

Academic Senate  
(530) 898-6201, Zip 020

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## MEMORANDUM

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### ACADEMIC SENATE MINUTES Thursday, February 12, 2015, 2:30 p.m., K-207/209

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**PRESENT:** Baumgartner, Boyd, Cross, Crotts, Donoho, Ellingson, Elrod, Ford, Gray, Heileson, Herren, Hoffman, Janos, Kaiser, Kipnis, Kirchhoff (Schulte), Lee, Livingston (Roll), Mace, McCabe, McConkey, Meadows, Mills, Nichols, Ponarul, Pratt, Ratekin, Roll, Rowberg, Schierenbeck, Schindler, Schulte, Seipel, Selvester, Sistrunk, Thompson, Tinkler, Traver (Tinkler), Zingg

**ABSENT:** Calendrella, Smits

1. Approve Minutes of December 04 and December 11, 2014.

The minutes for December 11, 2014, were approved.

The minutes for December 04, were approved with the following revision:

14. Other.

Elrod responded the ~~SAC~~ PSAG was an advisory committee under the Provost.

2. Approve Agenda.

The agenda was approved.

3. Announcements.

Seipel announced, regarding AB 386 (Public postsecondary education: cross-enrollment: online education at the California State University), a recommendation will be made to the Statewide Academic Senate that all people who teach online will be required to be trained to do so. This conflicts with the current policy on this campus. "They will be proposing that on March 04, I believe." If you have comments, you might want to share those with Schulte or Kaiser before that date. On a related note, our campus currently has funding to help faculty improve or ensure the quality of their online courses. We still have two \$1,000 stipends available for faculty who currently teach fully online or a hybrid course. If you are interested in securing some of that money or have a colleague who could use that money, please let me know or contact TLP. These stipends are available to any faculty member (full-time to lecturer) who teaches a class online (either fully or partially)."

A guest, John Briggs, Facilities Management Services, was recognized. Briggs announced that a *United Rally for Change!* is scheduled for noon to 1 p.m., today, at the Trinity Commons lawn. The rally will focus on issues such as bullying by management, salary inequities, lack of transparency, etc. All are welcome to participate.

A guest, Bill Loker, Dean of Undergraduate Education, was recognized and announced that Chico has joined the National Council for Science and the Environment. A conference, "Academic Federal-Foundation Dialogue on *Environment and Energy Research & Education* is scheduled for April 13-14,

2015, at George Washington University in Washington, D.C. If you want more information, contact David Hassenzahl, Dean of the College of Natural Sciences.

Thompson announced that the “Harlem Renaissance Rent Party” will be held tonight beginning at 6 p.m. in Harlan Adams Theatre. The event is part of Black History Month. Proceeds benefit Chapman Elementary School.

Heileson announced the “Evening for Two Drawing.” Contact your area’s Staff Council representative for tickets. Proceeds go for Staff Council awards and the Staff Council Luncheon.

Schulte requested a senator to volunteer to attend the Student Academic Senate meeting on February 25, 2015, in BMU 205 at 8 a.m. Reid accepted the request.

Elrod introduced Dave Evans, new Vice Provost for Budget and Academic Resources. Dr. Evans served for nine years as the Geology Department Chair and most recently as Assistant Vice President for Student Affairs for one and a half years at CSU, Sacramento.

Meadows announced that a new faculty member, Nan Hee Kim, a graphic designer, is a recipient of an NEA grant, and will curate an “Art and Tech” exhibit of technology-based art works that engage audiences through integrated forms of video, gaming media, sculpture and experience. The exhibit is on display in Trinity Art Gallery through February 28, 2015.

Herren announced that the Vagina Monologues will be shown in the BMU at 7:30 p.m., February 13, and 2 p.m. and 7:30 p.m. on February 14, 2015. The presentations are sponsored by the Gender & Sexuality Equity Center (GSEC).

Selvester announced the Valentine’s Bake Sale on February 11-13, from 11 a.m. to 2 p.m., just outside Plumas Hall. A “gauntlet” will be held just outside Glenn Hall on February 12 and 13. Proceeds from the sale support the Chico State Relay for Life and the American Cancer Society.

Boyd announced the College of Agriculture Career Fair on February 18, 10 a.m. to 2 p.m., at the University Farm Pavilion.

#### 4. Chair’s Prerogative.

##### A. Campus Climate Update.

Selvester reported that the Resolution Response Full Committee (RRFC) has met two times. Membership on the RRFC includes the Academic Senate Executive Committee (senate officers, standing committee chairs, statewide senators, President, Provost, and Vice President for Student Affairs), three additional faculty, the Staff Council Chair, and the Associated Students Chair. Members of the committee are: Betsy Boyd, Drew Calandrella, Joe Crotts, Susan Elrod, Rick Ford, Annette Heileson, Taylor Herren, Lori Hoffman, Kathy Kaiser, Jennifer Meadows, Paula Selvester (Chair), Ann Schulte, Timothy Sistrunk, Matt Thomas, Robert Tinkler, and Paul Zingg. Basically it’s the Executive Committee officers, standing committee chairs, statewide senators, President’s Cabinet, Staff Council Chair, Associated Students President, and three additional faculty, including a former associate dean.

The first meeting focused on adopting an organizational structure for meetings, setting ground rules, and setting meeting dates. Detailed minutes of meetings will not be taken. A synopsis will be taken and linked to the Academic Senate webpage. Updates will be presented to the Academic Senate. The final report of the committee will be shared with the Academic Senate and the Chancellor. The Resolution (“whereases”) were condensed into five broad areas of concern (R1-R5). The committee began by

combining areas 1, 2, and 4 and discussing the first issue: “renewing shared governance principles: trust, transparency, shared decision making, good-faith information sharing, clear communication and cooperation.” The work of the committee should be completed by the end of spring semester.

## 5. Standing Committee Reports.

### A. Educational Policies and Programs Committee – Boyd.

EPPC members discussed the following topics on Thursday, February 5, 2015.

