

**California State University, Chico**  
Academic Senate  
(530) 898-6201, Zip 020  
MEMORANDUM

**ACADEMIC SENATE MINUTES**  
Thursday, September 15, 2016, 2:30 p.m., KNDL-207/209

*Academic Senate meetings are recorded. Traditionally the written minutes consist of a summary of topics discussed. For more detail, listen to the audio file [here](#). Time stamps for each agenda item are provided in parenthesis for convenience. For accessibility questions, please contact the Academic Senate Office.*

**PRESENT:** Allen, Boyd, Boura, Calandrella, Crofts, Ferrari (Meadows), Fleet, Ford, Heilesen, Hutchinson, Janos, Kim (Zartman), Kirchhoff, Kemper, Kipnis, Livingston, McConkey, McLemore, Pittman, Ponarul, Pratt, Ratekin, Roll (Wilking), Rowberg, Schierenbeck, Scholz, Schulte (Livingston), Seipel, Selvester (McConkey), Shepherd, Sistrunk, Stapleton, Sudick, Thompson (Shepherd), Traver, Ward, Watkins, Wilking, Wyrick, Zartman

**ABSENT:** Boura, Cross

Chair Boyd called the meeting to order at 2:35 p.m. and especially welcomed President Hutchinson and Interim Vice President of Business and Finance Hyatt to their first regular full Senate meeting. There was joyful applause. (3:14).

**1. Approve Minutes of May 5 and May 12, 2016.** (4:04)

Minutes were approved.

**2. Approve Agenda.** (4:33)

Agenda was approved.

**3. Announcements.** (4:51)

- Boyd welcomed the new Senator from the College of ECC, Greg Watkins.
- Fleet announced that the Student Academic Senate is looking for a Faculty Academic Senator to volunteer to join the student meetings every Monday from 1:00-2:00 (to replace Susan Roll, who is on sabbatical).
- Heilesen read a letter from Ricardo Carrillo, Mason in FMS, that thanked Paula Selvester, Betsy Boyd and the Academic Senate for allowing the vote of “No Confidence” to take place last Spring. This action, the Campus Climate Survey and the move toward new leadership has made a positive impact on the work environment and the abilities of staff to perform the services that the University relies upon.
- Sistrunk announced the CFA will hold a welcome back faculty gathering at Mom’s on Friday, September 23. Come and have a free drink, celebrate and share ideas with your colleagues from 4:30-6:30 p.m.
- He also noted that members of the statewide CFA bargaining team will visit campus on September 21 in KNDL 207/9 to hear input from faculty about what should be addressed in the next round of CBA negotiations.

- Boyd thanked the entire FMS team who did so much to refurbish KNDL 207/9 and preserve and beautify the tables (which she hoped might enjoy a long working life). She also noted that the Academic Senate Office has benefitted from the work of Tom Ussery and FMS with new paint and stenciling.
- Kirchhoff wanted to add his thanks for the new chairs that contrast so markedly with those used in the 70's and 80's that were straight-backed, wooden and immobile.
- Hutchinson hoped everyone could attend her Reception tomorrow night on the KNDL lawn which beyond its collegiality, she had heard might be surprising.

#### 4. **Chair's Prerogative.** (11:33)

##### A. **Graduation Initiative proposal – Discussion Item** (Fortin, Ward; Time Certain: 2:45 p.m.)

Boyd introduced Barbara Fortin to give some background information on the graduation initiative. She said Fortin, Mike Ward and Bill Loker had been working to meet Chancellor's Office requirements to submit Chico's proposal. Bill Loker appeared in FASP and EPPC to get initial feedback from faculty.

Barbara Fortin said on behalf of the Graduation Initiative team, she was representing Bill Loker, who is in Italy. The Graduation Initiative has been an effort across the CSU since 2009. The effort was renewed in 2014 with new goals and targets for the year 2025. In the Spring of 2016 during budget discussions, the governor and the state legislature asked why we were not looking at 4 year graduation rates from first-time freshman students and 2 year rate from transfer students in order to make the goals more ambitious. The legislature assigned \$35 M to incentivize the campuses for one time efforts for the 2016-17 budget year.

The CSU must submit a plan to be accepted by the Department of Finance and the Governor by September 30. In early August, the campuses were told they needed to put together a plan of short and long term goals by September 2, so that the Chancellor's Office can combine them for the system plan. Bill Loker had to consult with our Graduation Initiative team, which is made up of representatives from across the campus, to work to respond.

##### i. **16-9-2 Graduation Initiative 2025 CSU Chico Campus Plan 2016** (16:30) [http://www.csuchico.edu/fs/documents/academic\\_senate/2016-2017/9-15-16/4.16-9-2\\_graduation\\_initiative2025\\_csuchico\\_campus\\_plan2016.pdf](http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/9-15-16/4.16-9-2_graduation_initiative2025_csuchico_campus_plan2016.pdf)

Ward explained that six comparable institutions were identified by the Chancellor's Office and all their graduation rates were projected out to 2025 and our campus was compared to these to determine our goals.

