

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

ACADEMIC SENATE MINUTES
Thursday, February 18, 2016, 2:30 p.m., K-207/209

PRESENT: Boyd, Calandrella, Cross, Crotts, Donoho, Elrod, Ferrari, Ford, Gray (Sheppard), Heilesen, Hoffman, Janos, Jarquin, Kipnis, Kirchhoff, Kemper, Livingston, McClemore, McConkey, Meadows, Nichols, Ponarul (Donoho), Pratt (Jarquin), Roll, Rowberg, Schierenbeck, Scholz, Schulte, Seipel, Selvester, Sistrunk, Stapleton (Ford), Thompson, Traver, Wilking, Zartman, Zingg

ABSENT: Boura

Chair Boyd welcomed everyone to the first meeting of the Spring semester and called the meeting to order at 2:32.

1. Approve Minutes of December 10, 2015.

Minutes were approved.

Boyd reminded everyone that the meeting is being recorded as always.

2. Approve Agenda.

Agenda was approved.

3. Announcements.

- Heilesen encouraged everyone that they can still buy tickets for the Annual Staff Council's fundraiser "The Evening for Two Drawing" until March 6. The list of possible prizes keeps growing and they are fabulous. Email Annette to ask your staff representative to get you tickets.

Schulte asked what the fundraising was for? Heilesen explained that this was to raise money for Staff Years of Service awards given at the annual staff luncheon. She said the President's office buys pins for the first 10 and 15 years, but that after longer service the Staff wanted to give something more than this.

- Kirchhoff, as a member of the FRAS committee, wanted to recognize that the Outstanding Faculty Service Award for this year has been awarded to Jennifer Meadows.

4. Chair's Prerogative.

A. **Presidential Searches – Opinion Survey**

<https://www.surveymoz.com/s3/2477203/Presidential-Searches>.

Boyd wanted to make Senators aware of the opinion poll that has been put together by CSUEU that is open to staff, faculty and students to comment on the way that Presidential searches are conducted under current Chancellor's Office policy.

B. University Ombuds – (Time certain 3:30)

Boyd noted that the discussion of the new Ombuds Office will occur at a time certain of 3:30, and she will proceed with the agenda until the two Ombuds officers arrive, and return again to this item when they do.

Code of Ethics

http://www.csuchico.edu/fs/documents/academic_senate/2015-2016/as_2-18-16/ia_code_of_ethics.pdf

Organizational Model

http://www.csuchico.edu/fs/documents/academic_senate/2015-2016/as_2-18-16/ia_ombuds_model.pdf

C. Resolution Response Full Committee Synopses

Boyd presented the two synopses that were generated at two meetings of the Resolution Response Full Committee and explained that these were the only synopses agreed upon by the entire committee. There will be two more meetings that synopses will account for, and a final meeting for this academic year will be held next week. There is a hope that the information from all these meetings will help guide a future President and perhaps a future Provost about some of the main issues that have been problematic, or that are not working well for us, or that are works in progress still.

Resolution Response Full Committee August 12, 2015 Synopsis: Wednesday, 12 August 2015, 8:00 a.m. to 1:00 p.m., Kendall 207/209

Attendees: Betsy Boyd Annette Heileson Timothy Sistrunk Ahmad Boura Lori Hoffman Matt Thomas Drew Calandrella Kathy Kaiser Robert Tinkler Joe Crotts Jennifer Meadows Paul Zingg Susan Elrod Ann Schulte Rick Ford Paula Selvester

“We affirm that we are "One University" where collaboration, mutual support and trust, and common goals define our work together and the spirit of its engagement.”

1. Synopsis of 11 June 2015 meeting was approved with a modification to item vii
2. Rick agreed to be secretary.
3. A slightly modified agenda was adopted that combined Survey Results and Prioritization discussion.
4. Groups were formed to discuss the Campus Climate Survey Report & Prioritization of Next Steps. Priorities were formed by each group and posted on stickies around the room. After working separately in groups of 3 and 4, the groups were brought together and criteria and considerations were discussed. The posted results were presented to the whole group by individuals. After the presentations general discussion of next steps occurred.

It was pointed out that several major issues identified in the climate survey were not addressed yet. The sentiment was expressed that the climate survey results need to get distributed to the campus. There seemed to be agreement by all that visible actions that address the issues in the survey need to take place and be communicated to the campus in a timely fashion.

Next steps regarding the distribution and use of the climate survey was discussed. The timing of the distribution was talked about. Most expressed the desire to get it distributed by next Monday or Tuesday.

5. Adjournment at 1:50

Resolution Response Full Committee October 22, 2015 Synopsis: Thursday, 22 October 2015, 4:00 to 6:00 p.m., Kendall 207/209

Attendees: Betsy Boyd Annette Heilesen Timothy Sistrunk Ahmad Boura Lori Hoffman Matt Thomas Drew Calandrella Kathy Kaiser Robert Tinkler Joe Crotts Jennifer Meadows Susan Elrod Ann Schulte Rick Ford

“We affirm that we are "One University" where collaboration, mutual support and trust, and common goals define our work together and the spirit of its engagement.”

1. Synopsis of 12 August 2015 meeting was approved.
2. Matt Thomas volunteered to be secretary.
3. Chair Boyd provided hard copies of: Cabinet’s “Administrative Update” from 2 October 2015; the “Recommended Actions in Response to the Open Forum on Shared Governance and the Campus Climate Survey” report; the amalgamation of the “sticky note” exercise from the 12 August 2015 RRT retreat; and the Resolution Response Full Committee Progress Report from April 2015.
4. Chair Boyd led a discussion of next steps for the RRT. All agreed to use both the April Progress Report and the “sticky note” write-ups to ascertain the “Addressing Issues and Next Steps to Consider” sections for each goal. All of the issues and next steps under Goal 1 were discussed.
5. The next meeting will continue the process started at this meeting.
6. Adjournment at 5:55 p.m.