WASC: Members discussed and shared their experiences with our previous WASC review and the new standards we will be measured by for the upcoming review.

Interdisciplinary Learning: Members discussed current challenges (RTP, RESP proposals) and positive reinforcement (CELT proposals) of interdisciplinary teaching and scholarly activities. Members discussed possible venues for promoting interdisciplinary learning, such as adding to the University Strategic Plan and serving on an Interdisciplinary Learning RTP ad-hoc committee.

Curriculum Services status update: Academic Senate works closely with Curriculum Services in Academic Affairs on curricular proposals that are processed through EPPC and Academic Senate. The most recent contact person vacated the position and the current contact for Curriculum Services is Dean William Loker. The Curriculum Services position is currently open and the expectation is it will be filled soon.

California Community College Proposed Bachelor’s Degree Programs (SB 850: Public postsecondary education: community college districts: baccalaureate degree pilot program.) The Chancellor’s Office and the Statewide Academic Senate requested input from the CSU campuses regarding proposals for bachelor’s degree programs submitted by California Community Colleges. Feedback was requested to determine if any of the CCC proposals were substantially similar to any degree programs offered at CSU, Chico. The deadline for a response from CSU, Chico was set for February 12, 2015.

Writing at CSU, Chico: A status update and concerns regarding the status of writing courses at CSU, Chico was presented by the Chair of the Curriculum Advisory Board.

Kaiser noted the deadline, today, February 12, for submitting input regarding proposals for bachelor’s degree programs submitted by California Community Colleges. Input should be given to Bill Loker, Dean of Undergraduate Education.

### B. Faculty and Student Policies Committee – Sistrunk.

In its meeting on January 29, FASP treated the following issues:

- Discussed CBA changes that will require response in the FPPP
- Described the ambitious schedule that awaits this semester including:
  - Definition of Office Hours policy
  - Inquiry about Class Size policies across the University
  - Changes to the Faculty Code of Ethics treating Personal Relationships
  - Finishing the FPPP Renewal Project
  - Accommodating recommendations from the ad hoc Senate Committee on SETs
  - Other issuers brought out of the Senate Retreat

In addition, FASP created and charged one new Subcommittee:

- Lecturer Policy Issues. This subcommittee will suggest possible changes to the FPPP because the Lecturer L range has been eliminated by the new CBA. Arbitration elsewhere in the CSU seems to require that Departments allow their Lecturer faculty to vote for the Chair of their departments. Other Lecturer issues will be considered including the continued expansion in Lecturer numbers.

In its meeting on February 4, 2015, FASP made the following decisions:

- Passed as an Introduction Item Proposed Change to the FPPP:CBA Changes to Online Education Language

In addition, FASP heard preliminary reports from all its Subcommittees and gave advice and counsel about how to proceed.

Sistrunk added that FASP will consider Exceptional Service Assigned Time Committee per CBA Section 20.37 Exceptional Service Assigned Time on February 19, 2015.

#### C. Executive Committee – Crofts.

The Executive Committee met on January 23, 2015. Topics of discussion included:

- Staff layoffs in the Associated Students;
- Campus equity plan, including general salary increases, salary inversion, and salary compression;
- Campus climate survey planning;
- FPPP Reorganization;
- Debrief of the Academic Senate Retreat in January, including interdisciplinary learning/team teaching, campus climate/ombudsman program, and university budget.

The Executive Committee met on February 06, 2015. The primary topics of discussion included:

- Facility reservations for culminating events during finals/graduation week.
- Assigned time for exceptional service to students per CBA Article 20, Section 37.
- Faculty Ombudsman
- Task Force on Research
- Surveying campus climate
- FRAS Professional Achievement Honors (PAH)

The agenda for the Academic Senate meeting on February 12, 2015, was approved.

#### 6. Statewide Academic Senate – Kaiser/Schulte.

Kaiser reported that four candidates for Faculty Trustee (on the CSU Board of Trustees) will be interviewed at the March meeting of the SAS. The SAS is required to forward a minimum of two names to the Governor for appointment (one position only). Kaiser noted that, if the Governor fails to make an appointment by end of the Faculty Trustee's term, AB 2324 (Trustees of the California State University: Faculty Member of the Board), allows the present Faculty Trustee to continue for one more year or until an appointment is made, whichever comes first, and thus guarantees continuity in having a Faculty Trustee on the BOT.

Kaiser reported that AB 386 (Public postsecondary education: cross-enrollment: online education at the California State University) requires, beginning fall, 2015, that every ("ALL"-- including graduate) online course offered by any CSU campus be open to any CSU campus on a "seat-available" basis. Students will have the responsibility of "self-certifying" any required prerequisites. Kaiser noted that "We don't get paid for these (online) students" from other campuses. "They have paid their fees there" and they (the

fees) remain at their home campus. Kaiser noted that the (CSU) Chancellor that said emphatically, “You (the faculty, then amended to include maybe it’s department chairs) control the enrollment cap on your course.” Kaiser noted, “I urge department chairs and their faculty to set a reasonable cap that can’t be violated” because access to the course is on a seat-available basis. We need to take this issue seriously, and it needs an “eye-opening” discussion. Selvester added that if having students from distant locations enrolled in an online course makes it unfeasible to offer the course (such as the need to have some face-to-face communication), “then it could affect your curriculum as well.”

Schulte reported that the Statewide Academic Senate passed the first reading of a resolution urging withdrawal of proposed 2015 teacher training regulations under (federal) Title 2 of the Higher Education Act. The SAS feels that the regulations make an erroneous causal connection between standardized test scores and the ability to assess teachers’ quality of instruction. Schulte noted that the “No Child Left Behind Act” stemming from the 1964 Elementary and Secondary Education Act (ESEA) is up for renewal and will affect “how we prepare people who prepare people who come to us.”

Schulte reported that the SAS passed the first reading of a resolution in which “the ASCSU endorses the decision of the CSU to discontinue its arrangement to purchase online journal access from Wiley because of Wiley’s bundling of journal content, resulting in significantly higher costs to university libraries, and urges faculty, where possible, to avoid Wiley textbooks and other educational materials in their classes until the situation is resolved. Suggestions for improvement included a more specific focus on Wiley’s price increases for bundled content and more emphasis on the fact that Wiley does not allow selective bundling.”

