

# **California State University, Chico**

Academic Senate  
(530) 898-6201, Zip 020  
**M E M O R A N D U M**

## **ACADEMIC SENATE MINUTES**

Thursday, April 02, 2015, 2:30 p.m., K-207/209

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

**ABSENT:** Calendrella, Smits

Elrod welcomed Acting President Rollin Richmond to the Academic Senate. Richmond recently retired from Humboldt State University, serving as president from 2002 to 2014. Richmond noted that he likes to “be involved right away” and expressed appreciation to the open and welcoming reception he is receiving campuswide that is allowing him to feel most comfortable and positioning him to get involved from the get-go. Richmond noted the bus accident on April 10 of last year and how President Zingg and Chico State were “so helpful and made a big difference to those students and their families.” Seventeen of those students on that bus ended up enrolling at Humboldt. Richmond reported that Zingg is recovering well—“up, walking, and exercising.’ A vigil for those students and staff who died in the bud accident will be held at Humboldt on April 10, 2015, and he will gladly provide details to anyone who might like to attend. “I am pleased to be here with you for next few months, and if you think I am doing something bad, *please, please tell me.*” The thing I most care about is “what it means to students.” Should I do something that might not be perceived as beneficial students, “I’d like to hear about it.”

1. Approve Minutes of March 12, 2015.

The minutes were approved.

2. Approve Agenda.

The agenda was approved.

3. Announcements.

Sistrunk announced that, on behalf of a curriculum group, started by former Provost Wei and continued “most gracefully, energetically, and importantly” by Acting Provost Elrod, the proposed degree in Interdisciplinary Sustainability and Resilience “has been conceptualized” and is ready for release to the general university community for input about courses and any other “complicated matters.” The input will be shared with a broad range of groups including CAB, CAD, and the Council of Chairs and we will have public outreach meetings providing opportunities for input about the program.

Thompson announced that CELT will sponsor a “Supporting International Students” panel discussion on April 07, 2015, from 2 p.m. to 3:30 p.m. in SSC 150.

Thompson announced two Master of Fine Arts Exhibitions: “Maker” by Chaz Martinsen, April 6-10, 2015, and “Into the Earth: An Artist’s Exploration” by Linda Neely, March 30-April 02, 2015. Both exhibitions are in the University Art Gallery in Taylor Hall 100.

Baumgartner announced Student Affairs will host a “diversity poster session” on April 03, 2015, from 8:30 a.m. to 10 a.m. in Colusa 100.

Kirchoff extolled the Nursing School for its long tradition of recognition and receiving honors and “how significant the Nursing department is to the university,” and inquired to Rowberg, “Would you care to comment?” Rowberg noted that Chico’s School of Nursing has been ranked 10 out of 442 nursing schools nationwide.

Roll announced that Schulte requested she announce that a CSU lecturer’s conference on shared governance will be held on April 18, 2015, at CSU, East Bay. Sistrunk will represent Chico at the conference. “Thanks, Tim.”

Selvester announced that Roll has been named a Lantis Scholar. (The awards are \$40,000 each, which can be spent on release time, travel, laboratory equipment, or a summer salary.) The award period will begin July 1, 2015, and continue for a minimum of 12 months but no longer than 36 months from the time of the award.

McCabe announced that the next Chico Great Debate is on April 03, 2015, from 9 a.m. to 5 p.m., in the Chico City Plaza and the City Council Chambers. A debate will be held in the City Council Chambers in the evening. The Great Debate topic this spring will focus on technology, and particularly controversial issues related to technology. Some 2000+ students are expected to attend. McCabe encouraged faculty and staff to attend. “Having the public there is very meaningful for students.”

Kipnis announced that the Nursing School will host a Poster Research Day on May 06, 2015 in Colusa Hall.

#### 4. Discussion Item – CSU Chico Draft Letter Regarding Indiana Legislation.

Richmond distributed a draft of a memorandum intended for campuswide distribution regarding the “Indiana Religious Freedom Act.” Richmond noted that two CSU campuses, San Francisco and Humboldt, have distributed letters. Selvester noted that support from the Academic Senate would make a “very powerful statement” in support of the document. Senators shared observations regarding the draft and suggested minor tweaks to the document. Richmond will take these suggestions under advisement in developing the final draft. Richmond inquired, “Paula, would you and your colleagues like to sign your names to the bottom too?” Selvester replied, “It would be my pleasure to be a part of that.” The Academic Senate responded with a unanimous and loudly applauded acclamation of support for the letter.