Rolls asked if there as any additional follow up from the Chancellor’s Office regarding the Senate Statement of No Confidence in President, Interim Provost, and Vice President for Business and Finance that Senate passed on December 10, 2015. Boyd said that she had received no more information than what was briefly reported at the Senate Spring Retreat on January 28, 2016. She reiterated that on the same day (December 15) that she submitted our Resolution, Rationale, the Cover Letter and the linked Timeline to the Chancellor and the Board of Trustees, the Chancellor’s Office responded within a few hours that it would get back to us after the Holiday break. On January 29, 2016, the Senate Officers met with a consultant from the Chancellor’s Office, Gretchen Bataille, to discuss next steps in the Chico Presidential transition. Dr. Bataille met with Cabinet, the Deans, Staff

Council, and the Associated Students independently and confidentially to discuss the transition. The Chancellor's Office has not responded explicitly to our vote of "No Confidence".

Sheirenbeck asked if other campuses that had voted for similar "No Confidence" measures had gotten different feedback. Boyd said she would query other system Chairs of Academic Senates to learn more.

Schulte reported that she had asked the Chair of the Statewide Academic Senate, Steven Filling, if it was typical for the Chancellor to send a consultant to facilitate a Presidential transfer outside of the search process, and he had replied that it was not.

Boyd said that Senate officers had asked Gretchen Baitaille if she was visiting any other campuses and she had answered "No." Senate Officers asked how much Dr. Baitaille had been briefed and she had said that she had read all the documentation we had provided the Chancellor including the entire Campus Survey Report, and all the documents that were sent to the Chancellor on December 15 (which includes all the documents linked to the Timeline that tell about everything Senate has done leading up to the vote of "No Confidence" for the last couple of years). However, there was no mention of the Resolution of "No Confidence" specifically.

5. Standing Committee Reports.

A. Educational Policies and Programs Committee – Crotts.

EPPC Summary– February 4, 2016

The following item was passed as an introduction and as an action item and forwarded to the Academic Senate office for inclusion as an introduction item on the Academic Senate agenda for February 18, 2016:

- Major Unit Name Change: Department of Political Science to Department of Political Science and Criminal Justice

EPPC engaged in a discussion of EM 02—007, Policy on Institutes and Centers, focused on upgrading and reconciling the EM with the Chancellor's Office Coded Memo, Centers and Institutes (AA-2014-18), issued on October 24, 2014. A task force was formed to bring EM 02-007 in line with AA-2014-18.

EPPC Summary February 11, 2016

The following items passed as introduction items and will be considered as action items at EPPC on February 25, 2016.

- Department of Communication Design to Department of Media Arts, Design, and Technology
- Center for Regional and Continuing Education to Regional and Continuing Education

B. Faculty and Student Policies Committee – Meadows.

FASP Report February 4, 2016

At the 2/4/16 FASP meeting we considered:

- Proposed EM – Off Campus Internship Policy – Discussion Item
Subcommittee formed
- Proposed EM – Academic Senate Committees Responsibilities and Outreach – Discussion Item
Subcommittee to continue working on the EM
- Other subcommittees reported out

FASP Report February 11, 2016

FASP Subcommittees met and worked independently.

C. Executive Committee – Sistrunk.

Executive Committee Synopsis Friday, December 4, 2015, 8:30 a.m., K 103

The Executive Committee discussed the following issues:

- Senate Statement of No Confidence in President, Interim Provost, and Vice President for Business and Finance
- 16-17 Academic Calendar
- Tower Society leadership donors
- Background check policy
- Revisions to EM 13-078: Policy for University Facilities Allocation and Use to add faculty representation
- University emergency/security response plans

Executive Committee Synopsis Friday, January 29, 2016, 8:30 a.m., K 103

The Executive Committee discussed the following issues:

- New EM: 16-002: Vice President and Senior Academic Management Searches suggested by President's Chief of Staff to supersede EM 04-043: Executive Management Selection Committee. Delayed for more consultation.
- The Office of Research and Sponsored Projects advised that we wait to implement the Policy on Intellectual Property passed by the Senate in 2014, since the Chancellor's Office is currently making system-wide changes to their Intellectual Property policy.
- Chancellor's Office Executive Order 1103 and coded memorandum AA-2014-18 require that we address our EM 02-007: Policy on Institutes and Centers to organize our list of centers and institutes, find their charters and review them every seven years. Our EM currently lists responsibilities for the Vice Provost for Academic Affairs, which we do not have, and the CO memorandum necessitates that we articulate the process to approve and suspend centers more.
- Questions were raised about the transition of some departments to Taylor II and the attempt to create fair and consistent rules about the use of space.

- The appointment of Sarah Blakeslee as acting Associate Vice President for Academic Affairs to stand in for Wenshu Lee until the end of July.
- The need to find a replacement for Joel Zimbleman as the Interim Director Office of International Education.
- The need for faculty appointments to serve on the two current searches for Research and Sponsored Projects personnel.
- The need for a status update on the Teaching International Language (TIL) Masters program.
- The refresh of Kendall 207-209.
- The funding by the President's Office of the trip to Cuba.
- The strong interest of faculty to work on development ideas about the Hispanic Serving Institution designation.
- The desire to see at the University Budget Committee meeting the entirety of the Academic Affairs budget and examine changes this year in comparison to the previous three years especially to understand changes in allocations.
- AS Resolution: Establishing a Dream Center on Campus.