7. Associated Students – Herren.

No formal report was presented. Herren noted appreciation for the inclusion of a student (herself as Associated Students President) on the Resolution Response Full Committee (RRFC).

8. Staff Council – Heileson.

**Staff Council**

**Minutes of January 13, 2015**

**(Subject to Council approval)**

**Attendance:** Sharyn Abernatha, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Don Converse, Joe Crotts, , Becky DeVault, Dana Francis, Annette Heileson, Michelle Holmes, Shondra Kaufman, Cindy Kelly, Heather Kilcoyne, Rena Marino, Margie Mitchell, Melanie O’Connor, Laurie Ratterree, Jen Ross, Carol Rudolph, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Jessica Verardi, Alyson Wylie, Karla Zimmerlee

**Absent:** Nicole Davis, Chris Gardner, Ronda Kramer, Barbara LaRue, Jackie McMillan, Cari Phipps, Catlin Wulferdingen

**Meeting Commence:** 8:35am

**Call To Order:** Annette Heileson

**Announcements:**

Becky DeVault announced the upcoming staff and faculty basketball night versus the Sonoma State Seawolves on Saturday, January 17th in Acker Gym. Staff and faculty can request up to four general

admission tickets for free. Women play at 5:30pm and men play at 7:30pm. Thank you to our Athletics department.

Rachelle Sousa announced that Peggy Armocido, from College of Communication & Education, is celebrating ten years cancer-free. She is trying to raise \$10,000 on her own for her Relay for Life goal this year and she is hosting an online \$10 for 10 party and would like to invite all of her colleagues. Melanie will email out the information to area reps for their areas. Rachelle also announced that the College of Communication & Education is hosting a holiday department open house 2-4pm on Monday, December 15th in Tehama Hall. The themes are Who-ville and Frozen. Rachelle will send an email invitation out to everyone.

Annette Heilesen announced that at Academic Senate, she sent out a request for donations for UNCP since this year the goal of \$50 grocery gift cards for each family was not able to be reached. She received \$700 in additional donations for grocery gift cards from colleagues.

**Approval of November Staff Council meeting minutes:** Approved

**Chair's Prerogative:**

Annette asked that everyone please have a wonderful, safe, and joyous holiday season. Be kind to each and be kind to those in need.

**Human Resources - Sharyn Abernatha:** Work-study employee training is today. Training series on Work life Balance: Successful Single Parenting at noon on Friday, December 12. Currently nine people are signed up for it, so if anyone knows any single parents they may want to recommend the class. The Facing Difficult People training will be held from 2-4pm also on Friday, December 12. They will be offering an additional Facing Difficult People training in January. Reminders for winter break schedule were announced. They are awaiting the Governor's granting of a half day off for Christmas Eve for campus, and will notify everyone when that is announced. Sharyn brought a proposal that stemmed from the "Possibilities" conversations, and she asked for input from Staff Council members. There were discussions about creating the position of a University Ombudsman. Lori Hoffman had offered to hire someone for the position. The Academic Senate and faculty decided to pursue their own research on that subject. The proposal includes hiring Maurice Bryan through May, creating office space in Kendall Hall, and implementing Maurice as the Ombudsman for staff. The term Ombudsman was requested by Academic Senate to be changed, and the alternative title would be the Director for the Center of Alternative Dispute Resolution. The Director would assist staff and managers in resolving disputes through informal discussion, advice, facilitation of discussions between parties, and exit interviews. No investigations or reports would come out of these meetings or discussions. All information would be kept confidential. Any disputes that reach outside the parameters of the center's abilities would be referred to the Director of Labor relations and Compliance. Maurice would be required to track numbers of people who utilize the centers to see if it is being used. All names and grievances would be kept confidential. Sharyn asked for feedback from council. Becky DeVault asked about Maurice's appointment in the position and what would happen if cases that may take longer to sort out last after Maurice's appointment ends. Sharyn said that the cases seen by Maurice would not be dragged out investigations. President Zingg has committed to supporting the pilot program from January through the end of May. It was asked if Maurice had experience in conflict resolution and counseling. Sharyn relayed that Maurice has been on campus in the programs incorporating affirmative action and discrimination complaints. He has his PhD, and has worked in Student Judicial Affairs. Joe Crofts addressed the discussion and indicated while it was not brought to the Academic Senate it was discussed at length with the Executive Committee. The committee is in agreement that it would be beneficial to have an Ombudsman, and they are currently working on drafting guidelines for the position and researching the scope of what the position would do. While the discussion/development was taking place, the opportunity arose for the staff to have an Ombudsman in place for the spring semester. The President approved and they moved forward. They will

continue to develop the permanent position to be put in place sometime after May – one Ombudsman for faculty and staff. An area representative from Passages let the council know that Passages has an Ombudsman program for the community, specializing in skilled nursing communities. Anyone wanting further information may contact Passages for more information. Jim Aird asked if there was a currently existing space for the Center for Dispute Resolution so it can be based in a center. Sharyn said that maybe the position would expand into a center. Jessica Verardi asked where the center would live under. Sharyn said the center would be in Human Resources. Annette Heilesen commented that the proposal wasn't really a proposal as they seemed to be going through with it. Sharyn said if there are any suggestions or any objections to it, then they would have to go to back and review it. They were hoping to address some of the issues that had come up during the "Possibilities" conversations. Additionally it had been a tough year with complaints and it would give another source to resolve conflicts outside of the usual processes. Carol Rudolph suggested that the center be directed out of somewhere other than Human Resources, and that it may be up for discussion as it does not seem like an appropriate place for it. Annette agreed. Jessica commented that in union meetings held with faculty, staff and President Zingg regarding the Ombudsman program, it came up that other institutions utilizing the position, have it housed under the Office of the President, although the Director wouldn't necessarily report to the President due to the confidential nature of the position. Annette asked who the Director would report to. Sharyn said that due to a tight budget the Director would report to her. Annette said there are some really good ideas with this program, but that there may be another way of having the conversation. She continued that while this was supposed to be a proposal, it seems like it is already in place and that an actual proposal would go through different channels, i.e. the Staff Council Executive Committee first, who would then bring it as a proposal to Staff Council for a vote. Sharyn commented that they were asking for input and that they heard the concern that the position would be housed under Human Resources.