#### Final Draft of Richmond’s Letter

Dear Students, Faculty, and Staff:

Like several of my colleague presidents in the CSU, including President Zingg, I was distressed when I learned that the Indiana Legislature and Governor had passed a law, “Religious Freedom Restoration Act (RFRA),” that would allow businesses to discriminate against individuals on the basis of sexual orientation or gender identity. The reason this law is so distressing, as opposed to other laws in several other states, is that the State of Indiana does not have other civil-rights laws in place that would protect members of the LGBTQ community from discrimination. Their efforts to amend the legislation should be applauded, but it does not go far enough. The original intent of these RFRA laws was to prevent individuals from being victimized because of their religious beliefs, not to allow for discrimination because of their beliefs.

While I have been here only a few days, it is clear that Chico State holds dear the values of multicultural respect, awareness, and understanding. As a campus we pursue diversity not just as an idea to embrace, but as a community to form. We have worked hard in the past few years to provide a more inclusive environment, such as Conversations on Diversity & Inclusion, Global Voices, Women’s Leadership Roundtable, the REACH program, and the new gender-neutral restrooms.

The California State University has long endorsed the value of diversity among our students, faculty and staff. Our campus and community are better served by building environments that include, rather than exclude, and encourage the expression of diverse perspectives. It is a pleasure to be a part of a significant institution that provides opportunities for people from many different perspectives and backgrounds to be part of our community, regardless of their sexual orientation, gender identity, and/or gender expression.

Let's do all we can to assure our friends, colleagues and others that we do not support the approach currently being taken by the politicians of Indiana and will do all we can to encourage them to change their minds.

An earlier draft of this announcement was reviewed by the full Academic Senate during their meeting on April 2<sup>nd</sup>. The Senate unanimously agreed to be listed as a signatory on this announcement and made several good suggestions for modification that are included above.

Rollin C. Richmond

Acting President

Academic Senate of the California State University, Chico

Professor Paula Selvester, Chair

## 5. Chair's Prerogative.

### A. Resolution Update.

Selvester reported that the Resolution Response Team is meeting regularly to consider issues brought forth from a variety sources, including the Questionnaire (distributed late spring, 2014) and faculty, staff, and administrators. President Zingg's illness “slowed things down a bit.” But the team has met with (acting) President Richmond, “and I also met with President Richmond and Chancellor White...and we have agreed to move forward and continue meeting.” We are moving forward and plan on having a summary report of “work to date, discussions to date, topics to date, and proposed solutions and actions we have agreed upon by the next senate meeting.” Richmond will share the report with President Zingg prior to presenting the report to the Academic Senate.

### B. IT Audit (Hendricks).

Mark Hendricks, Information Security Officer, reviewed the IT information security audit. The audit was conducted during the summer of 2014, and the results have only recently received. The overarching goal of IT security is to “protect people and sensitive data of others.”

### **Audit Criteria**

Our audit was based upon standards as set forth in CSU Board of Trustee policies; Office of the Chancellor policies, letters, and directives; campus procedures; and other sound administrative practices. This audit was conducted in conformance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

This review emphasized, but was not limited to, compliance with:

- ICSUAM §8000, Information Security
- ICSUAM §7000, Identity Management
- Government Code §11549.3
- International Standards Organization 27001, Information Security Management System Stds.

