Staff Council
Minutes of May 10, 2016
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: James Aird, Rebecca Belser, Mary Kay Bringham, Gale Carillo, Melissa Cheatham, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heilesen, Michelle Holmes, Eva Kennedy, Jennifer Lara, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Tawnie Peterson, Jene Rabo, Lori Rice, Jen Ross, Rachelle Sousa, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Rebecca Cagle, Mario Chandrakumar, Deanna Jarquin, Cindy Kelly, Cari Phipps, Michael Pratt, Erin Tarabini

Meeting Commence: 8:30 a.m.

Call to Order: Annette Heileson, Chair

Announcements: Katrina Cunningham accepted a new position in Admission as a North State Liaison. Jennifer Lara started in APSS to fill Kathy Favor’s position. Jene Rabo started a new position in the College of Business in the Dean’s office.

Approval of meeting minutes from April 2016: Approved.

Chair’s Prerogative:
- We have been successful getting higher attendance for this year’s Staff Awards Luncheon because of the date change. We still have over 90 people on the waiting list. After meeting with Lori Hoffman she said to go ahead with whatever we need to do to accommodate everyone. We have created the “luxury suite” in BMU 203 where the overflow will sit and view the live stream of the luncheon. We are still considering a venue change for next year to accommodate everyone.
- We are able to set up on Wednesday before the luncheon and Rachelle will pass around the sign-up sheet for both Wednesday and Thursday.

Guest Speakers: Student Voices on Diversity & Inclusion with Dr. Susan Roll
- Susan Roll is faculty in the School of Social Work and is on the Academic Senate. Part of her role on the Academic Senate is to serve as a liaison to Student Senate. Over the past year the student Senate has been talking about the need to garner student voices around diversity and inclusion.
- MSW students led five focus groups and each were identified with a different underrepresented student population: Latino/Chicano, Black/African American, Hmong, LGBTQ+ and open call focus group.
- 75 student participants and 11 MSW student facilitators.
• Flyers were placed around campus where we felt underrepresented students gathered. Some of those places were the CCLC and the GSEC. Announcements were also placed in campus announcements.

• Themes: Things Chico State is doing well are areas that are safe CCLC and GSEC, Office of Diversity of Inclusion and the Reach program in the Student Services Center. Students felt like Chico State was doing well at recruitment, help with financial aid and advising. However, students felt unsafe in the classroom and felt like the instructors did not stand up for students in class. Students also reported that they do not feel safe in several areas of campus including the gauntlet, south of campus where Greek life is and in non-gender neutral bathrooms. Students felt the need to assimilate when they got to campus and also felt like the way Chico State was represented on the website did not match up with reality. Also, there was not a lot of support for these populations once they were here.

• Some of the student suggestions were diversity training for staff and faculty to teach correct terminology and language. Also to make sure students aren’t targeted in class and making sure everyone feel comfortable. We need a more diverse staff and faculty and more gender neutral bathrooms. Chico State is great a recruiting underrepresented populations but not great at retaining them.

• What can we do? Be aware when you are interacting with students and embrace students as one in the same. Appearance does not define who someone is.

• Russ Mills notes that the updated Strategic Plan has a 7th priority added to encourage diversity and inclusion.

• Contact Susan Roll with questions or comments.

Human Resources Services – Sheryl Woodward:
• Working to improve relationships and bridge the gap between campus and HR.
• Sent out an announcement about summer hours. Talk with your new staff about this change for the summer work schedule.
• Trying to streamline the paperwork for new hires and expedite the onboarding process. Working on the staff action form and immediate access to the computer systems for new hires.

Payroll and HRIS – Rebecca Cagle:
• Collaboration with ITSS identity and access management. The goal is to get system access as quickly as possible for new hires.
• Electronic master payroll authorization. Goal of July date to move forward with that.
• Have not received technical letters from Chancellor’s office yet. We don’t anticipate any more information until after the Board of Trustees meet.

Associated Students – Deanna Jarquin:
• Absent; no report.
Academic Senate - Joe Crotts:

- Senate met on April 21 and May 5.
- Final meeting Thursday, May 12. Officer elections will take place at this meeting.
- Reports were presented on the Resolution Response Full Committee Update, Information Resources – Identity and Access Management (IAM) Initiative Presentation and Supplemental Information, Pilot Wireless Key Entry, ePortfolio Committee Report, CSUC Graduation Initiative and Summary, Draft Diversity Strategic Plan and Support, CFU Report, TIL Program Update, Proposed Library Hours of Operation, Capital Projects Update and Kathy Kaiser: Academic Senate Service Award.
- WASC Update
- Resolutions from the Statewide Academic Senate were reviewed.
- Dan Herbert, new Director of Off-Campus Services, reviewed his role.
- Several action items were approved: Revisions to EM 05-019, Policy on the Formation of the American with Disabilities Act Committee, Academic Senate Committees Responsibilities and Outreach and significant changes in the Bachelor of Arts in Liberal Studies.
- Resolution Supporting CSUC’s Participation in the Open Educational Resources Adoption Incentive Program of the College Textbook Affordability Act of 2015 was approved as an introduction item and will be considered as an action item on May 12.

Office of the President – Russ Mills:

- Looking forward to commencement.
- Getting ready to say goodbye to President Zingg and welcome Gayle Hutchinson.
- For the Chancellor’s visit the emphasis was on students, staff and faculty. The two main events were First Year Experience and Student Success. Also visited CAVE and opening day of Adams Family production.
- Waiting for the Governor’s May revise. We are anticipating some new money. Hoping this comes out before this Friday because that is the University Budget Committee meeting.

Standing Committee Reports:
Governance Committee – James Aird:

- Request to serve updates.

Service Projects – Cindy Kelly

- May 11 Blood Drive.

Ways and Means – Rachelle Sousa

- Staff Awards Luncheon video had a great turnout. Thank you to everyone that came out and participated.
- Sign-up sheet for luncheon is being passed around.
Staff Recognition Committee – Melissa Cheatham
  • Nothing to report.

Executive Committee Business/New Staff Council Business
  • Melanie O’Connor
    o Staff Appreciation Week went great.
    o Relay for Life is this weekend.

Intent to Raise Question: none

Adjournment: 9:30 a.m.