**Payroll & HRIS - Rebecca Cagle:** The retroactive GSI's for most bargaining SETC, APC, CSUEU units were processed and paychecks were distributed on campus yesterday. The checks were retroactive to July 1, 2014 with a 3% increase. Checks to be issued on January 1st will reflect the new base rate. CFA details are still being worked out, and Becky will be participating in a summit regarding CFA contracts on December 16. UAPD and SUPA currently have no new information. Affordable Care Act update regarding a new level of benefits eligibility at the CSU, focusing on the hours worked. It does not change any CSU regular benefits eligibility, and is additional benefits eligibility for employees who work 130 hours or more over the duration of their appointment. We are a pilot campus with the Chancellor's Office working on implementation. More about this topic will be discussed at the January Human Resources Liaison meeting which is currently being scheduled. Information on that meeting is forthcoming. Rebecca announced that Payroll has a new payroll technician – Kari Minks and they are back to being fully staffed. She will be the contact for the student payroll process. Payroll is happy to have her as part of their team. Sharyn commented in regards to the ACA (Affordable Care Act) that it is important that Human Resources receive notification of new hires or increases in time bases right away. It is also important to inform Human Resources if employee time bases go down or they leave, as even people who have never had benefits will have will get COBRA notices, and the time limit is really critical. Erin Tarabini asked for clarification on the amount of hours. Rebecca restated the information and gave additional details. Annette commented that going back to Sharyn's information about the staff development trainings, that she participated in the Facing Difficult People training last year and found it really helpful. Cindy Kelly asked Sharyn a question about the retirement workshops last fall. Sharyn let everyone know that they will be offering the entire retirement training series again in the spring.

**Associated Students - Taylor Herron:** The Chronicle of Higher Education put an article out that highlighted campuses around the country that were addressing party school reputations and party culture. Chico State was one of the four campuses featured on the list and in the article. Taylor encouraged everyone to take a look at the article. Taylor reported on conversations about the Sexual Harassment & Assault Audit, and Dylan Saake's work with it and Title 9. She discussed more plans to address the student component in the audit and have students address it, making sure all groups can bring items to the table. Thursday, December 11, there is Student Leadership reception 4-5:30pm, an open event in the BMU Auditorium with refreshments and a brief presentation to wrap up the semester.

**Michael Pratt:** Student Academic Senate is wrapping up. The Senate is looking to add a staff representative to the following committees: Shared Governance, Academic Affairs, Internal Review, Resolutions & External Policies. Annette said that we, as Staff Council will recruit staff members for these open positions.

**Academic Senate - Joe Crofts:** Senate is wrapping up the semester with two meetings in a row. Four presentations, non-voting items with discussion following. 1) Intersystem Course Outline Enrollment – Chancellor's Office online course program. 2) Title IX Statewide Resolution. 3) Resolution Update. 4) University Diversity Committee. You can request via email electronic copies of any of these reports from Joe Crofts. Next meeting is Dec. 4. Annette commented that attending the Academic Senate meetings is fascinating.

**Office of the President - Karla Zimmerlee:** No announcements, but will take any questions. The office is waiting for a designee from Staff Council to the Facilities Use Committee. Annette will get back to Karla on the representation. **Standing Committee Reports:**

**Governance Committee - Becky DeVault:**  
No report. Happy holidays.

#### **Service Projects – Erin Tarabini**

UNCP – Has received more financial donations this week from other campus donors, this will go to grocery gift cards. Please double check on your sign-up times for the UNCP gift drop-off and pick-up at the farm, if you signed up to help. There are still spaces open to help. Erin reminded everyone about the UNCP reception which will be held at the farm on Wednesday, December 10 from 4:30-5:30pm. A reminder for departments to have all of the gifts wrapped and tagged with family number. Reminder for baked goods donors to bring their items to the farm. Erin discussed the delivery/pick-up schedule for campus, with the help of Scott Taylor.

Briefly discussed the Staff Academic Award, and committee head and formation for that. An announcement will be made as soon as possible.

Melanie reported that the total money collected for the UNCP raffle was \$2,640.00. Michelle Holmes asked what happened to the families that were not adopted. Erin reported that there were nine families that had to be sent back since no one adopted them. 80 families were adopted.

#### **Ways and Means – Rachelle Sousa**

Update on Mixed Bags fundraiser – the fundraiser is still open online. In person sales made \$500. Rachelle is confident that it will be a big fundraiser and she will bring it back in the spring. Bags will be here next week if not sooner. Cindy commented that when she was selling stuff this year she felt like she was overwhelming people with all of the different fundraisers, in addition to other campus groups holding fundraisers at the same time. Her request is that we try to stagger them more. Annette explained the reasoning behind the fundraisers happening at once – no poinsettias to sell, no See's, etc. She said that they would stagger them in the future. Melanie commented that the poinsettias pretty much sold by the



office and that this time, it seemed different since representatives were asked to sell the bags. Erin suggested that since the farm was not offering us poinsettias to sell this year, then perhaps we need to look into other community entities that we could purchase the plants from to sell. Jessica commented that the council needs to consider whether the best selling point for the poinsettias was that they came from the farm or that they were poinsettias. Annette commented that council was trying new things out this year. Michelle offered that \$500 was a lot of money to make for the Mixed Bags. Erin felt that they didn't have enough time to sell the bags and that the timing was not great with UNCP happening. Jessica created a Facebook event for the Mixed Bags sale which really helped her sell bags. Holly said that there was another school entity selling the same bags at the same time, so that may have affected it too. Becky asked if Evening for Two will be around St. Valentine's Day. Rachelle reported that that is the goal but they have to collect items for the raffle first.