Barbara Fortin continued that Chico is vying for about \$1.3M. Our plan identifies how we are considering spending the money we will probably receive. Focusing on our short term plans (on pg. 6) we will target the what were first-time freshman

students who are slated to graduate in 4.5 years, and the upper division transfer students moving toward 2.5 years to try to quicken their time to complete their degrees by a semester. The Chancellor's Office identified about 4000 students across the system in the first time freshman cohort they thought were on track to graduate in 4.5 years and asked the campuses to nudge those students to graduate earlier. If all the campuses succeeded in this short-term, the system could reduce graduation by 8%.

This is the group that Chico State has already started working on by analyzing the degree progress data and the smart planner data to identify who we might reach out to in order to provide opportunity to get out in Spring 2017. We have found 805 students that Loker has spoken to the Chair's council about already to give them a heads up about what the effort is. Short term plans include "staffing up" to assist these students, offering additional Spring course sections, incentivizing winter intersession and maybe paying graduation application fees. Other ideas include expanding U-courses and more supplemental instruction.

The other parts of the plan discuss ideas about longer term strategies like using more advising tools, and other things that will require a broader campus conversation to figure out. If we are successful with this short term strategy, it is hoped that the \$1.3M will become phase one of a more permanent funding.

Ward added that we have 400 students that started as freshman and 300 two year transfers that will graduate in 4.5 and 2.5 years. If we could reach out to these students we would have a huge impact on our 4 year rates, which is what the governor and legislature are focused on. In the CSU, we have focused on 6 year rates for very good reasons, but we will need to respond to the desire to cultivate "student success" that is coming from elsewhere that defines "success" as a shorter time to graduate.

Ward thought we would have to be strategic in the next year to figure out how to achieve our goals in the next nine years. Faculty can help by finding out what curricular barriers might be in the way of student time to graduation. We have degrees and programs that have unnecessary hurdles that unintentionally slow students. The Chairs will be asked to really look with the faculty at curriculum and see if things can be streamlined for efficiency.

Zartman expressed his appreciation for the work that people have done to move this initiative, but he wanted to point out that 100% of the students will never graduate in four years (like the engineers, or other intense fields). We may achieve worthy rates for people in six years. We should also look at the wonderful programs (like Study Abroad) that we are rightfully encouraging that will shave off what a targeted score is. He thought that people in Long Beach should work to educate those in Sacramento about these values so they are not short-sighted about what the mission of the CSU should be. We need to speak to the mission while we are doing these other things to curry favor.

Schierenbeck agreed with Zartman and added that most of our students have 20 to 40 hours of work a week and that the \$35M would be better spent lowering tuition for students to make college more affordable.

Crotts noted that in EPPC it was observed that on one hand we are supposed to get people to graduate in a timely manner and on the other we are accepting more students that are less prepared and need more remediation.

Sistrunk said that there is a powerful student movement that the CSU should move toward free tuition. The United States is after all the wealthiest nation that has ever existed in the history of humanity, and California is about the 6<sup>th</sup> or 7<sup>th</sup> largest economy in the world, and we are going to mess around with indebting out children through their lives.

Wyrick observed that the recent Wells Fargo corruption scandal shows that unreasonable targets can lead to bad behavior. He was struck by the goal that in nine years we will have ended the impact of privilege and racism and economic disparity on our students so that there is no more achievement gap.

Boyd thanked Barbara Fortin for stepping in on short notice. She also reminded senators that they represent constituencies and will be engaged in department and curricular conversations across campus. She hoped they would bring ideas, questions and concerns to Senate so that they can be communicated forward. This will be revisited in the future and a team from Chico will be going to the Graduation Initiative Conference next week in Long Beach and will bring back their reports.

#### **B. Consolidated Comments from “Visioning Shared Governance” Retreat**

Boyd. (37:21)

Boyd brought forward the comments of the varied break-out working groups from the Senate Retreat on September 1, 2016. We have an audio file linked inside this document. The meeting was not exactly closed, but was limited to senators only working on providing background for a Joint Statement on Shared Governance that herself, President Hutchinson, Michael Pratt as Associated Students President and, Annette Heilesen as Chair of Staff Council are drafting. This document will be a single page specifying the university’s commitment to shared governance practices. The comments are collected in no particular order and there are many ideas that will provoke more thought into the future.

#### **5. EO 1071 handout & draft EO – Discussion Item.** (40:17)

Boyd began discussion of the Chancellor’s Office Executive Order by asking Crotts to summarize the policy and discuss some of its implications and how we will provide feedback about it.

Crotts noted the title of the order is Delegation of Authority to Approve Subprograms

(Options, Concentrations, Special Emphases) and Minors which is basically anything below a major. The Chancellor's Office has requested campus feedback no later than October 15. He said concerns were discussed in EPPC on September 8, and the Executive Committee on September 9. The proposed changes are as follows:

- 1) Subprograms must have less than half of the discipline related credits in degree major programs. This has caused the most conversation.
- 2) New subprograms must be proposed to the Chancellor's Office and receive confirmation of policy compliance prior to implementation
- 3) Self-support concentration proposals must include a detailed cost-recovery budget.