### **Observations, Recommendations and Responses**

1. Inventory of sensitive data – had not been completed by the campus
2. Server administration - administration of decentralized server environments
3. Vulnerability management - critical vulnerabilities that were identified not corrected
4. Firewall settings – evaluation of firewall configuration settings
5. Web application development - decentralized departments not following standards
6. Desktop software management - Inadequate control over workstation security
7. Password standards - password authentication systems not in compliance
8. Internet threat management - inadequate monitoring and identifying of internet threats
9. Payment Card Industry Standard - not fully compliant with PCI data security standards
10. Incident reporting - process for reporting lost or stolen computers required improvement
11. Transfer of protected data - inadequate control over equipment assets
12. Review of security event logs - process for reviewing security event logs was inadequate
13. User access privileges– process for monitoring user access required improvement.
14. Identity validation – lack of a process for contractor/vendor identity validation
15. Privileged access - process to manage privileged access required improvement
16. Security awareness training - all faculty and student employees with access not trained
17. Confidentiality agreements - did not require faculty and represented student to sign
18. Record retention and disposal - campus had not implemented record retention practices
19. Remote access to campus systems - access from unsecured remote workstations
20. Cloud computing policy – lacked policy to address security of sensitive data stored in cloud
21. Email policy - campus email policy had not been formalized or implemented

The 2008 IT audit found 28 findings in over 40 areas. The 2014 IT audit found 21 findings, also over 40 areas “that the campus needs to address.” The 21 findings include “about 21 “gaps” that need attention. The recent audit at Humboldt identified only four gaps. Chico has perhaps the most findings of any CSU campus in this round of audits, “as they did in 2008. We have developed a Campuswide Communications and Response Plan as part of our response plan strategy. We have been aware “of all these findings since fall of 2012.” This campus was far ahead of other campuses at one time, and I our data warehousing information was copied by other campuses. However, there was a lack of investment over the last several years, “and now we are behind.” We now have the ability to quickly get caught up, and we are doing so. “We are well on our way to becoming compliant.”

Hendricks reviewed the Audit Criteria and findings (Observations, Recommendations and Responses). Several highlights were noted and most of the 21 elements in the list were briefly noted. Hendricks noted that this campus has experienced only one breach, because “up until now the campus wasn’t maintaining any locks.” All servers will be required to be scanned for vulnerabilities. Hendricks specifically noted numbers 16 and 17. Successful fulfillment in these areas “will really help us in being compliant.” Hendricks concluded the review with: “This is going to change campus culture.”

McCabe added that “We should take training very seriously. The litigation aspect is absolute, astronomical, and critical.” Hendricks added that there will be “no slow down” in server and workstation functions. Selvester noted that a committee to address issues from the audit is being formed (“Standards and Procedures Review Group”) and a representative from the Academic Senate is needed.

## 6. Standing Committee Reports.

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

EPPC did not meet since the previous Academic Senate meeting (March 12, 2015).

In lieu of the March 26, 2015 meeting, the majority of EPPC members attended the Research Foundation Board meeting.

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

In its meeting on March 26, 2015, FASP made the following decisions:

- New EM: **Instructionally Related Activities Committee** passed as Introduction Item.
- New EM: **University Ombuds Office** passed as Introduction Item.
- New EM: **Policy on Student Evaluation of Teaching** passed as Introduction Item.

### **C. Executive Committee – Crotts.**

The Executive Committee met on March 27, 2015.

Acting President Rollin

Richmond was welcomed to the committee.

Discussion focused primarily on

- Exceptional Service Assigned Time (ESAT) document passed by the Academic Senate on March 12, 2015, and specifically the Appeals Committee
- Enrollment Management Advisory Committee (EMAC) resolution
- Information Technology (IT) audit
- Policy Hub: Policy Management Software
- Background checks for new hires and final candidates

- Agenda for UBC meeting in mid-April

The agenda for the Academic Senate meeting on April 02, 2015 was approved.

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

Roll, for Schulte, noted the links to the following reports:

BOT Meeting on March 2015 and GEAC Report on March 2015.

Roll reported that some senators on GEAC (CSU General Education Advisory Committee) have made some inquiries to the CSU Assistant Vice Chancellor for Technology Programs regarding CourseMatch. If you have questions regarding CourseMatch, please get in touch with Schulte or Kaiser.

#### 8. Associated Students – Herren.

TO: Academic Senators  
California State University, Chico  
FROM: Taylor Herren and Michael Pratt  
DATE: April 2nd, 2015  
SUBJ: Associated Students Report

The Student Academic Senate is currently working on a White Paper regarding Shared Governance. The draft will be on the agenda at the upcoming Student Academic Senate meeting on April 8th. The next meeting agenda will also include a Resolution from the Community Legal Information Center regarding the need for academic space on campus in recognition of CLIC as an Academic Program.