6. Statewide Academic Senate – Schulte/Selvester. <http://www.calstate.edu/AcadSen/>

A. ASCSU Resolutions

<http://www.calstate.edu/acadsen/Records/Resolutions/2015-2016/index.shtml>

CO Responses to Nov. Resolutions

<http://www.csuchico.edu/fs/documents/fall-2015/12-3-15/ascsu-nov-responses-final.pdf>

CO Responses to Jan Resolutions

http://www.csuchico.edu/fs/documents/spring-16/as_2-18-16/co_responses_january2016.pdf

Schulte explained she is presenting two different plenary session reports together with Chancellor's Office responses to the resolutions generated. CO responses are mostly just simple acknowledgements that they have been received.

B. Background Check

Guidance

http://www.csuchico.edu/fs/documents/spring-16/as_2-18-16/background_check_guidance_12-18.pdf

Policy Highlights

http://www.csuchico.edu/fs/documents/spring-16/as_2-18-16/background_check_policy_highlights_12-18_final.pdf

Schulte reported that two members of the statewide Academic Senate met with Lori Lamb, Vice Chancellor of Human Resources, to express ASCSU concerns with the Background Check policy. The links provided are to clarify the policy.

C. Other ASCSU Reports

Schulte sits on the Academic Preparation and Educational Programs (APEP) Committee, which deals with K-12 teacher education issues. The focus has especially been on preparing

students to enter the CSU with enough Math skills, and this had led to conversations about requiring a fourth year of Mathematics in High Schools. If you have feedback about these issues, let Schulte know.

Boyd recommended Senators look over all these state-wide reports, share them with their constituencies, and send questions to Selvester and Schulte.

7. Associated Students - Jarquin.

AS Academic Senate Report – February 18, 201

Please take the Student Expectation Motto Survey at
<https://www.surveymonkey.com/r/Z8B6773>

Sexual Assault Bystander Resource Resolution

- The AS Government Affairs Committee is in the second reading of a resolution to urge the creation of bystander training that focuses on sexual assault and consent

California State Student Association

- Senator Pratt and Jarquin attended CSSA with three other CSU, Chico Students. At CSSA we passed a heavily edited constitution after five months of drafting and discussing. We also passed a Resolution to Support the Creation of DREAMer Resources on CSU campuses.

Vice-President of Facilities and Services

- Interviewed 6 applicants
- Panel – Art Cox (Career Center), Teddy Delorenzo (Political Science Faculty), Michael Pratt (Dir. Univ Affairs), Deanna Jarquin (AS President)
- Choose – Andrew Roberts

SFAC Grant Deadline

Mandatory SFAC Informational Workshops:

- Monday, February 15th from 11:00-12:00am in BMU 209
- Wednesday, February 24th from 12:00-1:00pm in BMU 209
- Friday, February 26th from 10:00-11:00am in BMU 209

SFAC Applications due March 11th in BMU 220

GAC Spring Retreat

- Topics of workshop included budgeting, public speaking, team building and goal setting

Elected Officer Compensation

- AS is exploring switching elected officer compensation from non-hourly compensation to scholarship to be accessible to student who are unable to work in the United States

AS Joint Task Force on Diversity

- Diversity Conference - April 8th from 9am to 1pm
- Finalizing survey on student climate surrounding diversity

Vagina Monologues

- Record numbers attended the GSEC's Vagina Monologues during Valentine's weekend

Student Academic Senate

- Three new Senators were confirmed by the Senate on Monday.
 - Marshall Abele for the College of Business
 - Malissa Pierce for the College of Humanities and Fine Arts
 - Leanne Woods for the College of Communication and Education.

Happy Black History Month!

- One in four cowboys was Black, despite the stories told in popular books and movies. In fact, it's believed that the real "Lone Ranger" was inspired by an African American man named Bass Reeves.

Schulte asked for elaboration about the student proposal for a Dream Center at Chico.

Jarquín said the students had presentation at the Space Allocation Committee (SAC) and the idea is in the hands of the Vice Presidents as far as she knows. She will report anything she learns in the future.

8. Staff Council – Heilesen.

Before she presented the Staff Council Minutes, Heilesen announced that the Staff Council Awards luncheon will be held on the 26th of May. The Council is also considering changing the venue eventually. These changes are an effort to make the event more accessible to Staff and have less impact on the students.

Staff Council Minutes of December 8, 2015 Kendall 207-209, 8:30 am – 10:30 am

Approved January 12, 2016

Attendance: Jim Aird, Sarah Balana Molter, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Gale Carillo, Mario Chandrakumar, Melissa Cheatham, Joe Crofts, Katrina Cunningham, Holly Ferguson, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heilesen, Michelle Holmes, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O'Connor, Cari Phipps, Michael Pratt, Jene Rabo, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Don Converse, Nicole Davis, Deanna Jarquin, Jackie McMillan, Lori Rice

Meeting Commence: 8:30 a.m.

Call To Order: Annette Heilesen, Chair.

Approval of meeting minutes from November 2015: Approved

Update on Campus Climate Survey Staff Forum: About 50 people attended with a positive outcome.

Announcements: Bill Allen attending today and is retiring after 30 years of service. He would like to thank everyone and say goodbye.

Human Resources – Sheryl Woodward:

- Sheryl Woodward has been appointed as Director of HRSC.
- We are up and running with Accurate Background. The average time for background checks is 1-3 business days. One benefit is that we don't have to worry about collecting disclosure forms anymore. The applicant can do this all online from the privacy of their own home.
- Campus Climate Survey – met with Matt Thomas about a month ago. Working on developing goals and plans. Keeping in mind the issues that were brought up with the survey. Two main goals: to look into the IRP class review process and to streamline the recruitment process as much as possible.
- Historical data on the IRP process was given to the labor council. Sheryl will send this document to Annette.
- Base rates are negotiated in union contracts. CSUEU negotiated that the base rate would not change even after increases whereas APC did increase the base rate in their contract.
- Sheryl will locate the salary schedule for the year and send out.