□ Rachelle sent out an email to council members regarding creating/generating ideas for a slogan or mission statement. Staff Council does have a mission statement. Rachelle will resend out to council members again soon. Cindy suggested that there are faculty/student people that may be available to help with the slogan development, and that there is the CMT office downstairs at Meriam that will also help with that.

### **Executive Committee business/New Staff Council business**

**Erin Tarabini** announced that The Vagina Monologues were happening again. It is sponsored by GSEC and is a community wide event. Erin is directing it again. Auditions were underway tonight and tomorrow in the BMU 210. Erin encouraged any and all people interested to come out to audition.

**Melanie O'Connor** asked that council members use napkins or coasters for their hot and cold drinks. The custodian noticed that the tables in Kendall 207/209 were getting really marked up with white rings from the different cup temperatures.

### **Staff Council**

**Minutes of January 13, 2015**

**(Subject to Council approval)**

**Attendance:** Sharyn Abernatha, Jim Aird, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Mario Chandrakumar, Don Converse, Joe Crotts, Nicole Davis, Becky DeVault, Dana Francis, Annette Heileson, Taylor Herren, Michelle Holmes, Shondra Kaufman, Heather Kilcoyne, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O'Connor, Cari Phipps, Michael Pratt, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Kathrine Tilman (proxy for Ronda Kramer), Jessica Verardi, Alyson Wylie

**Absent:** Rebecca Cagle, Chris Gardner, Cindy Kelly, Joel Ramirez, Carol Rudolph, Catlin Wulferdingen, Karla Zimmerlee

**Meeting Commence:** 8:36am

**Call To Order:** Annette Heileson

**Announcements:** Don Converse will be performing in the musical Big at the Chico Theater Company in April. Jessica Verardi has been appointed as the CSUEU Chapter 302 President for Units 5, 7, 9, 2. There are still open positions on the CSUEU Executive Board if anyone would like to serve please contact Jessica. Mary Kay Bringham will be filling in as Staff Council Secretary while Nicole Davis is on maternity leave this spring.

**Approval of December Staff Council meeting minutes:** Did not get a chance to send minutes out so we will approve at February meeting.

**Chair's Prerogative:**

**Human Resources - Sharyn Abernatha:** Rebecca Cagle is at Learner Web training so Sharyn will present on behalf of her. They are talking about rolling out Learner Web to replace the old Environmental Health and Safety system and to merge the EHS training and Skillsoft. They hope to roll this out in February sometime. We are busy putting students and lecturers putting on payroll. Lots of new jobs posted, 13 or 14 still open and another 14 that still need to be posted. Training: Strength Finders Workshop on February 12. This training is posted on the HR website. Another training is called Organize and Drive, Obtaining your Office and Desk on January 14. Want to do the retirement series again. Series on how to better prepare yourself to apply for jobs. If you know people who are interested in moving up on campus please make them aware of all the positions posted on campus. Not a lot of on campus people are applying. Laurie Ratterree comments that a lot of the new positions on campus are requiring typing certificates that require us to take time off to complete and cost money. It would be great to have a place on campus where we could complete the typing certificate. It is offered free of charge at the EDD on Carmichael Drive. The Director of Alternative Dispute Resolution announcement has been sent to Joe Wills and should be emailed out soon.

**Payroll & HRIS - Rebecca Cagle:** absent; Sharyn Abernatha reported on behalf of Rebecca.

**Associated Students - Taylor Herron:** nothing to report

**Academic Senate - Joe Crotts:** Senate last met on December 11. Several presentations including Emergency Disruption/Shut Down Procedures (Abernatha), Affordable Care Act (Abernatha), Parking Presentation (Hoffman), Learner Web/Training & Development Management Software (Schilling/Bentley), TLP Transition (Schilling), and Resolution Update (Selvester). There were two action items, one proposed EM on Guidelines for Discontinuation of Academic Programs (passed) and a proposed option MS in Biological Sciences, Option in Botany (passed). The Academic Senate retreat will take place on January 22. The administrators are invited to speak on several topics including University Diversity/Internationalization/Becoming a Hispanic Serving Institution, Interdisciplinary Learning, Campus Climate, University Budget, and Student Evaluation of Teaching. Then next regular meeting will take place on February 12.

**Office of the President - Karla Zimmerlee:** absent; no report

**Guest Speaker: Tray Robinson, Director for the Office of Diversity & Inclusion:** Chico State Up 'Til Dawn used to be in the gym where students, faculty, staff, community members would come to write letters asking for donations but this year it is totally online. They have asked students to raise money before the big event which is on February 27 in the BMU from 4pm to midnight. Teams formed to raise a minimum of \$100 person in teams of 6 or more and then you would be invited to the big event which is fun and games and recognition for raising the money. There are issues with this transition but this year we are doing away with the team concept and raising money individually. Tray is here today to figure out how to engage staff in this process. Can we send out an email to all staff asking them to sign up online and then send out letters asking for donations to go toward our Chico State campaign? Incentives to get as many staff to participate as possible. It would be great to attach a video to the email that shows exactly where the donated money is going. Tray will send Staff Council an example letter that staff would send out to ask for donations. It would also be great to share last year's donation total and this year's donation goal and some information on why the event is named Up 'til Dawn. Check out the Chico State Up 'Til

Dawn Facebook page. If you received a donation form in the mail at home please make sure to note Chico State in the comments area of your check when you donate. Send out several emails with little pieces of information on the event and then an email with information on donating. **Standing Committee Reports:**

**Governance Committee - Becky DeVault:**

- Sarah Balana Molter will be serving as a member at large and will be seated at the February meeting.

**Service Projects – Erin Tarabini**

- Blood Drive is tomorrow, January 14 from 10-2pm in BMU. You can make an appointment or staff and faculty can go in the fast track line.
- The University Needy Children Program went great with a lot of great response back from the Social Workers and departments.