The Associated Students Board of Directors met with Chancellor White and Acting President Richmond on March 27th to discuss the changes in campus leadership with President Zingg on medical leave. A written report was given to the Chancellor and Acting President and outlined the issues and initiatives that are of importance to the student body. These topics included the Wildcat Statue project, the Rally Against Violence and the work of the Wildcat Welcome committee.

The Associated Students, Alumni Association, Student Life and Leadership and Athletics continue to work with the Campus Planning Committee to finalize the Wildcat Statue project. Matthew Gray Palmer was selected as the artist for the project. The group is currently discussing potential locations for that statue with a goal of having that decision finalized by the end of the semester. The next Campus Planning Committee meeting is scheduled for April 9th.

A *Rally Against Violence* took place on March 11th. Several hundred students marched to the downtown plaza to publicly protest the recent violent acts that have impacted the community. In particular, students were protesting the death of their peer, Travis Powell, who was killed by a stray bullet at a house party in early March. There is a follow-up event planned on April 7th in which the students plan on attending the City Council meeting and speaking to Chico's elected officials about these recent tragedies.

The Associated Students participated in the *This Way to Sustainability* Conference that took place on March 26th and 27th. The Associated Students Green Events Consulting Team worked to make this conference a zero waste event and student leaders helped guide a

campus sustainability tour for attendees.

The Associated Students finished accepting applications for elected officer positions with 27 qualifying students running for 15 positions. Campaigning starts on April 1st and voting will take place online at [aschico.com](http://aschico.com) on April 15th and 16th. Please send any inquiries to the Elections Coordinator at [aselections@csuchico.edu](mailto:aselections@csuchico.edu).

The Associated Students Board of Directors approved language for an Advisory Measure that will be included in this year's campus elections. The ballot initiative will survey the student body on their interest in sustainable food and the Associated Students committing to the Real Food Challenge. The Real Food Challenge requires signatory campuses to purchase 20% of their food from a local, organic or fair-trade vendor by 2020. More detailed information about the Real Food Challenge can be found by clicking [here](#).

The Associated Students Community Affairs Council hosted the fifth annual Cats in the Community Day of Service on March 31st. The event took place on Cesar Chavez day and over two hundred students volunteered at dozens of sites throughout the Chico community with the event culminating at the WREC center for a celebratory BBQ.

The Associated Students Diversity Affairs Council will be hosting the 41st annual International Festival from 11:00am-4:00pm on April, 2015 on Glenn Lawn and Trinity Commons areas. The event is free and provides multicultural organizations the opportunity to showcase their culture to the campus and community through the expression of music, dance, food and more. There will be booths displaying and selling cultural arts, crafts and food as well as live performances and music entertainment.

Any questions, comments, or concerns can be directed to the Chair of the Student Academic Senate, Michael Pratt, at [asunivaffairs@csuchico.edu](mailto:asunivaffairs@csuchico.edu) or to Taylor Herren at [aspresident@csuchico.edu](mailto:aspresident@csuchico.edu).

Pratt added that the inaugural year of the Student Academic Senate was nearing completion. Student representatives from HFA and ECC are needed. Associated Students elections are April 15 and 16. Candidates will speak at the Candidate Forum on April 13 at 7 p.m. in BMU 203. Selvester inquired regarding accounting for student officer campaign expenses. Candidates with higher campaign chests could be seen as an equity issue. Herren is not aware of any formal accounting or any candidate expenditure caps in place.

#### 9. Staff Council – Heileson.

Staff Council Report

March 09, 2015

Ford, for Heileson on behalf of Staff Council, expressed appreciation to Elrod and Hoffman and the administration for supporting and partially subsidizing the ticket price for the Staff Council Annual Awards Luncheon.

Following is an excerpt from the minutes of the Staff Council meeting, March 09, 2015. The

full minutes are linked to the Academic Senate agenda for April 02, 2015 (<http://www.csuchico.edu/fs/senate.shtml>) and available from the Academic Senate Office.