Payroll & HRIS - Rebecca Cagle:

- Year-end wrap up with lots of business process and technology improvements.

Associated Students – Michael Pratt:

- AS has updated Strategic Plan and formally incorporated the Student Academic Senate in its long term running.
- Student Academic Senate has formed a task force on diversity which will address concerns and needs of our student population.
- Student Academic Senate met last night to consider the resolution of vote of no confidence. Senate has decided to compose a letter with all of their considerations.

Academic Senate - Joe Crotts:

Senate met on November 12 and December 3. The final meeting of the semester will be on December 10.

- Spring meetings will begin with a retreat on January 23 and a regular meeting on February 18.
- Nov 12/Dec 3 – action items approved: minor in applied mathematics, major changes in the Bachelor of Arts in Philosophy and dropped their two options in general philosophy and pre-graduate studies.
- Passed the revisions to the EM 10-0118 regarding the grading policy and made a major change specifically to the policy on Repeat of Courses for Forgiveness. Aligned our campus policy with the policy that has existed at the Chancellor's office since 2008. Repeat with forgiveness for a total of 16 semester hours/units. Also said that they can only repeat 3 courses within that 16 semester units. Also passed a new EM on the responsibilities of Department Chairs, Directors and program coordinators of standalone units. Passes minor in Geospatial Literacy. Passed an introduction item on the appointment evaluation and support of department Chairs, Directors and Unit program coordinators.
- Presentations: WASC update, Bill Allen gave a presentation on displaying and reporting on historical data, audit of College of Finances, and Provost Elrod presented on the Academic

Affairs budget, specifically in response to concerns over budget allocations to the colleges and the timeliness of these allocations.

- December 3 – Resolution passed as an introduction item and it will be considered as an action item at the December 10 meeting. The item was not forwarded to Senate from a standing committee or through EC. The item had not been shared with Executive Committee at the meeting on November 20 when the Senate agenda was approved. The item was not shared with EC in any way prior to beginning of the meeting on December 3. The item was moved from the floor as an introduction item and in addition, it was also moved to change to and make an addition to the agenda. The agenda was changed to reflect this item. This request came from a sitting senator who indicated they were doing this representing a group of faculty. This item was debated on and voted by secret ballot and passed 31 to 3.
- Russ comments that anything that Senate discusses needs to be discussed openly and with knowledge. Concerns about academic affairs budget not being discussed in a timely manner and issues arise when admin and senate don't work together. Every year we have multiple University Budget committee meetings that are run by the senate. Prior to the UBC meeting there was a meeting with representatives of the President and each of the divisions meet with senate chair to discuss what might be included on the UBC agenda. Russ advised Betsy Boyd to talk about the Academic Affairs budget. But this opportunity for an early conversation was missed.
- Joe notes that the UBC is the ideal environment to discuss the issue with the academic affairs budget, however the UBC has sometimes steered away from the core of major issues. UBC now has a subcommittee that is trying to reevaluate their guidelines.

Office of the President – Russ Mills:

- University Advisory Board is meeting Friday, December 11. Will discuss the Presidential search, Student Service Awards and campus wellbeing including student safety.
- The Presidential Search Committee does not meet until February. Trustees are meeting in March which will be an opportunity for making an appointment.
- Last week the senior management group met. Around 40 people in attendance and the agenda was to look at the Campus Climate Survey. Look at what is positive in the survey results and look at the negative results also. Broadly addressed what might be done in response to the results. At next semester's meeting one of the agenda items will be to narrow down what can we do specifically to improve climate on campus.
- Omnibuds search – announcement will go out before the end of the semester.
- Thank you to Annette for asking a very important question at Academic Senate last week: What will the resolution accomplish? She did not receive an answer.
- Senate released a preamble to the resolution that all the senators received. Does not address the question of what the resolution will accomplish.
- Joe Crofts notes that the preamble came from outside senate and is actually not a part of the resolution.
- Annette adds that she chose not to send out the preamble with the resolution. It is a powerful and emotional document and feels that there was a lot of truth in the document.

- Russ notes that we should also ask what could be harmful if the resolution is passed. Several things to consider: We have a new VP for advancement who has high ambitions for bringing money to the campus and we should think how this would affect donors. Secondly, we have two active Dean searches going on right now that could be affected with the passing of this resolution. And don't forget that we have a Presidential search in process and the applicant pool and search itself could be at risk.
- Other Universities have passed a resolution like this one.
- Let's ask senate what they can do to help make thing better. One thing that may happen is that administration will leave senate out of the picture. Senate is talking from the faculty perspective and have forgotten about staff. Last week Betsy Boyd was supposed to be a Long Beach for a Senate Chairs Council meeting but was not there because she was at our Senate meeting so we are missing out on things.
- Joe notes that Senate has always had close relationship with administration. Hopefully we don't do anything to compromise that relationship.
- Academic Senate was the appropriate place for a faculty derived resolution to take place. However, it should not be moved and added to the agenda at the last minute and the administration should have been consulted. The resolution in not in response to the budget.

Standing Committee Reports:

Governance Committee – James Aird:

- *Introduction Item:* Request to change the date of the Staff Awards Luncheon. We currently have run out of space and have a waitlist for the luncheon. Considering moving to June 2nd and also moving the location where we could accommodate more people. Make the awards part a separate event (on the same day) and then a reception/luncheon on Kendall lawn where more can attend. Right now the lunch is held during a very busy time of year for people. First brought to Administration and was met with positive response. We need to take into consideration those on a 11/12 or 10/12 schedule.
- Meriam Library area representative opening January. Today is JoAnn Bradley's last meeting as she is retiring at the end of the month.