Crotts read a summary of concerns raised in EPPC and EC. The 1<sup>st</sup> change would be retrospective and apply to undergraduate and graduate programs. As programs come up for their five year review they would need to come into compliance. The motivation for this EO seems to be that CSU will comply with federal guidelines about statistics reporting of IDS and WASC.

Possible solutions were discussed for the many departments that will fall out of compliance.

- Degree programs could increase the number of units in their cores
- Create new majors out of existing Options
- Splitting subprograms to require less than half the major requirements would impact Media Arts, Design and Technology; Art; Art History; Agriculture to name a few
- This bureaucratic process is time-consuming and can take up to two years
- Is the Chancellor's Office prepared for the possible onset of requests? The Chancellor's Office should create a separate streamlined process to expedite this new requirement
- Issues might arise with outside accrediting agencies of current majors

Livingston wondered if he might have the list Crotts just read for use in EMAC.

Meadows wondered if there was a clear rationale for this directive besides reporting data. Are all the changes that will happen across the CSU for mandated federal reporting standards? How do they make things better?

Crotts this was a major concern in EPPC and everyone remains unclear about the true purposes are.

Wilkling pointed out that the reaction that units might be increased to change an Option to a major, seems to contradict the rationale of the Graduation Initiative.

Ford admitted that the Math Department is out of compliance despite the fact that they have a substantial core. If this goes through, it would force Math to streamline, but not necessarily to the benefit of students. He asked what others would do?

McConkey responded that in Music they would probably apply for new majors, which is

not necessarily a bad thing.

Meadows said the same thing would be done in Media Arts, Design and Technology which would strengthen their Options and weaken the core, which might be positive.

Rowberg said that the undergraduate major in nursing is packed with 60 of 120 units and nothing can be shortened because of accreditation. In the graduate program, the Options are only 1 unit out of compliance which represents a lot of work for very little.

Schierenbeck was amused because the botany master's courses were taken down to an Option, and since they are now not in compliance, they will have to become a major again.

Wyrick thought about the program with just two Options that must now decide which one will become take on a new name and the other must apply as an option in relation to it. What will be the strategy to evaluate which one the CO will prefer.

Pittman noted that Social Work is mandated to have a particular number of units in a particular form which puts them out of compliance. He asked again: What is the rationale for this?

Boyd encouraged people to send her their feedback to send to the Chancellor's Office. This will probably appear in departments and other places, so please bring back any impressions you learn.

## **6. Standing Committee Reports. (53:53)**

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

Crotts said EPPC had met twice.

EPPC Summary–August 25, 2016, Kendall Hall room 207, 2:30 p.m.

The following items were reviewed

- Welcome: EPPC Membership Roster Quorum and Proxies
- EPPC Officers: Secretary Schedule (draft) Vice Chair Nomination
- EPPC/Academic Senate Calendar
- Academic Senate Organization Chart
- Academic Senate Membership Roster
- EPPC Guidelines
- Administrative Curriculum Processes from the Academic Department Manual
- Academic Senate Proposal Flow from the Academic Department Manual
- Program Proposals and Revisions from the Academic Department Manual
- Academic Senate Proposal Flow: “How Proposals Move Through the Academic Senate”
- Parliamentary Guidelines - Robert's Rules of Order
- Parliamentary Guidelines – Main Motions
- EPPC Committee Reps to Other Groups
- Graduation Initiation Plan: Bill Loker, EPPC member and Dean of Undergraduate Education, reviewed the Graduation Initiative Plan.

EPPC Summary–September 09, 2016, Kendall Hall room 207, 2:30 p.m.

- A vice chair was elected and the EPPC Procedures, Policies, and Guidelines were approved.
- Representatives from EPPC to university committees were finalized.
- A spirited discussion was conducted on Executive Order (Chancellor’s Office EO) 1071 Revised: Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors. The EO was last revised on September 07, 2016. Proposed changes to EO 1071 include:
  - Subprograms must require less than half the discipline-related credits in degree major programs.
  - New subprograms must be proposed to the Chancellor’s Office and receive confirmation of policy compliance prior to implementation.
  - Self-support concentration proposals must include a detailed cost-recovery budget. The discussion culminated with a recommendation that the Academic Senate discuss the EO on September 15, 2016, the first Academic Senate meeting for AY 2016-2017.

**B. Faculty and Student Policies Committee – Meadows.**

Meadows offered to answer questions.

FASP met on August 25, 2016.

- At the first FASP meeting, members introduced themselves to one another. We reviewed our guidelines and elected the Vice Chair – Jennifer Wilking.
- Dean Bill Loker shared information and sought input on the Graduation Initiative.
- The Proposed EM on Workplace Abusive Conduct and Bullying was referred back to subcommittee for further work.
- The committee discussed possible issues for study over the next academic year

**C. Executive Committee – Sistrunk.**

Sistrunk explained why the Executive Committee synopses stretched back to last May as there had been no subsequent Senate meeting and noted the forward looking work accomplished ever since.

