Staff Council
Minutes of September 9, 2014
Kendall 207-209, 8:30 am – 10:30 am
Approved: 11/18/14

Attendance: Sharyn Abernatha, Jim Aird, Michelle Berglund-Smith, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Don Converse, Nicole Davis, Becky Devault, Dana Francis, Chris Gardner, Annette Heilesen, Taylor Herren, Michelle Holmes, Mark Kauffman, Shondra Kauffman, Heather Kilcoyne, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Michael Pratt, Joel Ramirez, Laurie Ratterree, Carol Rudolph, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Jessica Verardi, Catlin Wulferdingen, Alyson Wylie, Karla Zimmerlee

Absent: JoAnn Bradley, Cindy Kelly, Ronda Kramer, Cari Phipps, Jen Ross

Meeting Commence: 8:37am

Call To Order: Annette Heilesen

2014-2015 Welcome: Welcome to all members and thank you for being a part of Staff Council. Please use the suggestion box at the bottom of the agenda to give input and ideas for guest speakers. Another venue to make change on our campus is APC, the Possibility Conversations. There is a handout with information to pick up on your way out. Try to attend at least one of those theme meetings if you can. In addition, let’s have fun this year!

Introductions of Staff Council Members (New and returning): Went around the table for introductions.

Announcements: Campus is trying to go cashless. This is the last year the print shop will be accepting cash and then next year they will only accept Wildcat Card or debit/credit cards. The Health Center has already gone cashless. We will find out if the Bookstore plans to go cashless as well. Why? The Vice Provost says it is for safety and to reduce the time and effort it takes to train employees to handle cash.

Human Resources - Sharyn Abernatha: CSUEU has reached a tentative agreement. Still needs to be voted on and ratified. Expect to be ratified by the end of the year and then tech letters will come out for retroactive salary. Jessica Verardi noted that there will be some information going out to CSUEU represented employees about the chapter and ratification meetings. Represented employees will be receiving their ballots by mail. If you have any CSUEU questions you can always ask Jessica because she is a CSUEU organizing chair. SETC still needs to meet and agree on their contract. APC is meeting this week and hopes to come to a contract agreement. Unit 11 increases were processed this summer. The chancellor's office is trying to reach a three year agreement with everyone so that contracts will not have to be renegotiated each year. Over summer we processed increases in minimum wage for student employees. Students now
need to be hired at the appropriate salary. Over the summer we did three training programs: Leads training, Management survival series, and Planning Ahead training (wills and trusts, investing, retirement options, retiree panel). We would like to offer these trainings again this fall. Some people have received an email from CalPers asking to register with Castlight. This is the CalPers compare where you can compare and track spending towards your deductible and see how your healthcare expenses are being distributed. HR will send the announcement out again.

**Payroll & HRIS - Rebecca Cagle:** Salary increases were processed this summer. New student employment process trainings also took place over the summer. We are looking at a multiyear project that will make this process paperless and automated. We have been doing some training to help people understand the compliance issues and starting in October we will be working with individual departments to understand the student supervisor role. This part of the process will go on through next June. Check the website project page for details and updates.

**Associated Students - Taylor Herron:** AS in located in the BMU and consists of three tiers; student government component (CAVE, CLIC, CCLC), business component (dining services, BMU, WREC Center), and union. All three standing committees under the AS are chaired by students. The AS Board of Directors has a majority of students on it and also includes VP Hoffman and Calandrella as well as faculty. We aim to represent students and offer them services and to contribute to the campus. This week we did the ALIS ice bucket challenge and the article was published on the USA today college page.

**Academic Senate - Joe Crotts:** absent, no report

**Office of the President - Karla Zimmerlee:** The office has two new employees; Kathleen Hassig is the new Executive Assistant for the President and Ann Wilson is Karla’s new assistant. Please consider coming to the President’s Fall Reception on September 26.