Service Projects – Cindy Kelly

- UNCP update – 75 families this year. \$4382 raised for grocery gift cards for the families. Tables are set up at the farm. Reception will have music, tree, memory board and Inside Chico State will be there to do an article. Please join us on Wednesday from 5-6pm for the UNCP reception.
- December Blood Drive – Wednesday, December 9, BMU Auditorium
- January Blood Drive – Wednesday, January 13, BMU 210

Ways and Means –Rachelle Sousa

- Last box of See's candy if anyone needs. Turn in your money if you are done selling.

Staff Recognition Committee – Melissa Cheatham

- Staff Academic Award update – All applications are in. Review committee will meet in January and will announce recipient in February.

Executive Committee Business/New Staff Council Business

- Melanie: updated By-Laws for everyone to put in their binder. Melanie is on the University Diversity Committee and will be bringing updates as they come.
- Annette Heileson: Comments on the Resolution. Please give any feedback to Annette to help her with her vote on the resolution.

Intent to Raise Question: none

Adjournment: 10:45 a.m.

Staff Council Minutes of January 12, 2016 Kendall 207-209, 8:30 am – 10:30 am

Approved February 9, 2016

Attendance: James Aird, Rebecca Belser, Mary Kay Bringham, Rebecca Cagle, Gale Carillo, Mario Chandrakumar, Melissa Cheatham, Don Converse, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Chris Gardner, Annette Heileson, Michelle Holmes, Deanna Jarquin, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Margie Mitchell, Melanie O'Connor, Cari Phipps, Michael Pratt, Jene Rabo, Jen Ross, Rachelle Sousa, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Sarah Balana Molter, Kathleen Hassig, Jennifer Lara, Andrew Nichols, Lori Rice, Erin Tarabini

Proxy Vote: Sarah Balana Molter (Jen Ross), Andrew Nichols (Lynn Maurer), Lori Rice (James Aird)

Meeting Commence: 8:33 a.m.

Call to Order: Annette Heileson, Chair

Approval of meeting minutes from December 2015: Approved

Chair's Prerogative:

Announcements:

- Special guest: Rick Ford, Vice Chair of Academic Senate. Rick can answer any questions regarding the Academic Senate resolution vote.
- The Chancellors' Office is sending someone to meet with various groups on campus to gather information for the presidential search. Staff Council Executive Committee has been invited to meet next week. Please forward any questions or comments you have to one of the executives.
- This is Don Converse's last meeting today. He is retiring from CSU, Chico and moving to Santa Fe, NM.

Human Resources – Sheryl Woodward:

- Looking to fine tune the recruitment process. We need specific steps to ensure a fair process. Recruitment steps will be posted online and there will also be some recruitment training to help departments understand why we have these steps, purpose, responsibility, etc.
- Working on class comp IRP and class review process.
- Will workshops on understanding the IRP process be provided? Yes, they will be offering trainings/workshops on this.
- Annette/Melanie will send out the IRP historical data to review and discuss at February meeting.

Payroll & HRIS - Rebecca Cagle:

- State minimum wage increase effective January 1, 2016 up to \$10/hour. Rates are being updated in Peoplesoft. Student employee class 1 & 2 received a \$1 increase and class 3 & 4 went up .80 cents. Notification will go out today to let all HR liaisons know that the wages are updated. Class 4 – anyone that was below the new minimum was brought up and anyone over \$11.20 was not changed. No one was brought above \$11.20.
http://www.csuchico.edu/semp/documents/wage_rates.pdf
- This Thursday 1/14 HR Liaisons meeting 11am-12pm in Colusa 100A.

Associated Students – Deanna Jarquin and Michael Pratt:

- Currently interviewing to fill the Vice President vacancy.
- Next semester will be Cats in Community Program, Black History Month programming and Vagina Monologues.
- The AS signed their operating lease agreement with the university at the end of December.
- The AS said goodbye to their Operations Manager Sally Parenti after 31 years of service.
- Student Academic Senate will implement all of its programs and activities that it has been planning. They are always looking for staff members to serve as advisors.

Academic Senate - Joe Crotts:

- December 10 meeting there were two action items. First was a Proposed EM on Appointment, Evaluation and Support of Department Chairs, Directors and Unit Program Coordinators. This was postponed to the first regular meeting of the Academic Senate on February 18. The second action item was the Resolution. After much discourse the resolution passed by a 2/3 margin.
- Retreat will take place on January 28. Content yet to be determined.
- Next regular meeting on February 18. The only agenda item is the Proposed EM on department chairs.

Office of the President – Russ Mills:

- The presidential search description is position on the website. Interviews will take place in February. Trustees meeting in March. If the trustees do not make a selection in March then the next trustees meeting is not until May.
- Two ombudsmen have been chosen. Jim Morgan, Management Department and Suzanne Miller, Communication Arts and Sciences Department. They will begin work this spring. We are working on getting infrastructure, process and training from the International Ombudsman Association in place before they start. We are arranging to have them attend the February Staff Council meeting.
- Announcement went out yesterday regarding internal funding for trip to Cuba.
- Joe Crotts comments that the ombudsman office will be located 3rd floor library, room 335. This room will be remodeled. This will be a meeting location more than an office, a place to meet privately. The ombudsmen are for faculty, staff, students and outside visitors to the campus. Both ombudsmen have backgrounds in mediation and are very

approachable. They will not have set hours and we do not have an idea of how much they will be used.

Standing Committee Reports:

Governance Committee – James Aird:

- Seating of new Staff Council member – Meriam Library at-large representative Jennifer Lara. Jennifer is not in attendance today so we will seat at the next meeting.
- Action Item: Request to change the date of the Staff Awards Luncheon – information and vote.
- Discussion on the request to change the date of the Staff Awards Luncheon.
- Vote: Passes 27-2
- We will create an announcement to go out to all staff.
- Melanie will also send out the announcement to all luncheon block seating coordinators so that they have early notice.

