

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

ACADEMIC SENATE MINUTES

Thursday, February 16, 2017, 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, Cross, Crotts, Ferrari (Thompson) , Fleet (Roll), Ford, Heilesen, Hutchinson, Hyatt, Janos, Kim, Kirchhoff, Kemper, Livingston (Wyrick), Meadows, McConkey (Crotts), McLemore, Ponarul, Pittman (Rowberg), Pratt, Roll, Rowberg, Schierenbeck, Scholz, Schulte, Selvester, Sistrunk, Stapleton, Sudick, Reh, Thompson, Traver (Scholz), Trethewey, Watkins, Wilking, Wyrick, Zartman

ABSENT: Boura, Calandrella

Chair Boyd welcomed everyone and called the meeting to order at 2:32 p.m. (1:09).

1. Approve Minutes of November 10, November 17 and December 14, 2016. (1:32)

Minutes were approved.

2. Approve Agenda. (2:21)

Agenda was approved.

3. Announcements. (2:34)

- Steven Cummins, Director, University Public Engagement and Director, University Box Office was welcomed to speak about President Hutchinson's Investiture Ceremony on March 3. Cummins described the dignitaries that would be attending from across the system.

He hoped everyone had received invitations to the various parts of the celebrations and had responded if they could attend so that the appropriate cheese cubes could be prepared. Boyd reiterated that all faculty are invited and can wear regalia if they were inclined. Cummins explained how the faculty procession would proceed by college after everyone had gathered at 9:00 with beautiful music playing. Faculty could contact Steven Cummins or Barb LaRue's email and inform them of their interest.

Hutchinson congratulated all those engaged in the work behind the scenes to prepare for the event. She welcomed everyone to join as her colleagues in celebrating the University and showing the dignitaries including members of the Board of Trustees and the Chancellor's Office, other Presidents and system representatives and community members and students how wonderful our University is.

- Boyd described how Bill Loker, Dean of Undergraduate Education, will be in charge of creating a report to update the metrics of Chico's Graduation Initiative goals which will be due by April 20. She called on Senators to offer their feedback and explained that Bill Loker will visit the Standing Committees to provide updates and get feedback as needed. Bill Loker reported that the Chancellor's Office has given campuses more time to add to the plans they submitted last September. He asked for more ideas to aid in promoting "Student Success" and eliminating the gap between under-served students and the rest of the population. He will go to the Standing Committee and welcomed email with ideas as well.
- Kirchoff wondered if the President had enjoyed the Women Republican Federation luncheon that afternoon and Hutchinson said it had been cancelled because of the Oroville evacuation. She explained that she is committed to speaking to the community about the University and the important place of education in serving the diverse members of our region and she welcomed all such invitations.

4. **Chair's Prerogative.** (11:53)

A. **Mike Ward Recognition.**

Boyd recognized that Mike Ward had returned to service at Chico State in excessively challenging circumstances with understanding and the skill to advocate for faculty. She was glad at last to recognize publically all the contributions he had made to her work and to the University in general. On behalf of the 16-17 Academic Senate she gave Mike Ward a "gift of time", a clock inscribed "In appreciation to Mike Ward, for selfless contributions and exemplary leadership". She described the symbolism of the clock mechanism to pretty boisterous applause and shouting.

Mike Ward expressed his gratitude and confessed that the gesture meant a lot to him and that everyone had contributed to righting the ship again. He was grateful to Angela Trethewey for stepping in until Deb Larson arrives as the new Provost. He said the future looks very bright.

B. **Green Dot Program.** (Brown; time certain 2:45)

(17:03)

<http://www.csuchico.edu/announcements-campus/announcements/current/green-dot-violence-prevention.shtml>

Boyd introduced Alex Brown, Safe Place Advocate and Administrator, to explain upcoming workshops about by-stander intervention strategies to prevent sexual violence.

Alex Brown explained that she is a Green dot program instructor and wanted to encourage people to come to the training. She described the program as a comprehensive violence prevention strategy particularly to prevent sexual violence and stalking on our campus. It presents a multi-tiered approach that takes all of our efforts to prevent incidents. At its core, the Green dot is a by-standing training that can be presented to individuals who can take it back to their social groups and model the behavior to promote

its spread so that a culture of intervention against harm can develop. She hoped faculty, staff and students could all participate and that faculty especially could join.

The trainings will be repeated monthly in an attempt to shift the culture. There are different tools available for each of these groups and faculty will receive some of the keys to create intentional practice that the students are undergoing as well. Prevention is a long game and everyone is welcomed to do whatever they can. A certificate for participation will be awarded and there is lots of swag.