**Standing Committee Reports:**

**Governance Committee - Becky DeVault:**
- Introduction to Governance Committee – Responsible for publicizing, supervising, and tallying ballots, recruit members, rule on selection disputes, constitution and bylaw amendments, public relation activities, monthly newsletter, and releases to University Public Affairs.
- Seating of new members Catlin Wulferdingen & Kara Maas.
- Standing committee lists are on the table to pick up on your way out.

**Service Projects – Erin Tarabini**
- Introduction to Service Projects Committee – Staff Academic Award and University Needy Children Program.
- Blood Drive – September 8th & 9th, 10-4pm in the BMU. Staff can go to the front of the line!
• Staff Academic Award update – redoing the forms this year. The award announcement will go out at the end of the month and the applicants will have 30 days to submit their application. The review process will take place in October and the winner will be announced at the November meeting. Recipient will receive their check by December.

• UNCP update – letters to donators will go out this month and the raffle ticket sales will be in October.

Ways and Means – Rachelle Sousa
• Introduction to Ways and Means Committee – Fundraising including see’s candy sale and we will discuss some new ideas, coordinate staff awards luncheon in April, and the luncheon video.

• Fundraising update

Executive Committee business/New Staff Council business
Becky DeVault: Staff Council Chico State Athletics
• Pocket schedules for athletics passed out.
• Soccer Night vs. Cal Poly Pomona – Friday, October 3rd. Men’s soccer 4:30pm and Women’s soccer 7:00pm @ University soccer stadium
• Volleyball Night vs. Cal Poly Pomona – Saturday, October 18th, 7:00pm @ Acker Gymnasium. Come out and show your Wildcat spirit! Up to four free tickets will be available for staff and faculty members, on a first come first serve basis. A great big THANK YOU to our amazing athletics department! Students get in free to all games. Melanie will make flyers to post in your areas.
• Staff council member responsibilities: represent your area, report what is happening on staff council, report on University updates and answer questions. Everyone should send out an email to your areas to introduce yourself as their staff council representative. Melanie will email updated area lists to everyone today. Check your area lists for updates – you can check with payroll clerk or campus directory to make sure the list is up to date.

Don Converse: Update on campus Bike & Board Safety Project – the committee has met with the Chief of Police and last week one of the police officers told Don that they are aware of the law being broken and they are happy that Staff Council is getting involved. At the beginning of the semester an email went out to announce the law to all of campus. This will help to create a much safer campus for everyone. We are trying to come up with a reward system for people that are following the laws, maybe give out a see’s sucker with a little note attached saying thank you. Remember to not confront people but if you can non-aggressively make people aware of the law that. UPD has asked IT to develop an online bicycle training and offenders will have the option to take the training class or receive a citation.

Melanie O’Connor:
• Refreshment coffer collection - $10/person. Please place donation in the envelope that is passed around the table.
• Error on the alphabetical staff council list – Rena Marino is representing the BMU (not PAC). Please make the change on your list and Melanie will email out the updated one today.
• Koffee & Kudos – September 11th from 9-10:30am hosted by the Turner Print Museum & Valene L. Smith Museum of Anthropology in Meriam Library. Koffee & Kudos started as an idea from an ad hoc committee to boost campus morale and had evolved to what it is today. Donuts and coffee will be served at this week’s Koffee & Kudos. The President’s office will host the October Halloween Koffee & Kudos.
• Employee Benefits Fair – September 11th from 10am-2pm in Colusa Hall. Staff Council will have an informational table there.
• Staff Council Facebook page – like the page and invite people to like.
• The Staff Council office is on the corner of 3rd and Chestnut past the new parking structure and Sierra Hall.
• Staff Council group photo after meeting adjourns on the Kendall Hall steps.

Erin Tarabini
• Maurice Brian is retiring and they are having a celebration Friday at Colusa 100A at 2pm, program at 3pm. They are collecting note cards from people to give to him before he leaves.

Holly Soldavini
• See’s candy bars left from last year and we need to sell these to close out last year.

Intent to Raise Question: none

Adjournment: 9:41am