Executive Committee Synopsis Friday, May 20, 2016, 8:30 a.m., K 103

The Executive Committee met and discussed the following issues:

- Proposed Change to EM 15-001: Exceptional Service Assigned Time Policy will require updating of due dates because new contract will extend program
- Writing Task Force Update and proposal to revise Chico writing requirements
- Kathy Kaiser Academic Service Award
- EM 15-005: Guidelines for Discontinuing Programs anticipated discussion in the Fall

Executive Committee Synopsis Thursday, July 21, 2016, 3:00 p.m., K 103

- Spring Report from Gretchen Bataille, Outside Consultant from Chancellor’s Office
- President Hutchinson’s future plans to be articulated at the Convocation

- Discussion of Hutchinson's idea to join together in a joint statement about what Shared Governance means and the salutary effects it might have
- Update from Interim Provost Ward about Academic Affairs budget
- Hutchinson explained how strategic planning directly guides budgeting
- The need to create a Grant Related Instructional Faculty (GRIF) policy to support donors to University
- Senate permanent committee appointments
- Building in Kendall 207/209 will not be complete in the Fall
- Hutchinson's 100 day listening tour
- Advancement's successful support of teaching

Executive Committee Synopsis Friday, August 19, 2016, 8:00 a.m., K 103

- Senate Fall Retreat Planning
- GRIF Policy
- Need to discuss EMs that passed Senate in 2015/16 that have not been posted yet because of communication problems

Executive Committee Synopsis Friday, September 2, 2016, 8:00 a.m., K103

- GRIF Policy
- EO 1071 Revision impacts and challenges of implementing rule that "subprograms must require less than half the discipline related credits in degree major programs"
- Kendall 207/209 Acoustic Artwork possibilities
- Preplanning of University Budget Committee (UBC) agenda and discussion of making the committee organized according to the timeline of state budgeting. This will allow everyone to get information that is meaningful in a timely manner so they participate when their input is most significant.
- Rebirth of the Presidential Finance Advisory Committee (FAC) to bring the Vice Presidents together to discuss divisional financial issues
- Proposal for a CSU Chico International Bridge Program that will allow International students another way to gain conditional entry into the University for non-major academic credit
- A depiction of How Proposals Move through the Academic Senate so that everyone can be informed about the process of shared governance
- Introduction to the CSU Task Force on the Advancement of Ethnic Studies
- Senate Progress/ Plans
  - EPPC first meeting and introduction to responsibilities
  - Graduation Initiative Proposal discussion
  - FASP overview of future business, EMs and FPPP changes, and brainstorming about possible policy concerns to take up Graduation Initiative Proposal discussion
- Appointment of Interim Chief of Staff, Brooke Banks
- Beginning of permanent Provost search preparation with EMEDC input

Executive Committee Synopsis Friday, September 9, 2016, 8:00 a.m., K103

- Campus Safety
- GRIF Policy
- Discussion of How Proposals Move Through the Academic Senate
- UBC agenda



- Academic Senate Agenda
- Senate Progress/ Plans
  - EPPC: EO 1071 discussion
    - Certificate in Interreligious and Intercultural Relations
    - CSU Chico International Bridge Program
  - FASP: FPPP Changes: Appointment letters for probationary faculty
    - Performance Review for Promotion
    - Rebuttal rights for temporary faculty
    - Notification of leaves without pay
    - Revise EM 98-011 Statement on Final Exams to add online courses
    - Feedback on EM 79-8 Revision of the Academic Calendar about due dates for `
      - finals
- Search for Chief Financial Officer
- Presidential community outreach
- Failed search for Director of Institutional Research
- WASC accreditation liaison officer
- Quietest Labor Day in memory
- Statewide Academic Senators report that there will be much attention on Graduation Initiative efforts and finding obstacles to Transfer students and inefficiencies in programs and majors

**7. Statewide Academic Senate – Schulte/Selvester.** <http://www.calstate.edu/AcadSen/> (1:56:01)  
 Boyd noted that the Statewide Academic Senators were currently in Long Beach at the Statewide plenary meeting and reminded Senators to send questions they had about the upcoming resolutions and Chancellor’s Office responses to Schulte and Selvester.(55:53)

**A. ASCSU Resolutions & CO Responses**

**B. Other ASCSU Reports**

**8. Associated Students - Pratt.** (56:46)

Pratt and Fleet were recognized.

Pratt said that the statewide meeting of the California State Student Association is being held this weekend in San Diego and will be potentially voting on a resolution defining shared governance. He particularly pointed out the funds that the AS has available for student projects (in #2 of the report).

Fleet reiterated the call for a Faculty Senate volunteer to join the Student Academic Senate meetings on Monday’s from 1:00-2:00.