One can register from the website.

Unfortunately, next Thursday's faculty training will occur during Senate time. Alex Brown said that the trainings have ended very promptly at 2:30, if that would make attendance possible for some. The very last part of the meetings deal with application of the skills, which people might be able to do on their own. She said the plan is to work on different times to fit between class periods in the future as well.

C. Faculty in Residence Update. (Mustafa; time certain 2:45) (23:12)

Boyd introduced Abeer Mustafa, Executive Director of University Housing, who said the application materials for the varied faculty in residence options will be posted on the web in the next five days. She told how she had gone to departments and to the Chairs' meeting and hoped Senators would help publicize the opportunity to live in Sutter with its fantastic view of campus, a great parking space, fine dining and lawn care. The program allows important engagement with students and a team of seventy support staff to help faculty do this creatively through activities like museum attendance, talks and speakers, poker night or other ideas. This can raise awareness of different programs and majors on campus.

Wyrick asked if certain disciplines would be favored. Abeer Mustafa said that students make the choice and variety is important. She said that there will be STEM and Business programs eventually, but that the hope is to have a living learning community in every building with a variety of faculty participation as well. She noted that there are faculty fellows programs in which faculty visit at the residence level occasionally and there can be support to create specific programs directed by them.

D. Academic Senate 2017 Spring Retreat – Summary of Group Activity. (31:08)

http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/2-16-17/senate_retreat_spring2017-tables_prioritized.pdf

Boyd explained the way Senate had prioritized issues to take up at the Spring Retreat and noted that these are in addition to the ongoing work in the Standing Committees and by the Executive Committee already. Clarification was offered about the idea in the fourth tier priorities that some state regulations and program parameters might restrict some efforts to speed students through degrees.

E. Oroville Dam Situation – Discussion. (33:28)

Boyd asked Hutchinson to speak about what happens behind the scenes during such an

event to guide the University and help members of the community. She hoped Senators would offer ideas about improvements and responses that could be undertaken to meet similar challenges in the future.

Hutchinson gave an overview of what transpired and acknowledged Marvin Pratt, the Director of Environmental Health and Safety, who could answer questions as well. She recounted how on Sunday, February 12, concerns were raised about the erosion of the spillway and the emergency spillway and when an evacuation notice was called for the flood area, she called her chief of staff and Marvin Pratt and they all assembled the Campus Emergency Response Team (CERT). This committee, made up of about 20 people, met by about 7:00pm and remained in contact with area and county emergency operations and enacted the emergency protocol and plan of the University for such circumstances.

They discussed three things in particular: 1) shelter 2) service and 3) volunteers. They had to determine the capacity the University had to offer shelter to house people if called, what services we had available and how to assemble volunteers to render aide. They also had to determine if class would be held the next day. Since the majority of the students, faculty and staff were not in the evacuation area, she decided to hold class as usual. About 915 students live in that area and about 88 faculty and staff.

The team split into smaller groups to receive different messages and determine what types of messages needed to get out to the public. Most of these groups were sent home around 9:30 or 9:45, with a smaller group that remained to put together a FAQ for the event that was released Monday morning. They continued to monitor the situation and release public notices about area developments. By Monday afternoon we heard from the Chancellor's Office that employees having to miss hours would be particularly accommodated.

On Tuesday morning information was still being assembled about how people could donate supplies and donate time (especially if they were certified volunteers). The University was not called upon to donate housing.

She said she was proud and pleased at the quick University responses and hoped to hear ideas about ways to improve. She noted that the Deans had had good suggestions, especially about communicating with them.

Marvin Pratt observed that there are always lessons to be learned even if we were not directly affected. He said that Public Affairs was in touch with twitter and social media to gather information as well. Hutchinson noted that the committee will reassemble to debrief about feedback and other problems that emerged and to prepare for ongoing issues that might emerge with the dam.

Thompson thought reporting of the event showed that KCHO is under sourced to do their own reporting. They had had to rely on the Capital Public Radio feed for the two days the event unfolded. Hutchinson said that the radio was another resource that could be better

utilized for campus communication. Thompson emphasized that radio's reach is far and wide especially for the broader community. NSPR did present news and coverage of the event as well.

Schierenbeck was reminded that everyone should keep three days of food and water available and extra gasoline.

Rowberg wanted to praise the nursing students for their efforts. On Monday morning she learned that the students had gone to volunteer. The faculty and students contacted Butte County Public Health and spent some 72 hours volunteering in shifts of 12 at the two medical units. The units were full as soon as they opened and lines of people sought medical attention at the nurse's stations throughout the event. The county thanked Rowberg and said they could not have served people so well without student help. She thought nursing faculty and staff should be included in CERT conversations.