#### Human Resources – Sharyn Abernatha:

- The interview for the Chief of Police is today.
- There are lots of classes scheduled. University Staff Development Program is sponsoring a course on “Insight Report Training” to learn how to get financial information out of Insight. There is also “Caregiver’s Support Group” for staff. They are doing a “Planning Ahead Series” which includes classes in trusts and wills, a presentation by Lori Hoffman on “Best Options at the University”, and presentations for the retirement program geared for those closer to retirement. Also there will be a discussion with retirees to hear about their experience. A class on “Working Relationships” is also on the schedule. HR & payroll are very busy right now trying to get everything done with the raises.

Their office also spends time with people educating them on their rights, how to get insurance, etc.

- Passages recently reached out to assist a staff person to explain what services were available in Chico to help him.

Rachelle Sousa asked about Insight.

*Answer:* Insight is a reporting tool that is built on top of our data warehouse. Becky can help with ideas on what types of reports are in Insight. The training mentioned by Sharyn is specifically targeted for financial reporting.

#### Payroll & HRIS - Rebecca Cagle:

- Payroll is “up to their eyeballs” in salary increases. March is full of more CMA increases and other salary adjustments as well as system-wide equity increases. Payroll is working lots of overtime to ensure increases are processed. Be nice to your payroll techs! They are also working on Unit 9 and Unit 1 increases. In April will be the SUPA increases for Unit 8. Also faculty-wide campus increases should be processed in April as soon as they have the technical letter. Once the technical letter is out it will define the “who, what, when, and where” for the increases.
- HRS is also working with IRES for an upgrade to the Insight environment where all HR reporting is done. They will be talking with their functional user groups to see what is and is not working.
- HRS is involved in the CMS reauthorization of the administrative accounts for CMS access. Emails have gone out and things are working smoothly. Email account that is tracking any issues [CMSsecurityreauth@csuchico.edu](mailto:CMSsecurityreauth@csuchico.edu).

#### Associated Students - Taylor Herron and Michael

##### Pratt: Taylor Herron –

- Applications are now available for students who are interested in running for one of their positions or want to be considered for one of the elected officer positions. Please share this information with students. Election applications are due March 23<sup>rd</sup>.
- This is the time of year that AS organizations and offices are looking to hire students.

Please encourage students it is that time of the semester.

- This Cesar Chavez Day will be the 5<sup>th</sup> Annual “Cats in the Community”. This community service event started as an intentional effort for students to recognize why we have the holiday. It also considers a safety and community aspect as well as the cultural

perspective and the cultural aspect of the holiday. It is a means to celebrate in a way that honors Cesar Chavez. Everyone is welcome.

- Taylor will be at the luncheon and has only two more Staff Council meetings after this.

Michael Pratt:

- The *Student Academic Senate* will be shuffling around its committees and there will be one less committee to participate on. One of the major projects now is shared governance. They are putting together a paper that combines policy evaluation and a policy proposal. They would like input from all stakeholders on campus (staff, faculty, and students) to put together what current practices exist, what are the best practices across the system of other colleges and universities, and what they can do to improve the current system. If anyone would like to be involved let him know.

Taylor Herron:

- As part of her role with AS, Taylor did some work with CADEC this past year on a program call NCHIP (National College Health Improvement Program). Our university financially supported them this year. Their focus is on safety but more specifically health risks associated with high risk drinking and general student life. She has been on this project for 18 months and presented to Student Affairs their first comprehensive evaluation. If you have an interest in being in on the conversation of the drinking culture and student safety, that is the group to go to. Part of their conversation was to inform Student Affairs they have worked on this program and are looking for collaborators.
- Taylor also spent about a week in DC and New York with President Zingg. The CSU does a Federal Advocacy Day and they met with their California representatives and other staff in Washington DC.
- Taylor and Michael spent the last weekend in Sacramento at the California Higher Education Student Summit to do advocacy work on state level. Also in attendance were 5 students at large and another AS student. They are out there trying to raise money for the CSU. The CSU is truly the only higher education institution that actively lobbies and campaigns and has the students involved in it.