**Academic Senate Report September 15th, 2016**

1. **Shared Governance-** The California State Student Association will be discussing and potentially voting on a definition of shared governance as it relates to students this weekend in San Diego where myself, Tammi, and Bro Dumas (our Director of Legislative Affairs) will be attending and contributing to the discussion.
2. **Funding Opportunities-** The AS currently has \$80,000 in grants available through the

Diversity Affairs Council and the Event Funding Allocation Council to be used on events sponsored by student organizations. There is an additional \$60,000+ available through the Sustainability Fund Allocation Committee for sustainability driven projects. So please spread the word to student organizations within your Colleges or departments, as this money is almost never completely utilized.

3. **Diversity Affairs-** Multicultural Night planning has begun and the tentative date and time for the event is November 15th from 6pm to 9pm in the BMU Auditorium.
4. **Sustainability Affairs-** Concerns have continued about the AS' ability to compost, and we are very diligently researching every possible way to move forward. The largest issue we are facing over the composting is the prohibitively expensive anaerobic digester needed to conduct the composting ourselves, with a price reaching well into the millions of dollars. As soon as we find a way to resolve this problem, you will be among the first to know.
5. **Community Affairs-** We intend for the AS to have an expanded presence at all City Council meetings and to have students dedicated to researching and providing legislative analysis on all items moving through the city which may adversely impact our students.
6. **Student Organizations and Programs-** Wildcat Welcome and specifically Bidwell Bash were very successful this year. We partnered with Greek Life this year to provide a more fun and interactive experience for our Labor Day Weekend event. The event drew in over 400 students. Halloween weekend preparations are now underway and the AS is looking at ways to improve from previous years, so any feedback on the matter is greatly appreciated.
7. **Legislative Affairs-** The restructuring of legislative affairs is being reviewed to better serve our student constituencies with three distinctive branches: municipal advocacy, state advocacy, and federal advocacy.
8. **University Affairs-** Tammi will provide her report.
9. **Business & Finance-** The AS is continuing to look at how the mandatory adjustments to the minimum wage will impact all of the various areas. For the next year or two, it does not look like we will need to make significant changes to the cost of our services or raise fees on students. The other major impact to the finances of the AS has to do with the minimum salaried employees' threshold which has been substantially increased. What this means for the AS is that some of our staff have moved to hourly compensation or received increases in their salaries to remain a salaried exempt employee. Those who remain below the salary threshold will no longer be able to work overtime in all likelihood, but we are getting creative with our solutions.
10. **Facilities & Services-** Several renovations to spaces in the BMU are underway at the moment. The basement level of the BMU is being changed to more of a lounge environment. There are conversations about converting the old Conference Services space on the ground floor into a fresh produce mini market where we can accept EBT and which may also help us get closer to meeting the goals for the Real Food Challenge. By September 22nd, the BMU Zen Den (or Zen Den II) will open for student use.
11. **Internal Affairs-** We are diligently working to get all of the AS committees and councils up and running, so faculty who have agreed to serve on these committees should be receiving information regarding dates and times of meetings within the next few weeks.

**9. Staff Council – Heileson.**(2:03:58)

Heileson offered to answer questions. She also said that a Staff Council subcommittee is working

on rewriting the Staff Council bylaws partly because the Council now recognizes MPP as members.

**Staff Council Minutes of June 8, 2016 Colusa 100A, 8:30 am – 10:30 am**

Approved – September 13, 2016

**Attendance:** Jim Aird, Rebecca Belser, Mary Kay Bringham, Gale Carrillo, Mario Chandrakumar, Melissa Cheatham, Katrina Cunningham, Nicole Davis, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heilesen, Michelle Holmes, Barbara Johnson, Cindy Kelly, Eva Kennedy, Jennifer Lara, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Andrew Nichols, Melanie O’Connor, Tawnie Peterson, Cari Phipps, Michael Pratt, Jene Rabo, Lori Rice, Jen Ross, Rachelle Sousa, Erin Tarabini, Katherine Tilman

**Absent:** Rebecca Cagle, Joe Crotts, Holly Ferguson, Deanna Jarquin, Scott Taylor, Sheryl Woodward

Meeting Commence: 8:30 a.m.

**I. Staff Council Chair – Annette Heilesen**

- a. Call to order
- b. Announcements: none
  - i. Welcome/introduction of new members for 2016-2017
  - ii. Thank you to outgoing Staff Council members and distribution of certificates
- c. Action item - Approval of meeting minutes from May 2016: approved
- d. Chair’s prerogative: Thank you for a great year. The end of the year party was great and President Gayle Hutchinson attended and spoke with each person there.

**II. Guest Speaker – Campus Facilities Use Committee, Stephen Cummins, UPE:**

The Campus Facilities Use Committee spent about a year developing a recommendation plan for the Space Allocation Committee. In summer ‘15 they took a 2 year block of time (2013-2015) and looked at facilities use on campus during that time. There were about 15,000 nonacademic use of space on campus during that period. About 200 of those were charged to use the space. Of those 200 the majority were not directly related to a class, auxiliary organization or RESP/RF. The majority of those 200 that were charged were rolled up to cabinet who said the University should pay for it by splitting between the divisions. Concerns are that pricing is not clear, why do we have to pay, why can’t we use space on a Saturday, etc. Need to make some recommendations that clean it up and make reserving space easier. We are not using our software Ad Astra to its full potential so one of the recommendations is to build out Ad Astra. Another recommendation is to create an office where the primary focus is customer service. Currently up to 3 divisions can be involved in one request for space so we are trying to streamline the process.