Service Projects – Cindy Kelly

- UNCP update – thank you to everyone that helped, everything went great! Please forward any suggestions to Cindy on how we can make things better next year. We are redoing the family information form that goes to the social workers.
- January Blood Drive – Wednesday, January 13th, BMU 210
- Staff & Faculty Art Show – will meet and discuss this in the next month.

Ways and Means –Rachelle Sousa

- Fundraising for Evening for Two drawing.

Staff Recognition Committee – Melissa Cheatham

- Awards update – new awards roll out. EOTY, Customer Service Award and Wildcat Spirit Awards are out. Working with Public Affairs to see if we can get an all announce sent out.
- Staff Academic Award – looking for reviewers outside of the departments that applied.

Executive Committee Business/New Staff Council Business

Melanie O'Connor

- Employee of the Year Award Nominations have gone out. All 3 awards went out together. Links will go out to everyone to forward out to your areas, faculty and students. We are working on funding for the Diversity Award.
- Cesar Chavez Blood Drive in March.
- Staff-Faculty Basketball night this Friday January 15 coordinated through Athletics department up to 4 tickets.
- Relay for Life – Mt. Mike's Fundraiser January 28 on Mangrove. Portion of all proceeds will go towards the Relay for Life.

Dana Francis

- Koffee & Kudos – Thursday, January 21, SELV 9-10:30 a.m.

Intent to Raise Question: none

Adjournment: 10:00 a.m.

Boyd passed her gavel to the Vice Chair in order to make some remarks. She offered clarification to several comments made by Russell Mills, the President's Chief of Staff, in the Staff Council minutes of December 8, 2015. In his added comments on Joe Crotts' Academic Senate Report (sixth bullet), at a meeting to determine the University Budget Committee (UBC) agenda, Russell Mills claimed he had "advised Betsy Boyd to talk about Academic Affairs budget. But this opportunity for an early conversation was missed." Boyd explained that this meeting to set the UBC agenda for the October 30 UBC meeting was held on October 16 and that the request to hear about the Academic Affairs budget was received favorably, but that some members of the preparation team said that there would not be enough preparation time to do this as the budget was not finished and it would be too much of a rush to push for October 30.

Boyd also remarked on Russell Mill's comments during his Office of the President report (bullet eleven): "Last week Betsy Boyd was supposed to be at Long Beach for a Senate Chairs Council meeting but was not there because she was at our Senate meeting so we are missing out on things." She clarified that the Senate budget was cut because the rollover we had expected to receive was not received which has reduced our travel budget. Therefore, she teleconferenced to that meeting and was present "digitally".

Boyd clarified Russell Mills' final comments about the forthcoming Senate Statement of No Confidence in President, Interim Provost, and Vice President for Business and Finance (made during his Office of the President report, bullet twelve) where he stated that such a resolution "...should not be moved and added to the agenda at the last minute and the administration should have been consulted. The resolution [is] not in response to the budget." Boyd explained that the rules allow us to move and add an item to the agenda. While it is true that there was no consultation with the Executive Committee, nor with all of the Senate Officers before this this resolution was brought forward, the process that placed it on the agenda was completely within the rules. The Senate is the appropriate venue to hear such a resolution, and the Senate clearly voted that the issue was important to hear and worthy of discussion and therefore modified the agenda accordingly as it can do.

Boyd explained that she wanted to clarify our Senate record, and she appreciated the opportunity to do it.

9. University Report – Zingg/Elrod.

Boyd explained that many of the Cabinet members were at a University Advancement event in the Bay Area working on behalf of the University. Dean of Undergraduate Education, Bill Loker, would have to go it alone to give a WASC update.

A. WASC Update – Loker.

Bill Loker said it has been a busy week. A report summarizing the activity of the WASC preparation planning team for about the last year is on the web (<http://www.csuchico.edu/wasc/planning/index.shtml>).

The WASC institutional liaison, Richard Osborn, Vice President WASC Senior College and University Commission, was on campus on February 12, 2016, and held a Reaffirmation of Accreditation Workshop that many Senate members attended. Loker invited people who had

gone to share their impressions:

Jarquín appreciated the explanations about why the process was important.

Livingston admitted that he had attended with low expectations and left pleasantly surprised.

When invited to clarify, he admitted that the presentation was well-organized and deftly done within two hours and that he had felt somewhat inspired at the end of it.

Loker said that Osborne had personalized the presentation to underline the aspirational goals of WASC. The team met Osborn before and after the workshop and had gained a great deal of information about the process and valued the personal connection.

Zartman asked if there would have to be a lot of new materials produced to finish the report in the longer term? Loker said the presentation underlined the importance of needed work to comply with Federal mandates for accreditation. We have collected that information routinely, but we need to organize and package it for accessibility. The emphasis is on our core mission to educate our students and how we can demonstrate that we are doing it. Of course, key to accomplishing this is our Office of Institutional Research and we are without a Director of that office right now, though the search is underway. A steering committee and other committees will be created to accomplish all the pieces of what must be done.

Kirchoff pointed out that the guidelines for WASC accreditation seem to have improved to leave out more of the guess work than the past. Loker explained that the process has changed quite significantly and the WASC, itself, is in the process of refining its guidelines.

10. Proposed EM on Appointment, Evaluation and Support of Department Chairs, Directors and Unit Program Coordinators– FASP – Action Item.

Meadows moved the item which had come forward a long, long time ago. It is supposed to serve as a companion document to the EM: Responsibilities of Department Chairs, Directors and Program Coordinators of stand-alone Units which Senate passed on November 6, 2015. Katie Silliman was introduced from the Chair's Council Executive Committee to speak on the document. She explained that the revisions had been initiated by the Associate Vice President for Faculty Affairs, Wenshu Lee, and a Chairs' subcommittee had developed the policy to be inclusive of all the people with Chair-like duties so that they would have guidance and support. The attempt is both to honor departments or units with well-defined constitutions, and give guidance to those that could benefit from it. This autonomy is preserved in the Nomination and Election process section as well as the Evaluation process section.

