Staff Council
Minutes of November 10, 2015
Kendall 207-209, 8:30 am – 10:30 am
Approved December 8, 2015

Attendance: Jim Aird, Sarah Balana Molter, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Melissa Cheatham, Don Converse, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Kathleen Hassig, Annette Heileson, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Jackie McMillan, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Cari Phipps, Jene Rabo, Lori Rice, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Sheryl Woodward

Absent: Rebecca Belser, Gale Carillo, Chris Gardner, Michelle Holmes, Deanna Jarquin, Lynn Maurer, Michael Pratt, Katherine Tilman

Meeting Commence: 8:40 a.m.

Call To Order: Annette Heileson, Chair.

Approval of meeting minutes from October 2015: Approved

Review of current policies/procedures for awards/membership in Staff Council: We will be looking at the criteria for awards and membership so that we aren’t excluding anyone. If you have any changes you would like to see in the awards criteria please send to Jim Aird or Annette Heileson.

Update on survey, Staff Forum: We are looking at dates to coordinate schedules with presenters and when staff will be on campus. Will hear about this in the next couple of weeks.

Chair’s Prerogative: Change agenda to do Bike & Board Safety presentation first.

Announcements: none

Human Resources – Sheryl Woodward:

- Testing Accurate Background right now and are pretty much up and running. We are making sure everything is working and no glitches before announcement goes out. Working on campus announcement to put out hopefully next week. We have put two people through so far with a one day turnaround. Expect that it will typically be a 3 day turnaround. We have not tested with an out of state person yet. As a recruitment is coming to a close we are letting the hiring manager know that the person will then be put through Accurate Background.
• We are also working with the Research Foundation on getting them set up with their own contract with Accurate Background.

• Last week we met with Matt Thomas and the HR group to talk about the Climate Survey, look at the results and to look at our goals and objectives and what we want to accomplish in the HR team to support campus and the findings of the survey.

Payroll & HRIS - Rebecca Cagle:

• November 3 the announcement went out about the new student employment wage rates effective January 1, 2016. HRIS is busy testing our process to get students to new pay rates. Anyone who is currently below the new minimum is automatically being moved.

• HR Liaisons meeting today in Colusa 100A.

Associated Students – Deanna Jarquin and Michael Pratt: Absent; no report.

Academic Senate - Joe Crotts:

• Senate met on October 15 and October 29, 2015.

• Several items received approval including name changes; Certificate in Geographic Information (GIS) Technology to Certificate in Geospatial Technology, Certificate in Rural and Town Planning to Certificate in Land Use and Environmental.

• Significant change in Biochemistry: minor changes to the curriculum intended to improve student’s abilities in written and oral communication.


• Discussion item: CSU Sustainable Financial Model Taskforce.

• Next meeting is November 12, 2015.

Office of the President – Russ Mills:

• Next week the Board of Trustees are meeting. Collective bargaining on the agenda. CFA has voted to authorize a strike. Also on the agenda are two capital projects; expansion of the boiler chiller plant and the new science building.

• Last week we had a lot of visitors from the Chancellor’s office and they are back today. Today is the open forum at 1:00 p.m. at Laxson. It will also be streamed live, go to campus home page and click the presidential search link. The recorded video will be available about a week after the forum.
Staff Council guest speaker – Elaina McReynolds, Program Director, Center for Regional & Continuing Education; Staff representative on the Presidential Search Committee:

- Elaina will be representing over 1200 staff on the Advisory Committee that will have input into the selection of the next president. Their job is to provide advice and consultation regarding the position and the advertisement, to review candidates and make recommendations and to encourage everyone to participate in the process. Please go to the forum today to exercise your voice. This forum will be recorded and viewable by the potential candidates to know what kind of a place we work and what we want it to be and what characteristics we want to see in a new president. You can speak at the forum or email questions to Elaina and she will keep them anonymous. You can also go to the presidential search website and there is a link to submit comments or even nominate someone. This all goes through the Chancellor’s office, not our campus.

Standing Committee Reports:
Governance Committee – Jim Aird:

- Action item: Revision of By-Laws to include addition of the Staff Recognition Committee – passed.

Service Projects – Cindy Kelly

- UNCP update: all family requests are in. We have 71 family forms from the social workers and the family assignments will go out next Monday. There might be a few late additions. Cindy attended and presented at the social worker’s meeting at Butte County Children’s Services. The reception will be held on December 9, 5:00-6:00 p.m., please encourage people to attend. There will be decorations, music, raffle and refreshments. You can also bring gently used items to the farm to donate to the families. We are still working on the Kohl’s discount and also Target. The sign-up sheet for volunteers will go out next week. Monday, December 7 will be set-up, Tuesday, December 8 will be decorating and stuffing grocery gift cards, and Wednesday will be gift drop off and reception. We are hoping that all gifts will be picked up on Thursday so that we won’t have to be out there on Friday.
- November Blood Drive – Tuesday, November 17, BMU Auditorium – make an appointment with Melanie or just show up and go in the staff express lane.
- UNCP raffle drawing today.

Ways and Means – Rachelle Sousa

- If you have See’s candy money give to Melanie. This is an ongoing fundraiser so there is no rush to get your money turned in. Each member received a box with 24 bars and 5 lollipops.

Staff Recognition Committee – Melissa Cheatham

- Staff Academic Award spring 2016 application period has opened and will be open through November. The links are on the website and announcements and emails have been sent out.
Executive Committee Business/New Staff Council Business

- **Don Converse, Bike & Board Safety Project**: Sgt. Bryce Davison from UPD has helped Don with statistics for the Bike & Board Safety presentation. We are trying to get the information out that we are not supposed to ride bikes or boards on the core campus. There is a map available to show what is considered the “core campus”. We want campus to be a safe place. We have a deal with UPD that we won’t be confrontational to offenders but rather try to enhance awareness. There were complaints from students on the excessive fee so the Diversion Program was created to reduce the fee to $60 if they take the online safety and law program with a quiz at the end. The information part of the Diversion Program is also on the UPD website that students are referred to. Students are encouraged at freshman orientation to review this info. We are rewarding people for walking their bikes and boards with see’s lollypops with a note attached.

- **Melanie O’Connor**
  - Refreshment Coffer collection - $10.00/person.
  - Staff newsletter went out last month. The distribution system Harris has a flaw when sending out to a mass email list so some people might not have received the newsletter. But the Harris system is great because it gives us a breakdown of how many people clicked the links etc. If you know of a non-staff that would like to receive the newsletter let Melanie know so she can add them to the distribution list.
  - New employees welcome involvement from Staff Council – invite to staff council meeting, pair up with a mentor in your department, new employee notification list so that every month we will receive a list of the new employees. The staff council reps for that area can go and welcome them and be there for support.

**Intent to Raise Question**: none

**Adjournment**: 9:40 a.m.