Attendance: Jim Aird, Rebecca Belser, Jo Ann Bradley, Mary Kay Bringham, Rebecca Cagle, Gale Carrillo, Mario Chandrakumar, Melissa Cheatham, Don Converse, Nicole Davis, Holly Ferguson, Dana Francis, Annette Heileson, Michelle Holmes, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O’Connor, Cari Phipps, Jene Rabo, Jen Ross, Rachelle Sousa, Katherine Tilman, Sheryl Woodward

Absent: Sarah Balana Molter, Joe Crotts, Katrina Cunningham, Chris Gardner, Kathleen Hassig, Deanna Jarquin, Jackie McMillan, Lori Rice, Erin Tarabini, Scott Taylor

Meeting Commence: 8:35 a.m.

Call To Order: Annette Heileson

2015-2016 Welcome: Thank you all for being here and serving on Staff Council.

Introductions of Staff Council Members – New and returning.

Announcements:
- Staff Academic Award presented by Cindy Kelly to recipient Kirby Swickard from the Office of International Education, Study Abroad. Kirby is pursuing a Masters in Social Science with an emphasis on Student Services and is expected to graduate spring 2016.

Human Resources – Sheryl Woodward:
- About 45 recruitments happening right now.
- Working on the background check policy that chancellor’s office put together effective August 4. This will impact those seeking promotions into “sensitive positions” that will need to complete a Live Scan. Sometime takes longer to get back live scan reports so we are securing a web based company called Accurate Background. We will have more information about that by the next meeting. HR needs clarification from the Chancellor’s Office on what exactly a “sensitive position” is. An announcement will be sent out to campus soon.
- Open enrollment September 14 – October 9.

Payroll & HRIS - Rebecca Cagle:
- It has been a busy summer with a lot of staffing changes. Susan Long retired and her position was filled by Dana Shepard. That left a Payroll Tech 2 position open which Kari Minks filled. We now have a Payroll Tech 1 position posted.
- 2015-16 general salary increases processed. Now processing faculty.
- HRIS upgrade to Insight. Looks a little different but functions very similar.
- Working on the student reports project which will automate the student payroll process. A paperless student payroll process is the goal.

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

**Academic Senate - Joe Crotts:** Joe absent; no report
- Introduction from Betsy Boyd, Chair Academic Senate. Her door is open to anyone that would like to stop by with any questions or issues to discuss.
- Please attend an Academic Senate if you have not. Full senate meets every other week on Thursdays at 2:30 p.m. Check the Academic Senate website or call their office to find out which sub-committees are meeting.

**Office of the President – Russ Mills:**
- Starting the presidential search. The Chancellor’s Office will communicate the search process. The Board of Trustees creates a committee of themselves to search and choose the president. Campus will create an Advisory Committee to help with the process and review candidates. Staff will have one appointee to the Advisory Committee. Annette will submit three staff names that the Chancellor will choose from. Aiming to have a presidential finalist by March. The Board of Trustees will decide if it will be an open or closed search. Most likely will be a closed search or a hybrid. One reason for a closed search is that it will result in a larger field of candidates because their host institution will not know they are out searching for a job.
- In the Recommended Actions letter sent out by Academic Senate the retreat rights section was worded incorrectly. The Provost is giving retreat rights and will reissue letters. Annette Heileson brought up that at the time the letter was written it was in fact correct and though the Interim Provost could be changing it now, the letter was correct.
- FPPP is in process but not ready to go out. It has been completely reorganized so it is more logical. The numbers will all be different and there will be slightly different wording. Better overall it will be better organized.

**Standing Committee Reports:**

**Governance Committee – Jim Aird:**
- Introduction to Governance Committee. Duties include voting, updating rosters, updating bylaws, Dean Search Committees, etc.
- Seating of new Staff Council member Gale Carrillo.
- Standing committee assignments – roster distribution to council.
- Area lists will be emailed out to council members to update.
**Service Projects – Cindy Kelly**
- Introduction to Service Projects Committee. Duties include UNCP, Staff & Faculty Art Exhibit, Blood Drives, etc.
- Fall Staff Academic Award will move to the Staff Recognition Committee. The announcement will go out in the next few weeks.
- UNCP – fundraising raffle this fall and money collected buys food gift cards for all the families. Letters will go out to businesses and then we will follow up with a phone call to collect prizes for the raffle.
- September Blood Drive was very successful.

**Ways and Means – Rachelle Sousa**
- Introduction to Ways & Means Committee. Duties include the Staff Awards Luncheon, Fundraising for Staff Council Luncheon, Evening for Two raffle, etc.
- We will be selling See’s candy again this year. We will be ordering soon and then it will be distributed to council so that we can sell in our offices. New this year will be online candy sales. More information to come.

**Staff Recognition Committee – Melissa Cheatham**
- Introduction to the new Staff Recognition Committee.
- The Staff Academic Award application will be coming out soon.

**Executive Committee Business/New Staff Council Business**
- **Don Converse, Bike & Board Safety Project**: Second year rollout. There is a campus ordinance that bikes and skateboard must be walked on campus core and tickets are issued for those that do not. Don has worked with UPD and the AS Leadership Committee to reinforce good behavior for those walking bikes and boards with candy and note saying thank you for contributing to campus safety. This year the students are working on more visible signs to place around campus. We will order more candy to distribute this year.
- **Melanie O’Connor**
  - Refreshment Coffer collection - $10.00/person. Please place donation in the envelope that will be passed around and sign your name.
  - Chico State Athletics – Staff/Faculty event passes for 2015-2016. $20 for 10 passes.
  - Staff Council Group photo – after meeting adjourns, Kendall steps.
  - Melanie will be completing the Diversity Certificate Program and is a representative on the Diversity Committee.
  - Caught Being Awesome happening again this year and will eventually be part of the Staff Recognition Committee. Staff, faculty or students can nominate a staff member that has been “caught being awesome”. That person will receive a write up on the Staff Council Facebook page, in campus announcements and receive a certificate.
o Staff Halloween costume contest again this year. Start planning your costumes!
  o “Like” the Staff Council Facebook page for information and announcements.
• Next Koffee & Kudos will be hosted by Chico Performances in the Lobby of Laxson on
  Tuesday, October 6, time TBA. An invitation will be sent out to all staff.
• Relay for Life team is looking for new members. If you are interested please contact the
  captain Peggy Armocido or Holly Ferguson. They will be fundraising all year long and the
  event will take place in April at PV High School.

Intent to Raise Questions: none

Adjournment: 9:35 a.m.