Build this out in phases:

Phase I build out of the office and Ad Astra. Would take about 6 months.

Phase 2 is the new operation of an office of Conference and Meeting Services.

Phase 3 would be for outside campus facility use. However, space on campus is at a premium and there is not much room for off campus use. We have discussed extending campus operating hours. Sustainability has a seat on this committee and this plays a big role in facility use. For example, we

don't want to power up a whole building just for the use of one room. Labor, depreciation and utilities are included in current room charges. Currently Facilities Reservations falls under Student Affairs and resides in Academic Scheduling and Publications. We are recommending to split these apart and use of space on campus that is non-academic would be handled by the new Conference and Meeting Services office. This would be a two person office, Conference and Meeting Coordinator and Administrative Assistant. There would also be someone to set up the rooms for meetings and come back to make sure the next meeting is ready to go. Phase 1 would be funded by all four division at 25% each. Recommending that Conference and Meeting Services would move under University Advancement, University Public Events. Regional & Continuing Education Conference Services will remain separate from Conference and Meeting Services but they might work in tandem. We have done cost comparison with other venues in town and across the CSU. Please review the plan and send any comments to Stephen or Tom Ussery.

**III. Human Resources Services – Sheryl Woodward:** absent; no report

**IV. Payroll or HRIS – Rebecca Cagle:** absent; no report

**V. Associated Students – Michael Pratt:**

One of our Chico State students has become a finalist for the student trustee position for the Board of Trustees for the CSU. We will know by the end of July who that is. Michael is the new AS President.

**VI. Academic Senate – Joe Crotts:**

Senate wrapped up its 61st session on May 12. Senate officers for 2015-2016 were nominated to continue in their positions for 2016-2017. One action item was approved: Resolution Supporting CSUC's Participation in the Open Educational Resources Adoption incentive Program of the College Textbook Affordability Act of 2015. Discussion items included email clutter and Resolution on Diversity. Reports included "Student Voices on Diversity & Inclusion", WASC update, ASCSU and Request for Campus Submission for CourseMatch for fall 2016. Annual reports included Research Foundation, University Technology Advisory Committee (UTAC), Enrollment Management Advisory Committee (EMAC), University Foundation & Advancement Report, Faculty Research and Support Committee (FRAS), University Budget Committee (UBC) and Executive Management Evaluation and Development Committee. Betsy Boyd, Chair of the Academic Senate, presented the Senate Chair's Annual Report.

**VII. Office of the President – Russ Mills:**

Commencement recap. Bernie Sanders was on campus last Thursday. President Hutchinson's first day will be July 6. Getting things set up and ready for her arrival.

**VIII. Standing Committee Reports**

**a. Ways & Means – Rachelle Sousa**

- i. Luncheon recap & luncheon prize basket feedback:** Video was a success and we were able to include President Hutchinson which was a fun surprise. The "luxury suite" worked out well this year and everyone did a great job making it a special place for them to be. Radios didn't work well up there so we had some trouble with that. Next year we are looking for an alternate venue for the luncheon so space

should not be an issue again next year. This year we emailed all departments/chairs to ask for 3 gift basket donations for the luncheon raffle. Next year please include the ASCs in the email so that they can help coordinate this. Some feedback about the baskets was that people didn't like some of the gifts that were included like department "swag". Also, the announcement of the baskets was too redundant. Maybe just say what department it was donated by but not each item in the basket.

ii. Wildcat Welcome: Everyone is encouraged to participate in this fun event at the beginning of the year. There are different levels of involvement depending on how much time you can commit. Check campus announcements for sign ups.

**b. Staff Recognition – Melissa Cheatham**

i. Thank you to everyone that helps with the screening of all awards including two new awards.

ii. Fall Staff Academic Award application period is open until the end of the month.

**c. Service Projects – Cindy Kelly**

i. 2016-2017 Blood Drive schedule flyer is available for everyone to pick up.

ii. Fall Staff & Faculty Art Show information: 9/26/16 – 11/3/16 show dates, 11/3/16 Reception.

**d. Governance – James Aird**

i. Seating of 2016 Staff Council Member Barbara Johnson from the Career Center.

ii. Call for officer nominations from the floor: Nicole Davis for Secretary.

iii. Officer elections: Annette Heilesen, Chair; James Aird, Vice Chair; Nicole Davis, Secretary; Jackie McMillan, Treasurer; Melissa Cheatham, Staff Recognition Committee; Jene Rabo, Governance Committee; Cindy Kelly, Service Projects Committee; Rachelle Sousa, Ways & Means Committee

iv. Introduction item: Proposal to change the Staff Council bylaws. The change adds a constituency group (MPPs) to the current definition of membership. This would be for non-academic MPPs, excluding tenured faculty. If MPPs were able to serve on Staff Council we would need to make it clear if they could apply for the staff awards. Come out with wording and then send out for email voting.

v. Suggested to send an email to all member supervisors with the Staff Council meeting schedule and a thank you for supporting your staff and invite them to a meeting to see what it's all about. This might help supervisors support their staff and understand what they are signing off on.