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

- Blood Drive is tomorrow, March 10<sup>th</sup>. If you donated in January you are eligible to donate now. You can make an appointment to speed things up. Laurie gave blood 2 months ago; they did not take people in the “express” lane. Melanie will mention this to the director.
- Staff Award application is open until March 30<sup>th</sup>. There is an announcement out with information. There will be two \$500 awards. Erin will be tagging committee members to review applications. They will announce the recipients sometime in April. Melanie will send the link to staff council members.
- Staff and Faculty Art show applications are through March 25<sup>th</sup>. A group can submit a single piece together. Up to 3 pieces can be submitted. The reception is May 7<sup>th</sup>. Erin might ask for help with setting up the tables for reception because FMS cannot help this year due to the early graduation.
- “Up ‘til Dawn” event was held on Feb 27<sup>th</sup>. Students were there and it was lots of fun. Photos on the webpage and you can look at the Up to Dawn page to see where they are financially.

They are lagging a little bit with donations. The site is open until May if you want to still donate. They are happily accepting other donations such as checks, etc.

#### Ways and Means – Rachelle Sousa

- The luncheon date was changed to April 16<sup>th</sup> and the committee has met. The video shoot will be April 6<sup>th</sup> and 7<sup>th</sup>. Rachelle will let the committee know how they can get involved. It will be done at different locations including the farm. There are three songs in the video: “Shake It Off,” “Happy,” and “Roar.” The video committee (CMT) is awesome. Hats off to each other...any ideas? If you are a dancer that can do some easy, fun, moves or have clever ideas, it would be helpful to the committee. President Zingg will be in the video his year.
- Melanie will go out and take photos of different buildings, different groups, for a looping slide show during the luncheon. This year’s video will be the kickoff. Be sure to wear a hat for department photos. Melanie will email everyone when she can come by or when she needs photos if we are sending them.
- Raffle monies counted by Dana, Margie, and Jackie. Thank you for volunteering your time for this job. The raffle raised a total \$2246. They had tons of prizes. The Staff Luncheon will take any help they can get for the luncheon.

#### 10. University Report – Richmond/Elrod.

Richmond noted that he will be on campus two to three days each week. However, “You are welcome to contact me any time.” Richmond noted how impressed he is with two things. First, “You are struggling with maintaining senior leadership here at the university which is critical to the future of students.” “This something I hope you will work with the administration on to get some people nailed down.” Second, I am very impressed with the existing vice presidents that you have. Susan Elrod is “very thoughtful and focused on the needs of students.” “Lori Hoffman has a very difficult program to run.” “I know I struggled at Humboldt with vice presidents for administration and finance, and I think you are very, very fortunate to have Lori here with you.” I have not gotten to know Drew Calandrella very well yet as he is at the Chancellor’s Office this week and some of next week; but from what I have become aware, I certainly look forward to working with him.

Elrod updated senators on the status of dean searches. The BSS dean search has concluded with the selection of Interim Dean Eddie Vela as the permanent dean. The ECC dean search has been narrowed down to finalists. The Library dean search is now being advertised. E.K. Park, Dean of Graduate Studies and Vice Provost for Research, is stepping down at the end of the academic year. If you are “compassionate about research” then you should consider applying for the position. Elrod reported that the Research Task Force has met. Questions regarding salary equity adjustments should be directed to Wenshu Lee, Associate Vice President for Faculty Affairs. The Campus Climate Questionnaire working group is near completion of the final draft of a survey for distribution in early May. Elrod encouraged faculty and staff to take the survey. The greater the response, the more meaningful the data will be. The goal is to distribute at least a summary of the results of the survey by the end of the academic year. An annual survey is planned. Elrod assured participants of the “absolute anonymity” in completing the survey. Selvester added that the survey will “focus on morale and working conditions.” “Be as honest as you can.” A group will be formed to “decide what

happens to the data when we get it back.” Elrod noted that a student survey from (UCLA’s HERI--Higher Education Research Institute) will be distributed during the week of April 06-10, 2015.

**11. Proposed Change to FPPP: Definition of Office Hours – FASP – Action Item.**

Sistrunk moved Proposed Change to FPPP: Definition of Office Hours as an action item. Sistrunk noted that the FASP subcommittee consulted with deans and chairs in developing this proposal. The proposal decreases the *minimum* number of hours for instructional assignments of 12 WTU or more for all faculty (tenured/tenure track and temporary) from five to four hours each week. This brings the requirement for tenured/tenure track faculty into consistency with full time temporary faculty (who were required to have one office hour for every three WTU for a total of four hours per week) and recognizes that faculty may engage in office hour communication (e.g., electronic communication) beyond formally scheduled office hours.

