Staff Council
Minutes of November 18, 2014
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Sharyn Abernatha, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Don Converse, Joe Crotts, Nicole Davis, Becky DeVault, Dana Francis, Chris Gardner, Annette Heileson, Michelle Holmes, Mark Kauffman, Shondra Kaufman, Cindy Kelly, Heather Kilcoyne, Barbara LaRue, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Kathrine Tilman (proxy for Ronda Kramer), Jessica Verardi, Karla Zimmerlee

Absent: Jim Aird, Taylor Herren, Kara Maas, Cari Phipps, Michael Pratt, Joel Ramirez, Carol Rudolph, Catlin Wulferdingen, Alyson Wylie

Meeting Commence: 8:35am

Call To Order: Annette Heileson

Announcements: Mark Kauffman’s last day at the University will be November 28.

Approval of September & October Staff Council meeting minutes: Approved

Chair’s Prerogative:

Human Resources - Sharyn Abernatha: Training series on Work life Balance has been going well with great turnouts. There will be two more in this series: Balancing Work and Family on Dec. 5 and Successful Single Parenting on Dec. 12. There has been a request for a caretakers support group which we are trying to get started. We are also implementing a new training tracking program. Currently, some of the required training comes from EHS and also get notices from HR through Skill soft for compliance training. This would be an enterprise system that would serve the whole campus and put all training for campus in one place. You can log in to your account and track all the training you have completed and trainings that are offered. This will be implemented the beginning of January and you will receive email notification. We have been working with Academic Senate on the email policy. The policy would say that Chico State email is the primary source of information and automate the system so that when someone gets hired they automatically get set up with an email account. The part of the Affordable care act that applies to public organizations goes in to place Jan 1. This means that if any emergency hires with a time base of .75 or more will automatically be eligible for health insurance. Also, if lecturers receive an increase in time base they will be eligible. For faculty who teach special sections we will have to track their hours each month and calculate how their hours equate in time base. There will be no increase in parking fees this year. In addition, Identity Finder is a new software package that the information security office will make available to campus. You
would download and run the software and it will identify any confidential information that you have on your computer. Then you can go in and delete the information or save it in a place where it will be protected. Rollout details: Nov. 15 available for voluntary download from the software center, Jan. 7 automatically deployed to all computers, Feb. 15 will begin to identify campus computers that are storing sensitive data.

**Payroll & HRIS - Rebecca Cagle:** CSUEU, SETC, and APC have completed salary negotiations and are being processed by the State Controllers Office. 3% retroactive to July 1, 2014 which will be issued on a separate check and should come early December. The salary increases will be reflected on the regular December paycheck issued on the 31st at 4pm. CFA implementation information has not been received yet.

**Associated Students - Taylor Herron:** absent, no report

**Academic Senate - Joe Crotts:** Senate met on Oct. 16, 23, and Nov. 6. At the Oct. 16 meeting there was an update and discussion on the Campus Climate Questionnaire Results Report. There was also an update on the Resolution: Request for Review of and Assistance in Strengthening Campus Shared Governance, Communication, and Morale. The Chancellor did respond and said he wants more work and data from us before he sends a consultant. We are currently working on our response to his response. At the Oct. 23 meeting there was a full scale discussion on the CSU, Chico Campus Climate Questionnaire Results Report. At the Nov. 6 meeting we passed as an action item the Certificate in Professional Management Consulting. We also passed as an introduction item the proposal for the California Mechatronics Center. The purpose of the center is to bring in people from the outside, make them aware of what they are doing in the area of mechatronics, and also make the students aware of what is going on in the field of robotics and mechatronics. There was also discussion on four information items; Email Policy, Identity Finder, Faculty Data, and Campus Planning Update. You can request via email electronic copies of any of these reports from Joe Crotts. Next meeting is Dec. 4.

**Office of the President - Karla Zimmerlee:** Update on the new revised Facilities EM 13078.

**Standing Committee Reports:**

**Governance Committee - Becky DeVault:**
- Reminder to send in area updates if you have not already done so.

**Service Projects – Erin Tarabini**
- UNCP raffle today. All of the family assignments have been sent out. There are about 10 families that still need adopting. Please encourage other departments/people to adopt. We are working on the Kohl’s discount and are waiting on confirmation from the manager. We will send out notice when we hear about that.
- Staff Academic Award update – decided to do two awards in the spring because we did not do one this fall. The email will go out soon and it will be 2-$500 awards. The recipients will be announced in February.
• November blood drive last week, 133 whole blood pints and 4 platelets collected
• We will pass around the sign-up sheets to help at the farm with UNCP gift drop off, baked goods, and driving.

Ways and Means – Rachelle Sousa
• Today was the last day for Mixed Bag sales but you can still order online through Nov. 27. We receive 40% profit from online sales. We plan to do this fundraiser again in the spring. We will also do some See’s candy sales in the spring.

Executive Committee business/New Staff Council business
• Don Converse: Update on campus Bike & Board Safety Project – We have met with AS Community Affairs Committee and advised them to redo the signs that they created. The first priority is the cards that will be attached to the candy we hand out.
• UNCP Raffle Drawing
• Melanie O’Connor:
  o Refreshment coffer collection - $10.00 per person, envelope will be at next month’s meeting.
  o Relay for Life handout and fundraiser information – this Thursday, Nov. 20 there will be a fundraiser at Mountain Mikes on Mangrove from 6-9pm. 20% of sales will go toward Relay for Life. We will also have a bake sale at the same location and times. Also having a Chico Bag fundraiser until December 1.
  o Halloween Costume Contest – Office of Admissions won this year, 2nd place was Educational Talent Search, and 3rd was College of Communication and Education.

Intent to Raise Question: none

Adjournment: 9:45am