**IX. Executive Committee business/new Staff Council business/office reports**

a. Koffee & Kudos: June 20, 2:30-4pm sponsored by the College of Business. Iced coffee and treats!

b. Melanie would like to thank everyone for considering MPPs to be on Staff Council.

c. Stop by and say hello to the new Executive Director for University Housing Abeer Mustafa.

d. Kathy Favor & Jean Irving are both retiring. Please look for announcements on their retirement celebrations.

e. Staff Employee of the Year Reception for Barbara LaRue on Tuesday, June 21, 1- 2:30 in Laxson Lobby. Please look for that announcement.

f. Melanie will be off Thursday, June 17 and will return on August 22.

**X. Intent to raise question:** none

**XI. Adjournment:** 10:30 a.m.

**10. University Report – Hutchinson/Ward. (1:00:14)**

**A. Hutchinson**

President Hutchinson wished everyone good afternoon and hoped to explain a few things.

- 1a) She gave an update on the 100 Day Listening Tour. She observed that the tour was in day 46 and noted as the mathematician Ford said, this means she is not listening on weekends!

She congratulated Senate on a productive Retreat (September 1) with useful conversation about shared governance. She is glad to have the notes provided, and also appreciates the good work that Boyd, Heilesen and Pratt have already produced in the subcommittee conversations working with her on producing a Shared Governance statement.

- 2) Hutchinson thanked Zartman for his service with EMEDC in starting the search processes for a permanent Provost and the Vice President for Business and Finance. Zartman has met many times with the interim Chief of Staff, Brooke Banks, and communicated with the search firm, Academic Search, who will be sending their consultant to campus on September 29, so that things are moving along with steady progress.
- 3) Hutchinson appreciated that conversations between the Senate Executive Officers and the Cabinet have been substantial and robust and continue to be good for all of us. She offered especial kudos to Betsy Boyd for all the hard work and facilitation she has done and continues to do. Hutchinson reminded senators that the first University Budget Committee meets tomorrow and that she will facilitate everyone going through the first cycle of a budget year working together to learn how to cooperate and promote informed input. We will work to create a transparent and clear budget process and she wanted to declare this first year a “work in progress” as we learn how to identify what makes sense and what doesn’t and how we can continue to improve it.
- 1b) Hutchinson returned to her discussion of the 100 Day Listening Tour and pointed out that if one clicks on her name on the agenda they will be taken to a report that was submitted by Dr. Gretchen Bataille, an outside observer sent by the Chancellor. Dr. Bataille came to campus on February 2, 2016 and interviewed eighteen people in leadership positions to get a sense about what folks were looking for in a new President. The Chancellor held on to this report until the summer months that Hutchinson arrived on campus. Hutchinson summarized some important points in the report. She noted the section on Opportunities and Challenges suggests that enrollment management strategies might help us achieve our goals and that exploring our new HIS designation can give us possibilities to move forward. Other suggestions include working on the achievement gap, student support, Diversity, EO 1000 and developing a new budget strategy. The report also recognizes that Chico would embrace new leadership that demonstrates consistency.

Hutchinson promised that these insights would be joined to Listening Tour ideas, the Campus Climate Survey and with the recommendation of the Resolution Response Team that met with Cabinet yesterday, the RRT Report will also be added.

Hutchinson then shared her very preliminary impressions to date in an overview. She said she has had 77 meetings during the tour with groups representing many constituencies. She has had 330 people take the survey although over 900 have clicked to investigate what it looks like.

Her first impressions of Strengths are:

We have great faculty and staff

We are dedicated to student success

We have a strong sense of community and pride in our region

We have an appreciation of diversity

We have a quality student experience and

Alumni who are loyal to us

New administration is viewed as a strength

The Challenges are not a surprise as they are found in the Campus Climate Survey

Need compensation

Opportunities for advancement

Heavy workload

Morale and rebuilding trust

Concern over use of limited resources

Changing student demographics

Breaking down silos between departments, colleges and colleagues

There were many ideas about Where to invest resources in the future.

Student success

Faculty and staff (compensation, professional development and recognition)

Community building and trust building

Communication and follow through; leadership accountability

Infrastructure (buildings, technology and resources)

Investing in diversity and inclusion efforts

Supporting teacher/scholar model

Promoting interdisciplinarity

Student resources (counseling center, social alternatives)

Town/gown relationship

Regional and economic development

A more formal announcement will be forthcoming on day 50. There will be two open forums:

October 14: 3:00-4:30 PAC 144

October 24: 1:30-3:00 PAC 144

**B. Ward (1:11:11)**

Ward announced that SAALT (the Senior Administrator Academic Leadership Team) has changed its name to PAC (Provost's Academic Council) and he admitted he is that man.