Some concern was noted by senators over office hours for online classes and maintaining office hours in remote locations. Mills noted that there are office hours and there is “student contact.” This document is not perfect, “but it is much better than what we have now.”

**Vote:** Proposed Change to FPPP: Definition of Office Hours passed as an action item.

**12. Proposed Change to FPPP: Faculty Code of Ethics – FASP – Action Item.**

Sistrunk moved the Proposed Change to FPPP: Faculty Code of Ethics as an action item. This document is “the work of a very distinguished group of people, including innovators and scholars among us who were involved in the Title IX committee.” “It replaces older language with more contemporary language with more contemporary understandings of professional responsibilities that faculty have” regarding professional relationships.

Meadows characterized the essence of the document to make the learning environment “a fair and unbiased place; don’t be creepy; respect your colleagues; and respect your students.” Mills added that there is no prohibition on relationships between faculty and students; but great care must be taken that relationships do not lead to advantages or disadvantages to anyone involved. “It’s all about the power that a faculty member has over students.”

Discussion focused on the text:

Because romantic or sexual relationships between faculty member and student contradict these principles, we strongly discourage and avoid such relationships. Faculty-student personal relationships of any kind should not hinder the student's academic progress or create a situation in which a student is advantaged or disadvantaged on grounds other than academic performance.

A move was made and seconded to amend the document:

~~we strongly discourage and avoid such relationships.~~

such relationships are strongly discouraged and should be avoided at all costs.

A move was made and seconded to amend the amendment:

~~such relationships are strongly discouraged and should be avoided at all costs.~~

we strongly encourage that such relationships be avoided.

**Vote:** The amendment to the amendment failed.

**Vote:** The amendment failed.

**Vote:** Proposed Change to FPPP: Faculty Code of Ethics passed as an action item.

At this point, Selvester recognized Eddie Vela, the new Dean of Behavioral and Social Sciences (BSS).

13. Nominations Are Open for Senate Officer Positions. Nominations Close April 16, 2015.  
(The positions are: chair, vice chair, secretary, EPPC chair, FASP chair))

14. Ask the Administrator.

a) Calandrella: Follow-Up Report Regarding Counseling Center (See Minutes of February 26, 2015 and March 12, 2015.

Calandrella could not attend the meeting and was represented by Deborah Stewart, Medical Chief of Staff of the Student Health Services, and Pedro Douglas, Associate Vice President for Student Affairs. Douglas noted that “the door is open to ask questions.” Reid expressed “a very strong feeling that “the decision not to hire tenure track faculty (for counselor positions) is purely economic.” The best counseling service is provided by faculty (counselors) who “are here for the long term.” Stewart responded that the practice of filling positions with non-tenure track hires is not based primarily on economic considerations. People trained and experienced in counseling are generally not familiar with the traditional concepts of tenure and accompanying personnel processes and expectations. They are focused on “assisting students and being a counselor.” They are hired with the status of faculty due to credential requirements. They are hired with the expectation that they will be here “for the long term, and they tend to stay.” We do not have a net loss in number of counselors since 2009-2010. The student generated workload is increasing (and on a nationwide basis) and we are “there is evidence that we are going to have to hire more counselors.” “We are right now hiring.” Richmond noted that over the past some 20 years, the number of students arriving on campuses with problems in need of counseling has increased from around 9% to 25%. He does not know if this applies to this campus, but we must be prepared to handle these students “who have potential to do damage to themselves and others.” Discussion among senators noted that academic tenure is not a guarantee that one providing the expertise and kind of service that is required. We need to pay these people what is conducive to getting properly qualified and skilled people. McCabe requested that we get data to “show us a snapshot” of usage of the counseling service here and staffing ratios here and at other institutions. Selvester noted that more discussion will come on counseling issues and concerns.

b) Abernatha: Follow-Up Report Regarding Questions Related to Criminal Background Checks (See Minutes of March 12, 2015. Sharyn Abernatha, Assistant Vice President for Staff Human Resources, responded to concerns regarding why departments must cover the fee for background—“criminal record”—checks. The cost should be seen as part of the “hiring or recruitment cost.” The fee is \$75 per check. In responding to senators’ concerns, Abernatha reiterated text from the memorandum from her and Hoffman to the Academic Senate on

March 09, 2015.