Hutchinson observed that the University can examine how more volunteers for such events that need some kind of certification can get the training required so that they can participate in helping. Marvin Pratt observed that there are many ways that emergency management can benefit from certified volunteers. He hoped people would contact him if they had ideas about specialized groups that might be integrated into our formal campus plan.

Roll observed that Social work students had been having classroom discussions about the event. She wondered about the role of the Office of Civic Engagement in facilitating volunteers and becoming part of the solution in the future. There will be a meeting of the civic engagement advisory board chaired by Bill Loker this Friday to begin to discuss the possibilities.

Heilesen volunteered that she had rooms in her house that others might stay in on an emergency basis and wondered about making a list of such resources available. Marvin Pratt answered that it is one of the challenges to creating a structured response to catastrophes and that the University relationship and liability questions needed to be worked out.

Zartman thought about how interdisciplinary approaches to service learning and civic engagement might be applied to rebuilding efforts and partnerships with larger community organizations.

Boyd wondered if it would be useful for faculty to have a boiler plate message they could use in their classrooms to convey information about the catastrophe since she had received queries for help about such matters. She also asked if faculty wanted tips about how to accommodate students who had been evacuated.

Boyd recognized Jason Halley for his work in helping to provide the acoustic panel pictures decorating Kendall 207-209 and the Senate Office.

5. **Standing Committee Reports.** (59:06)

A. Educational Policies and Programs Committee – Crotts.

Crotts noted that EPPC had met three times since the last regularly scheduled Senate meeting.

EPPC met on December 01, 2016.

The following item passed as an introduction item:

- CSU, Chico International Bridge Program

EPPC met on January 26, 2017.

- The proposed CSU, Chico International Bridge Program passed as an action item.
- The committee engaged in a spirited discussion of concerns regarding course substitutions and prerequisites.

EPPC met on February 09, 2017.

The proposed name change of the B.A. in Natural Sciences to the B.A. in Science Education passed as an introduction and action item. Discussion Items:

- An ad hoc committee to consider concerns regarding the Graduation Initiative. (The discussion will be continued at the March 09 meeting.)
- An ad hoc committee to consider concerns regarding EMEDC and the EMEDC EMs, including the present EM in effect and the EMs that for which the Chancellor's Office has noted concerns.

B. Faculty and Student Policies Committee – Meadows.

Meadows reported that FASP had met twice.

FASP met on January 26, 2017

- FASP reviewed the list of upcoming FASP items and prioritized them. Work on the EMEDC documents, the Department Chair EMs, the Title IX committee EM, and the revision of the Student Grievance policy were prioritized.
- The subcommittees on Internship Policy, Lecturer Rebuttal, and EM 86-005 Adjunct Appointments presented.

FASP met on February 9, 2017

- Revision of FPPP 9.1.3 Evaluation of Temporary Faculty – Record – Introduction Item passed
- Proposed EM: Workplace Abusive Conduct – Introduction Item passed
- The subcommittees on Internship Policy, and EM 86-005 Adjunct Appointments presented.

C. Executive Committee – Sistrunk.

Sistrunk reported that EC had met seven times since the last reporting.

Executive Committee Synopsis Thursday, November 17, 2016, 12:30 a.m., K 103

- System Presidents' letter supporting CSU's commitment to Diversity and Inclusion
- Early efforts to support international students at Chico State

- Governor's budget \$168M less than Board of Trustees request
- CARE team to gather campus incidents post-election to consider campus responses
- Campus Emergency Response Team (CERT) will act in the short term if necessary

Questions about the formation of this team

- Chris Fowler, University Counsel, will hold informal forum about the first amendment on campus
- Student discussions, marches and protests about election implications
- Proposed suspension of Capstone requirements in pathways –discussion
- UBC agenda
- Senate Progress/ Plans

EPPC more input needed about EM Oversight of Campus Centers and Institutes

Significant change: Master of Science in Electrical and Computer Engineering more time for input

FASP Rescission of four EMs (approved):

EM 88-058 Principles Governing Appointment of Temporary Faculty

EM 87-008 Procedure for Accelerated Merit Salary Adjustments

EM 85-003 Policy and Procedures for Meritorious Performance and Professional Promise Awards

EM 87-005 Faculty Ombudsman

Need for staff of Student Affairs and Faculty Affairs to alert FASP about EO 1096/1097 implications for our local policies