Boyd explained that because the document had been unusually delayed, she would allow more latitude in dialog than is usual for an Action item that needs to stick fairly closely to amendments to the document itself.

There was much conversation about the Voter Eligibility. Nichols wondered if the second sentence: "Department, school or units will determine the procedures that govern lecturer voting" should be explicit about where and when departments would determine this. Others noted that their departments did not have constitutions, but only by-laws or guidelines and wording would be hard to define.

Donoho asked whether the Collective Bargaining Agreement requires Lecturers be given the vote for Chair. Meadows explained that there was an arbitration at Fresno State that required it, and that this meant that the issue could lead to grievances elsewhere. The basic contract language requires faculty to vote for their Chair and lecturers are faculty. Fresno created guidelines for all their departments to follow, but FASP felt that Departments would be better suited to work out the procedures to implement this.

Boyd reminded everyone that we were having discussion so that someone could suggest specific language to amend the document to accommodate the variable ways that departments or units might deal with the questions, if they liked.

Rolls asked what the relationship of the document to actual Department practice would be since her department allows staff to vote for Chair, and Meadows said that an EM defines the minimum for the whole University, which did not preclude staff being allowed to vote.

Seipel asked if Departments were allowed to have Vice Chairs and Assistant Chairs? Meadows explained that this policy treated only the Chairs level in terms of University policy structure, it did not preclude other arrangements. Silliman said that the Provost is not involved in assigning Associate Chairs or the like.

Donoho said that if lecturers are defined as faculty, it is redundant to name them specifically. Some said this clarified the term

Nichols asked if it was approved to assign voting rights based on workload or time served and whether there is a minimum to assign someone. Silliman said that many departments did not allow lecturers to vote (and this would certainly change these) but department practice is fairly varied across the University.

Ford pointed out that the Constitution of the Faculty currently says that the tenured and tenure-track faculty in a department may extend voting rights to the auxiliary voting members of the department if they chose and that only a majority of the faculty, and not the Senate, can change constitutional practice. Crofts answered that he believed the Faculty Constitution was dealing with voting rights in University-wide elections and was not involved in determining what happens in individual units. Shierenbeck explained that denying lecturers the ability to vote for Chair would lead to grievances because of the successful arbitration at Fresno.

Rowberg pointed out that all Chairs are not MPPPs.

Roll said that she had come from a problematic situation in which a Dean hired people who were dependent on her specifically, and that problems had developed in her own department. Shierenbeck answered that the same cabals and problems can develop with tenure track faculty.

Kipnis said that lecturers have a different experience in her department than tenured faculty as they are not required to come to meetings and they can be uninformed.

Ford moved to strike the first sentence of the Voter Eligibility section and add wording to the second sentence:

~~All faculty (including lecturers) are eligible to vote.~~ Department, school or units will determine the procedures that govern lecturer voting and eligibility.

Seconded.

Ford thought that the lecturers in the Math department could be intimidated by an unscrupulous Chair so that they would distort the will of the department. He did not want to feel threatened by potential grievances. Schierenbeck apologized that Ford felt threatened, she had only meant that grievances would be almost certain. She pointed out that the policy allows Departments to consider how this will work, but that lecturers must be given a vote for their Chair. We can avoid the difficulties of a grievance and an arbitration by acting.

Sistrunk wanted to object to the characterization of lecturers as easily intimidated. He hoped people would think about who they are hiring when they appoint an instructor to teach at a University level, but still feel that they could not trust that person to vote in a fairly narrow question of their professional life.

Roll moved to remove the word lecturer from the second sentence/ Seconded.

The motion to amend the amendment passed.

Boyd interrupted the consideration of Action Item 10 to take up Item 4B again.

4. Chair's Prerogative.

B. Ombuds Office

Boyd introduced the two new Ombuds of the University: Jim Morgan and Suzanne Miller and welcomed them to the Senate. Jim Morgan described how the Ombuds office will value everyone's part in the University community and give a place for everyone to be able to come and tell their story. Suzanne Miller explained that the Ombuds office is a safe place for faculty, staff, students, administrators and visitors to come to voluntarily to discuss any issue they may have affecting their work at the University. They will adhere to the principles of the International Ombuds Association: Confidentiality (unless reporting is statutorily required as in Title IX issues. or imminent harm –though people will be told these questions will not be confidential before they report anything). Independence (unassociated with any other office). Impartial (advocates for fair practice). Informal (creative problem solving abilities –we do not investigate or adjudicate).

Issues that could benefit from Ombuds help include perceived difficulties in being heard, improving relations with colleagues, difficulties in understanding policies or procedures and referral to other areas. Jim Morgan explained how the office can report on perceived patterns of problems without any particulars.

The office is evolving. They have received training thus far from the International Ombuds Association. A website has been created, but it will take time to uncover all the offices and outreach they will need to do to communicate what the office is capable of and how it can help

people. The office space in the library Room 335 has been opened and a phone is working (which is the preferred method of contact).

This is a product of the initial Climate questionnaire and the Campus Climate Survey and work of the Academic Senate and the administration to launch this office together.

Sistrunk welcomed Jim Morgan and Suzanne Miller and observed that Ombuds offices have been very successful in other Universities in the system, but when they have not been, he has heard that it was because they failed to keep to their strict role of Confidentiality. He was glad to see they are foregrounding this principle and wished them best.

Thompson asked how the tracking and reporting of trends would be handled. Suzanne Miller said reporting would include only numbers without any identification of type of person, dates, or even issues particularly. Reporting of trends is also not particular as even private notes kept by the Ombuds for themselves are destroyed.