Prior to making an offer of employment but after applicants have been found to meet the minimum qualifications for the job, departments send the applicant to UPD to conduct a LiveScan. **If the applicant does not live close to Chico, the employee can be sent the criminal record check forms to have the LiveScan done in the area where they live.** Often it takes longer to get the results when they are conducted in another area of the state or out of state. Therefore, some departments send their three finalists for a LiveScan while they are visiting campus. **The decision to only LiveScan the applicant the department wants to offer the position or to LiveScan all the final applicants is up to the Department.** The final offer of employment is not to be made until the applicant has cleared the criminal records check. Otherwise, if the applicant is not cleared to work at CSU Chico, the applicant may have already left another job and would, therefore, be out of work.

The results of the LiveScans are confidential. **The law forbids the campus from sharing this information with those not explicitly designated to have this information (such as HR personnel, the background check coordinator, and others on a “need to know” basis).** If a person has convictions in the past but has rehabilitated, then that person is entitled to keep history private. Hiring departments are told that an applicant cleared or did not clear. In order to prevent management from being prejudiced against an applicant whose conviction does not disqualify the applicant (e.g., the conviction was many years ago and the applicant has a long, successful work career since then), the department is not told about the past.

If there is a “finding” (a conviction) on the records, a committee of three reviews the findings. The campus can elect to exclude a candidate from consideration for employment if the criminal conduct is job related and the exclusion is consistent with business necessity. The applicant is told that he or she may be excluded from consideration for employment because of past criminal conduct, and is provided with the information that informs the campus’s decision. The applicant is invited to submit information to respond to the criminal background findings, if they wish, to support a decision by the campus to go forward with an offer. The committee then conducts an individualized assessment to determine if the specific facts warrant not hiring the applicant.

Mace noted the potential for background checks to have a negative effect upon diversity in candidate pools—“It can work against diversity”—because certain groups may yield a higher rate of incidences that may trigger concerns, Abernatha noted that any “findings” from a background check are considered by the committee “against what the conviction is and what the position is.” Findings over eight years old are “usually not used unless they are related to the job.”

Boyd inquired regarding the utilization of the Center for Alternative Dispute Resolution. (The center is a pilot project for staff running through spring semester, 2015.) Abernatha responded, “It seems busy” and she will obtain data. Meadows inquired regarding rumors that BlackBoard is “going away.” Michael Schilling, Vice Provost for Information Resources, noted that “We certainly have not been notified of that.” “I believe the Chancellor’s Office is entertaining a potential RFP.” The Community Colleges are in the process of completing an RFP, “but [it is] unrelated to CSU.” If there was any movement on this campus to make changes regarding BlackBoard, “I hope I would be aware of it.” Schilling added regarding systemwide RFPs, “As you know, many are done but they are not mandatory.”

Ford noted that in the Academic Senate minutes for February 12, 2015, Zingg states, “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.” However, Richmond’s memo to the campus on April 01, 2015, states, “The total cost of our campus-based equity adjustments will be approximately \$750K in the first year.” Elrod noted that the amount of \$2M noted in the Academic Senate minutes may not be accurate and we will pursue the issue. With regard to the date of retroactive salary increases, the February 12, 2015 Academic Senate minutes state, “Salary adjustments will be retroactive to July 01, 2014.” However, Richmond’s memo to the campus on April 01, 2015, indicates that “campus based salary increases will be retroactive to October 1, 2014.” Elrod noted that “many dates were considered” and at the time July 01 surfaced as the most optimal date. However, October 01, 2014, was settled upon with the union as this date allows the maximum number of faculty to benefit from equity adjustments, including new hired and promoted faculty.

15 Other.

Tinkler noted that, according to recent reports regarding the “Indiana Religious Freedom Act” (see item 4 above), the Governor of Indiana has initiated efforts “to fix the law.”

16. Adjourn

The meeting adjourned at 5:08 p.m.