**Ways and Means – Rachelle Sousa**

- Gearing up for the Staff Luncheon
- Mixed Bags sales – over \$500 profit and we will implement suggestions and ideas for the next sale.

**Executive Committee business/New Staff Council business:**

**Annette Heileson:**

- Has been working with Joe Wills on creating two additional Staff Awards – leadership and customer services awards. We are waiting to hear back on more details. Please send input to Annette or Melanie. If you have a better title for an award please send in those suggestions as well. These two awards would be presented at the Staff Luncheon.

**Melanie O’Connor:**

- Chico State Wildcats Relay for Life Team – Bake sale fundraiser at the staff/faculty basketball night during the men’s and women’s games. Becky DeVault has tickets to these games.
- Will send out the updated Staff Council lists.
- Staff Caught Being Awesome! Nominate a staff member with a small story or photo to be posted on the Facebook page. Melanie will put the information in announcements and on the Staff Council Facebook page.
- Drawing for a mixed bag – winner is Jim Aird.

**Intent to Raise Question:** none

**Adjournment:** 9:25am

9. University Report – Zingg/Elrod.

Zingg noted that the University Budget Committee would meet tomorrow morning (Friday, February 13) at 8:30 a.m. in this room. The focus of the meeting will be conveying greater transparency “in both what we see and understanding the data.” Zingg reported that the remaining four candidates for Performance Achievement Honors (PAH) will join the five previous recipients and “all nine will be awarded.” “We found that there is not a restraint” on the number of awards we may make, and certainly all nine candidate are well deserving.

Zingg noted that we are very close—hopefully a couple weeks—to announcing elements and timelines of our campus based equity program for faculty. Salary adjustments will retroactive to July 01, 2014. Shortly thereafter we will follow with “a similar statement for staff.” Staff will focus primarily on in-range progressions and range elevations. Chico has the most comprehensive campus based plan in the CSU with the “most significant financial commitment.” The overall goal of the plan is “to ensure that the entire fleet is raised in a significant way.” The rollout of the equity plan is dictated by the contract, which specifies an order of rollout: lecturers, general salary increase (GSI), “so called” salary recovery adjustments, “and then you get to equity.” The logic is that a number of actions taken in steps one, two,

and three, will inform us how to deal with the consequences of these steps on equity issues. Our campus equity plan will focus on two broad issues. One is to “improve the situation for everybody.” The CFA contract provides a 1.6% GSI for everybody. The salary recovery adjustment provides up to an additional 3%, but not to exceed the SSI maximum, to those not at the SSI maximum (if 3% gets you beyond the SSI maximum, you will get less than 3% but an amount to get you to the SSI maximum). However, on this campus, “We are going to guarantee that everybody gets at least 3%.” So, for folks scheduled to get only 1.6%, they are going to get 87.5% more to get them up to 3%. This is the biggest component in our equity plan. “Most faculty will be affected by that.” Then there are a whole series of specific equity issues that will be addressed. For instance, assurance that equity adjustments for full professors are made as a consequence to appointments of associate professors at a certain level, and adjustments of associate professors are made as a consequence to appointments of assistant professors at a certain level. This will affect some 1000 people with raises of \$50 to \$2200 per month. Our plan entails both a comprehensive approach and an individual approach. A whole series of adjustments are founded upon inversion created when you hire a person at a lower level at a salary greater than a person at a higher level. The salary of the person at the higher level will be adjusted. “Everybody seems to agree that inversion is the worst of the two evils: inversion and compression.” However, compression is a major concern, and will be mitigated by giving an additional (up to) 1.4% to those folks below the SSI maximum who are scheduled for only 1.6% (bringing them to 3%). We are also working on ensuring that no current faculty member’s salary will be inverted by the salary offered to a new hire. Zingg noted that salaries offered to candidates should not be constrained by the threat of inversion or compression to present faculty. Rather, if the salary offered to new hire results in inversion or compression to present faculty, the salaries of those faculty affected should be adjusted. “No current faculty should be inverted by a new faculty salary.” We are committing approximately \$2M to support our campus equity plan. No other campus is exceeding around \$1M for this purpose. The money for our campus-based equity plan is derived from unexpended base funds from the colleges and Provost’s office, our judicious use of reserves, and non-resident tuition fees.

Zingg noted each employee will receive a letter explaining the adjustments they receive.

Zingg expressed appreciation to the CFA leadership, especially Charley Turner, and to Wenshu Lee, Associated Vice President for Faculty Affairs, and Provost Elrod for facilitating bringing our plan to fruition. Sharon Abernatha, Assistant Vice President for Staff Human Resources, noted that the 1.6% salary increase was generated automatically, and the remaining adjustments will be individually calculated. HR will launch a website in March that will provide updates on salary adjustments.

Zingg noted that actions 1, 2, and 3 will affect 4. Funding for these salary increases will derive from “reallocation of the state General Fund budget.” The increases will be rolled out in stages set by contract:

1. lecturers
2. GSI
3. salary recovery adjustments
4. campus based local adjustments

The process will proceed from March through April, or later in spring, and will be determined by the contract and Chancellor’s Office scheduling. The 1.6% comes from the Chancellor’s Office. The remainder must be locally derived. Some will come from tuition paid by international students. This is a stable source, as long as we maintain or increase our international student enrollment. This is necessary, as we are looking at a long term commitment. Next year’s General Fund budget increase will only be about 2%, some \$119 million (\$100 million short of the Trustees’ request). But out of that about \$80 million has already been designated for compensation and benefits. “So we may be in the same situation next year.” However, “We will not be constrained by the minimum GSI.” “The result of all of this” will be to position Chico in a stronger comparative [salary] situation in the CSU for all ranks on our campus.

This will move us from within the bottom third probably well into the ranks of the middle third. And the really good news is, “We have received assurance from the Chancellor to do this.”