Ward reminded everyone of how the President had announced five themes at Convocation and PAC had a retreat in August to discuss these as well as the Graduation Initiative and The

Student Success Initiative and explore what these means for our academic programs. He acknowledged that he heard the warning conversations, but observed that the state will not give us money for doing a good job. He said in the future that is we get additional funds from the state, they will always be tied to student success measures. He said that there are things we can do to help students with their degree progress. If we keep in mind that every extra semester adds to the debt students must bare by roughly \$11,000, this can inspire our efforts. We can communicate this in a way that is respectful of students' academic development at the same time that we do not sacrifice quality.

PAC also revisited the ways we developed our budgets in Academic Affairs and this will be discussed in UBC tomorrow. Vice Provost Rethans has been brought back to reset some of our budget model and revisit the ways we calibrate and distribute funds. As we address new needs everyone must be engaged in the discussions down to the department level. In the spirit of transparency we must make it extremely clear what we are doing and why we are doing it. The budget model is being recalibrated based on last year's actual expenditures so that our modelling is as close to reality as it can be going forward.

These are important conversations, because beside space, they treat our most precious recourses. The silence was shock at the transparency of the information just shared....

**11. Ask the Administrator. (1:15:27)**

Boyd was glad to observe that our new circumstances will allow us to move forward collegially recognizing that sometimes more time is needed to find information to questions and consider answers to complicated difficulties that might arise.

Heilesen asked about the status of WASC. Ward answered that WASC is definitely front and center in his mind. He said that there have been two failed searches for a Director of Institutional Research, which is a position that is absolutely critical to our WASC efforts as well as to campus wellbeing. Being able to resurrect data when we need it is essential for good decision making. He said he is close to an announcement about an Institutional Research Director and a WASC Liaison Officer as both of them must be part of a team to work with Vice Provost Rethans to write our report for successful accreditation in 2018.

Zartman queried Hyatt and noted that he was responsible for all the University operations that had to carry on during the violence at Virginia Tech and that he would have a great understanding of the healing processes that accompany such an event. Zartman pointed out that we had just had a false alarm that echoes such events a few weeks ago. He wondered if Hyatt had any suggestions about what we should do and what we could be doing better going forward.

Hyatt expressed relief that our example did not result in anything except the alarm, but it did get the Cabinet and Senate thinking about how we can best address such problems. One thing that is most important is to get information out to people quickly about what to do and to consider the best way to do this. Hyatt noted that there were a series of letters about what to do in the case of such an event and letters from the President to guide and assure people. He said that such efforts much be repeated and continued so that people internalize their lessons and are prepared for the



vagaries of such circumstances. The event was a wake-up call for our planning about how to tell people what to do and how to get the message out.

Hutchinson elaborated that she had charged the Vice President for Student Affairs and several others on campus working on emergency preparedness to look into our emergency plans and start thinking of ways we could pull a broad taskforce together to improve our responses. She noted that the event allowed us to use our alert system and learn how we can improve upon it.

During the event, she recognized that the Police Chief sent out notice and Hutchinson said she would always err on the side of safety in such questions. She acknowledged that some people had constructive criticism to offer about how to improve such notification. The Emergency Preparedness Plan has been moved to easy access on the University website. The university is also reviewing the training of staff and faculty in such areas as “active shooter training” and thinking about ways to encourage more people to take the training and keep up with it. There will be a deep dive around emergency preparedness, not just for active shooters, but other types of situations. The work will have to be ongoing.

Zartman thought we could learn from the technological infrastructure that Chico Unified has to address such incidents and study how they really involve parents in the responses.

Hyatt recognized that the social media (like twitter) that is available now changes the dynamics of who is impacted by an event. He knew that now we must be ready to involve multiple constituencies like students, alumni, parents, faculty, staff and all the parts of the community.

McConkey was complimentary about the notifications that came out, but remained confused about what to do. Hutchinson reassured McConkey that this problem is being addressed as well.

Hutchinson responded to Kirchoff’s question about a recent accolade for CSU Chico by noting that we are ranked 8<sup>th</sup> in Money Magazine’s Best Public University for value on the dollar.

<http://colleges.usnews.rankingsandreviews.com/best-colleges/rankings/regional-universities-west/top-public>

We are up from our previous ranking which speaks to the reality of the Chico Experience and the constant recognition that Hutchinson hears about from alumni that the faculty and staff made their educations so memorable.

## **12. Other. (1:28:13)**

Boyd wanted to give a shout out to Arno Rethans, the Vice Provost in Academic Affairs, and to Jeni Kitchell, the Director of Campus Budget for their hard work gathering information for preparing in advance for the University Budget Committee meeting tomorrow.

The Senate agenda will be updated to include the 100 day report of President Hutchinson.

It will be another month and a half before the acoustic artwork arrives to grace the walls and absorb sound in KNDL 207/9.

## **13. Adjourn.**

Meeting adjourned at 4:01 p.m.

Respectfully submitted,

Tim Sistrunk, Secretary