution Response Full Committee meetings were provided. Bill Loker provided a WASC update.
• University Ombudsman were announced: Jim Morgan, Management and Suzanne Miller, Communication Arts & Sciences. They provided an overview of the role of an Ombuds person.
• Reports were given on the Statewide Academic Senate meeting and the Background Check policy and guidance from the CSU System wide Human Resource Office.
• AB 2163 was announced – this bill proposes to require campus visitations of candidates who are finalists for a CSU campus presidency.
• Passed as action items: Proposed EM on Appointment, Evaluation, and Support of Department Chairs, Directors, and Unit Program Coordinators, Proposed Major Unit Name Change: Department of Political Science to Department of Political Science and Criminal Justice, Proposed Major Unit Name Change: Department of Communication Design to Department of Media Arts, Design, and Technology, Proposed Major Unit Name Change: Center for Regional and Continuing Education to Regional and Continuing Education.
• Passed as introduction items: FPPP Change – Lecturer Range Elevation Procedures and FPPP Change – Emeritus Status.
• Joe was requested to read several paragraphs from the February Academic Senate minutes as clarification from Betsy Boyd regarding the Staff Council minutes.

Office of the President – Russ Mills:
• We are about 6 weeks out from a possible strike on campus. Still hope that the collective bargaining process will result in a resolution and there will not be a strike.
• Annette comments that she heard it is the office administrators that will be responsible for reporting faculty absences during the strike. Russ adds that the intention is for faculty to self-report their absences for striking on the absence reporting form. Faculty will not be paid for the days they are on strike.
• What should the students do? We are working with CFA to tell students in each class if they will be striking or not so they do not come to class. Both CFA and the CSU have stated that they do not want to totally interfere with student progress. The thought is that faculty that do strike should provide their students with other things to be working on. Student employees are expected to work if possible.
• Are faculty required to report their strike to their Department Chair? Assuming that the Chair is also striking, the Dean’s office will have to step in as the appropriate
administrator to report to. It should be left up to the faculty to report their own absences, not the staff.

- If an instructor is not striking and holding class the students should still go to class and if the student chooses not to go to class when it is being held they would lose credit for not attending class that day. Student employees who want to support the faculty have the right to do so and picket with them, they just can’t miss work to do so.
- The only unit that has legal strike rights is Unit 3. Staff can show support for faculty but are still expected to work. Also, Saturday and Sunday are not strike days so faculty that work over the weekend are expected to work.
- Who should we refer concerned students to talk to? The Chancellor’s office is working on student specific information that should be going out soon.
- A doctors note might be required if you take sick leave during the strike. Normal processes for using vacation days will be in place during the strike.
- There is a time, place and manner policy that describes what is acceptable in terms of safe picketing and what is not acceptable. We will hold anyone on the picket line to that policy. Picketing is a means to provide information not to be destructive.
- CSUEU sent notification to all staff on February 11 about what we are allowed to do and not to do.

Standing Committee Reports:

Governance Committee – James Aird:
- No report.

Service Projects – Cindy Kelly
- Staff Faculty Art show moved to the fall and notification to past three years artists will go out to let them know of the change. There has been a really good response to this change.
- Scott notes that we need to tell artists that they need to prep their piece for hanging with the new system.
- We are still working on an option for artists to sell their pieces.

Ways and Means – Rachelle Sousa
- Rachelle absent; no report.

Staff Recognition Committee – Melissa Cheatham
- February 26 nomination period closed for the EOTY, Wildcat Spirit, and Customer Service awards and Melissa will be looking for staff to serve on the review committees for those awards.
- Working with Public Affairs on a publication about the nominees.

Executive Committee Business/New Staff Council Business
- Melanie O’Connor
- Staff Awards Luncheon date change – May 26. Notification went out to the block seating coordinators last week. Will be meeting with AS catering and conference services to get menu in place.
- Relay for Life fundraiser at the end of the month.
- Need additional help for the Luncheon.
- Staff Council bake sale - $200 profit
- Dutch Mill flower bulb fundraiser - $320 profit
- Evening for Two Raffle- around $2000 profit
- A few more fundraisers in the works. See’s candy fundraiser is ongoing. If you have money
- Staff Appreciation Week during Founders Week. This would include Koffee & Kudos, Mom’s & Tres Hombres restaurant discount and a Chico State Athletics free staff game.

**Intent to Raise Question:** none

**Adjournment:** 10:00am