Elrod expressed appreciation to the Deans for their efforts on our campus equity plans. Elrod noted planned updates—“Communication from the Provost's Office”—updating the campus on “things going on.” Informal Friday afternoon social hours are scheduled for February 27 and March 27, 2015, from 3 p.m. to 4 p.m., in Selvester’s 104. All are welcome. Searches underway for the Deans of Behavioral and Social Sciences and Engineering, Computer Science and Construction Management. A search for a Dean of the Library will commence soon. Elrod noted that input is being solicited for the proposed move of the Meriam Library from within Information Resources to reporting directly to the Provost. Updates will be distributed on the Faculty Renewal Initiative that President Zingg announced at the fall convocation. This important initiative is aimed at providing faculty with increased faculty development resources and support structures. Some programs are underway and new programs will be announced throughout the semester. We are putting together a Task Force on Research and inviting some faculty to join. The task force will look at “setting goals for research, enterprise on campus, and what we need to put in place to support research, and particularly research mediated through our external grants and contracts structure.” “And, we are looking forward to feedback on the Academic Plan.”

#### 10. Academic Plan – Discussion.

Selvester prefaced the discussion by noting that the draft plan represents a synthesis by the Academic Plan Committee of the “many action conversations” that took place (fall semester, 2014). The plan is intended to “drive, and inform, and be informed by,” our WASC efforts, and our Strategic Plan, and our Vision. Selvester recognized Bill Loker, Dean of Undergraduate Education. “It’s not complete, but Bill’s going to go on it.” Loker began by acknowledging the Academic Plan Committee [round of applause]. “Where did this come from, and where are we going?” We have an existing Academic Plan that is 2007-2012 and it’s time to update it and renew it. We began by “trying to imagine a better future for our university, [and] for our students.” We framed the discussion around two big questions: How to prepare students to thrive in the 21st Century; and How do we shape our academic community to prepare students to thrive in the 21st Century, and “create a context in which we are thriving as well; because if we fall short, our students will suffer likewise.” The process began in fall, 2013, with “[61] possibilities conversations” focused on “re-imagining our future and trying to build community.” “How do we take our ideas and make them reality?” The Academic Plan Committee analyzed these conversations and synthesized the findings into a report issued in March, 2014. “Along the way, we sort of re-encountered the Chico Experience.” In fall, 2014, 63 action conversations were convened by the Academic Plan Committee, with about 451 participants. These conversations looked at the summary report of the possibilities conversations and considered the findings in a two-phase manner: 1- What do we need to do to make some of the possibilities we imagined become reality; 2- What would be the impact of successfully implementing this initiative; how much would it cost; how would we know we are being successful; what are some of the key performance indicators. Some 140+ actions were subjected to that process. Eventually 131 actions were evaluated that resulted in data that will become a part of the next Academic Plan, “once we settle on the Academic Plan. That’s sort of the stage we are at now.”

Ben Juliano described the process of evaluating the actions whereby six key theme emerged.

1. Prepare Students for Lifelong Success
2. Cultivate a Culture of Excellence in Teaching and Learning
3. Build and Sustain Community

4. Foster Faculty Renewal and Sustainability
5. Foster Staff Renewal and Sustainability
6. Implement Highly Effective Administrative Processes

The themes overlap, and are not intended to be considered in terms of “siloing.”

Following is an outline of Themes. Bullets under numbers are omitted. The complete documents is linked to the meeting agenda on the Academic Senate webpage (<http://www.csuchico.edu/fs/index.shtml>).

**Theme 1.** Katie Silliman reviewed Theme 1: Prepare Students for Lifelong Success.

We are committed to the goal of *inclusive excellence* for all students at California State University, Chico as we prepare them for fulfilling professional, civic and personal lives. We will strive to attract and retain a diverse student body, both domestic and international, and graduate students well-prepared for lifelong success. A Chico State education will make available to all students high-impact and immersive experiences that provide them with the preparation necessary for success in a diverse and globalized world.

1. Academic Excellence: we will support excellence in student academic achievement through highly intentional, appropriately scaffolded and up-to-date curriculum and learning environments.
2. Professional preparation: our students will be well-prepared to be effective contributors to the economic health and vitality of the State of California and beyond.
3. Personal and Social Responsibility: our learning environments will foster an appreciation of diversity, locally and globally, and a commitment to civic engagement and sustainability.

**Theme 2.** Brian Oppy reviewed Theme 2: Cultivate a Culture of Excellence in Teaching and Learning.

Learning is at the heart of all we do. Thus, we strive to cultivate a culture of excellence in teaching and learning for students, faculty, staff, and administrators. Doing so honors our Normal School heritage and ensures our ability to serve our undergraduate and graduate students in the 21st century and beyond.

1. Provide Institutional Resources and Support for Pedagogical Excellence: We provide educators with opportunities for continued professional pedagogical development.
2. Innovate Curriculum: Create effective processes that will lead to thoughtful review, modification, diversification, and renewal of our curriculum.
3. Commit to Continuous Improvement: In examining and reflecting on teaching and learning practices, we will be mindful of our current practices, goals for improvement, and strategies for achieving those goals.

**Theme 3.** Robert Knight reviewed Theme 3: Build and Sustain Community.

Creating and sustaining communities are integral for our collective success, including the success of our students. Building community reflects the fundamental human need to belong and manifests our commitment to the greater good. Community fosters our unique sense of place and is an essential aspect of the Chico Experience. Community grounds us in the local and connects us to the global.

1. Mentoring to support the success of students, faculty and staff
2. Collaborative communication to strengthen our academic community on campus (*in-reach*)

and our ties to the broader communities we serve (*outreach*)

3. Foster a stronger sense of academic community

**Theme 4.** Paula Selvester reviewed Theme 4: Foster Faculty Renewal and Sustainability.

The Academic Plan represents an opportunity to reflect collectively on the quality of faculty life in a context of rapid change and to renew our investment in individual faculty excellence and build an academic community that supports the success of our students and our collective success and well-being. A diverse and highly-qualified faculty is a fundamental value of our University and critical to the success of our students.