Boyd wondered if the icon of the office was the Gus Manolis Bridge? Jim Morgan said it could be.

Boyd returned discussion to item 10.

10. [Proposed EM on Appointment, Evaluation and Support of Department Chairs, Directors and Unit Program Coordinators](#)– **FASP – Action Item**

Boyd reread the proposed amendment under Voter eligibility:

~~“All faculty (including lecturers) are eligible to vote.~~ Department, school or units will determine the procedures that govern ~~lecturer~~ voting and eligibility.”

Ford protested that he was perfectly in favor of lecturers voting for Chair. He wanted to preserve the Faculty Constitution and give the departments the right to decide eligibility. He thought this EM could not override the CBA, if the CBA gave lecturers the right to vote for Chair.

Schierenbeck said that the CBA gave this right to lecturers. That if this amendment passed, there would be grievances and an arbitration, and she wondered if the Senate had ever knowingly passed something that was inconsistent with the CBA.

Wilking spoke against the amendment because the original language sets a very important minimum that still allows departments flexibility to figure out how it can work. She noted that lecturers make up an important part of many departments and because Chairs do hold a great deal of power over lecturers about hiring and scheduling, this is a reason to give them the power to vote for their Chair. It can give them the ability to hold chairs accountable.

Livingston added that he knew of circumstances when lecturers had been intimidated by their Chair, but a lot has changed since then. There are more lecturers and they are not shrinking violets. He pointed out that it was a lecturer who primarily wrote the resolution of “No Confidence”. He also noted that CFA is a lot more aggressive these days in defending lecturer rights. He agreed with Schierenbeck that if we vote for this amendment, there will be a grievance.

Scholz thought that Ford's original point that this EM would contradict the Constitution of the Faculty that says that tenured and tenure track faculty determine the voting rights of lecturers does seem to contradict the CBA. Does this mean that we need to change the constitution first?

Crotts said that if we were at an impasse we could return it to the committee for further consideration.

Meadows read article two of the CBA that defines faculty pretty clearly. This policy still maintains departmental discretion about how to apply the requirement. She observed that if the Constitution is not aligned with the CBA, we should go ahead with this EM because the Constitution has not been changed in a gazillion years.

Donoho opposed the original language because it mentioned lecturers specifically and not the other types of faculty. Meadows answered that it provided clarification because people don't recognize lecturers as faculty with voting rights.

Sistrunk wanted to appeal to the educational mission that unites us all and animates us to cultivate our students and one another. He insisted that "lecturer" is really an accountants' category that does not reflect on the content of what happens in the classroom, but just on how they get paid. If one considered new faculty hires in their early employment, one would know that we are supposed to cultivate their capacities to grow into their positions to become citizens of the life of the mind. We cannot arbitrarily except lecturers from this purpose.

The Amendment to the EM failed.

Nichols asked for clarification of the language of the Election section (bullet two: line three): "majority of the full and partial votes cast." He posited an example when the results of this language would end in a ridiculous conclusion. He suggested that the language should read: "majority of the vote tallied." Silliman and Meadows claimed this was what they had intended. Amendment accepted as "editorial."

Action Item passed.

11. Proposed Major Unit Name Change: Department of Political Science to Department of Political Science – EPPC - Introduction Item.

Crotts could not help but note that EPPC was bringing the first introduction item for the Spring and the semester forward. He explained that this name change would better reflect exactly what they do in the department to capture the breadth and comprehensiveness of their program. Over half of the program students are focused on criminal justice which is unusual for as Political Science Department. He introduced Mahalley Allen to answer questions.

Introduction Item: Name change passed.

Crotts moved to suspend the rules and bring the proposal to Action now/ Seconded.

Crotts noted that the rules were suspended in EPPC to do this as well.

Motion to consider as an Action item passed.

Action item passed.

12. Ask the Administrator.

Schierenbeck asked Hoffman about the Gus Margolis bridge that now had a dent in the new railing from a falling tree over Winter break on January 12. The Arborist's report reflects that several trees in the creek bed were dead or dying decided should be removed for safety. Given the safety concerns our Ground department had the trees removed during the winter break.. This was a decision that the Arboretum Committee (that also has certified Arborists) disagreed with very strongly. We have requested by way of mitigation that these trees be replaced with 15 gallon alders. The Committee has yet to receive a response.

Hoffmann agreed with Sheirenbeck's assertions that the Arboretum Committee had not been consulted, but said that she also was not in town and that CSU Chico does not own the creek bed. It might work toward mitigation that when the new physical sciences building is built, that three oaks would be added to the Modoc Grove. Schierenbeck asked if it was true that we can't replant the trees how could we have cut them down? Hoffman said that it was an emergency.

Nichols asked about the EM we just passed about Chair elections. He asked if it was approved, when would it go into effect? Boyd could speak to one part of the process, but not the part performed by the President's Office. When a document passes at Action, the Officers and the Chair make sure the document has all the amendments that were passed. It will then go through a series of offices for signatures, and the Chancellor's Office legal counsel will also check it over. This can be done soon, or not. Our current President is serving until the end of the Academic year and can facilitate things as long as he is.

Crotts said that policies that we would like to take effect before the beginning of the next academic year must be brought forward especially.

Thompson asked Hoffman if she had any information to add about the proposal for a Dream center that was brought to SAC. Hoffman answered that Russell Mills is the Chair of SAC and that that committee had asked Vice President Drew Calendrella to work with the Associated Students to find space either in the SSC or the BMU, or at least start the process.

Thompson also asked what the plans for succession to the Provost's Office are when Susan Elrod leaves campus on March 30? Hoffman said that the new President designee after he or she has been appointed at the March 4 Board of Trustees meeting will be consulted about how to proceed.

13. Other.

No other.

14. Adjourn.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Tim Sistrunk, Secretary