1. Assess faculty workload: Align workload with the faculty responsibilities (teaching, research, and service).
2. Faculty Development: Promote the philosophy of the Teacher-Scholar and design clear department standards and practices for retention, tenure, and promotion. Support all faculty with mentoring programs that serve to guide their professional lives.
3. Compensation: We are committed to improving faculty salaries and compensation at Chico State. Salary inversion, compression, and stagnation at all ranks, affect our ability to attract and retain highly qualified faculty. We are also committed to a clear and transparent process for requesting promotion salary increases or market increases.
4. Sense of Belonging and Well Being: Commit to a climate of trust, shared decision-making and transparency to build the collective campus community, strengthen our culture of teaching and learning and promote productive, creative, satisfying work environments for all.

**Theme 5.** Annette Heilesen reviewed Theme 5: Foster Staff Renewal and Sustainability.

We recognize that staff, individually and collectively, are essential contributors to the educational experiences of our students and the mission of our University. We will strengthen our focus on staff excellence, professional development, wellness and diversity.

1. Recruit and retain a diverse and talented staff.
2. Strengthen and increase opportunities and support for professional growth, development of job skills, and wellness activities.
3. Sustain and enhance flexibility in the workplace and workforce.

**Theme 6.** Judith Hennessey reviewed Theme 6: Implement Highly Effective Administrative Processes.

We will strengthen the effectiveness of administrative processes to support data-driven decision making in support of our shared priorities. All administrative processes must support the University's Mission including student success, academic community and the wise stewardship of resources.

1. Strengthen the organization and provision of data to enhance decision-making focused on the data-needs of various stakeholders in Academic Affairs and the goals of the Academic Plan: Student Success and Building Community.
2. Streamline administrative processes to ensure that all actions are appropriate to the task, focused on the University's mission and supported by effective technologies, forms, platforms and related tools.
3. Support professional development opportunities for administrative staff and managers to enhance effective management, increase necessary capacities and skills and cultivate academic leadership at the University.

Selvester called for a discussion of general impressions regarding the document. Senators shared a wide range of concerns and observations.

- There is no mention of diversity, underrepresented students or minorities in the Preamble and little mention later.
- Notable mention is made of sustainability throughout the document.
- The Academic Plan is an Academic Affairs document; however, it crosses over to other areas, especially Student Affairs. Elrod noted that other areas are reviewing the document. We are asking the questions: What can only Academic Affairs do; and “where we need to partner and with who and about what.”
- The Academic Plan is beautiful in that it breaks down silos. “We can’t silo our divisions any more than we can silo our disciplines.
- The document may be promising too much. Implementing the document will be expensive. We may not be able to realistically meet goals in the document with the current budgetary environment.
- We have a very well-crafted and “beautiful GE (General Education) document.” However, we added two extra writing intensive courses that the state does not ask us to do. “It’s a farce.” We started off with a “grand goal” of 25 student in a course, “and blew it out of the water in one semester.” So then we went to 30 as the cap, “and we’ve been lying every sense.” How many WI courses have 30 students? And then we said that faculty teaching WI courses would get assistance. “They didn’t, at all.” We tried to commit to a very high quality written communication approach. But it’s expensive, and we couldn’t support it. “We didn’t have the money and we still don’t have the money.”
- Elrod noted that it all boils down to managing our academic resources in the best way to support our mission and our goals. “If we can’t afford it, is it the right thing to do? Do we need to reconsider it? To modify it? To do something different or something else.”
- “We can’t just keep planning academic programs without the money.” We need to consider:
  - What are our actual academic program priorities
  - Where we get new money that the state does not give us
- Zingg noted that we are operating on a 20 year old budget model that is based on percentages to divisions. We need a more flexible budget tool that gears in allowances for determining “what we want to get done.” A tool that takes into consideration our mission, values, and commitments. We must engage *seriously* in discussions of “what we would *like* to do and what we *can* do.” Consider template:
  - What is central
  - What is essential (necessary)
  - What is vital
- We need to be rethinking the budget in terms making decisions within the context of our priorities; not just they get that much, and they get this as indicated on an outdated budget model.



- Elrod noted that Loker and the Academic Plan members are collecting feedback on the draft plan and will use this to revise the draft. From there we are going to have to figure out how to create timelines, priorities, and attach metrics. We are starting to think about how the Academic Plan will connect with the University Strategic Plan.

Loker recognized Selvester's leadership in making the Academic Plan a reality [round of applause].

11. Ask the Administrator.

Kaiser noted that we modified the WI (Writing Intensive) cap from 25 to 30 in the GE document approved by the Academic Senate (May 15, 2013). "I would like to see what the caps (actual numbers) have been in each college since that time to see if there are colleges that suffer more than others, and it might be a budgetary impact as well."

Tinkler noted concern over the Live Scan (background check) requirement for candidates for positions. It is expensive and does not project a welcoming experience to candidates. Hoffman noted that the requirement is particularly critical to staff positions that have access to certain levels of data. She will request Sharon Abernatha, Assistant Vice President for Staff Human Resources, to provide a comprehensive clarification of the Live Scan requirement. Meadows specifically requested that the status of Live Scan requirements on faculty candidates at other CSU campuses be provided. Selvester inquired if the Live Scan policy was vetted with the chairs and deans. Hoffman will check with Abernatha.

Roll expressed appreciation for adding a second graduation ceremony for MSW students and thereby allowing the ticket quota per student to be increased from two to seven or eight. Thanks to Hoffman and others who made that happen.

Heileson expressed appreciation over efforts toward staff renewal. Zingg noted that we've already made an investment to strengthen staff in HR in order to more rapidly process in-range progressions and range elevation cases. We have a report available that will soon be posted on the HR or Provost Office website. It will provide a history, going back several years, of what happened to requests, including the number and percentage of requests broken down by the various divisions. Zingg noted that he thinks over 50% of requests were successful. "And it's more, I think, than the systemwide average."

Ratekin inquired regarding numerous students recently missing classes due to Greek activities. She has not experienced this before. "What's going on?" Zingg responded that he will try to find out what the circumstances may have been.

12. Other.

No other items were brought forth.

13. Adjourn.

The meeting adjourned at 4:38 p.m.

Respectfully submitted,

Joe Crotts, Secretary