Query about status of EM: Workplace Abusive Conduct

Status of EMs passed by Senate last year

Need for FASP subcommittee about Department/Unit standards

Other Status of Resolution about Shared Governance

Statewide Academic Senate Considering resolution to support no student tuition raises

- CSU Quantitative Reasoning Taskforce Report need for local response

Executive Committee Synopsis Thursday, December 8, 2016, 12:30 p.m., K 103

- Plan that TLP will report directly to Director of Faculty Development in Faculty Affairs
- Questions about staff support, loss of faculty line for instruction, future of CELT Conference

- Proposed name change from CELT to Faculty Development Center and CELT to become simply the Conference on Excellence in Learning and Teaching

- Responses to Dean of Students position announcement Deep concerns of campus, questions about EM 04-043

Need to improve consultation, announcements, search policy across campus

Ways to move forward with new practice, recognizing new intentions

- Need for FRAS policy clarification

Executive Committee Synopsis Tuesday, December 13, 2016, 2:00 p.m., K 103

- Conversation about upcoming specially called Senate meeting December 14 about the Dean of Students position

Executive Committee Synopsis Tuesday, December 20, 2016, 4:00 p.m., K 103

- Next Steps Regarding Dean of Students Issue Campus/ Executive Committee reactions to Senate meeting
 - Different assumptions about meaning of shared governance across divisions
 - Promotion of common mission (especially integrating Student Affairs and Academic Affairs)
 - Need for review of EM 04-043 and related policies (special ad hoc committee)
 - Job categories and requirements for searches
 - Defining principles and positions “significant to the academic mission” (Admin III’s and IV’s)
 - Consider Dean of Students position Place of Dean in campus culture
 - Promoting user feedback through surveys (ARC, Student Judicial Affairs)
- CSU Quantitative Reasoning Taskforce Report local response committee structure
- Campus building safety over winter break
- Resignation and search for new Director of Facilities Management Services to begin in January

Executive Committee Synopsis Thursday, January 26, 2016, 12:30 p.m., K 103

- Angela Trethewey welcomed by Mike Ward as Interim Provost for the month of February
- Proposed departmental personnel and policy standards language from Faculty Affairs
- SET Responses Update
 - Late SET packets delivery, paper scanner failure
 - Revised RTP Calendar for this semester July 31st contract to utilize SIR II will be problematic
- Senate Retreat Agenda approved
- Permanent Senate Committees with necessary functions not meeting: Commencement and Academic Integrity
- Discussion about updating, streamlining and eliminating committees as needed (three year conversation)
- CSU Quantitative Reasoning Taskforce Report response draft
- Senate Progress/ Plans
 - EPPC CSU Chico International Bridge Program will be an Action item
 - FASP Delay in EM describing Title IX committee which is required by EO 1095 Once this EM is brought forward, EM 12-014: Campus Equity Council that has different functions can be defined (as it now includes Title IX responsibilities)
 - Query about status of EM: Workplace Abusive Conduct
- Overview of Governor’s budget and Board of Trustees differences processes
- Board of Trustees set to raise undergraduate tuition 5% and graduate student tuition 10%
- Science building feasibility study revision (about 25% more in sq. feet and \$4M over earlier estimation). Town hall meetings for University input and questions.
- Search for new Director of Facilities Management Services
- Study of EO 1000 completed will be coming forward

Executive Committee Synopsis Thursday, February 2, 2017, 12:00 p.m., K 103

- Chico State distinguished itself at Board of Trustees meeting (especially for Winter intersession numbers)

- Students for Quality Education (SQE) and others impressive here at Chico and at Board of Trustees while arguing against raising tuition
- The Listening Tour Report will outline ways to consider renewing our strategic priorities, address the Graduation Initiative and integrate ideas into WASC planning
- The March 3, Presidential Investiture Ceremony can serve to distinguish Chico (Board of Trustees, Presidents, distinguished alumni, students, and faculty will visit)
- Graduation Initiative 2025 Campus Plans (ad hoc committee with FASP, EPPC, Graduation Initiative team, and EMAC members)
- A Parking Concerns Working Group was formed to investigate outreach about the parking structure, parking scarcity, notions of limiting permits and promoting sustainable transportation alternatives (discussion of long term problem solving will include the student Alternative Transportation Group (ATG) and perhaps revitalizing the Transportation Committee)
- Institutional Repository a CSU system-wide tool to share documents could serve Senate committees' outreach (agendas, membership, document sharing, library of EMs, EOs, etc.)
- CSU Quantitative Reasoning Taskforce Report local response
- Senate Progress/ Plans
 - EPPC CSU Chico International Bridge Program passed as an Action item
 - Substitution and Prerequisite policy discussed
 - FASP discussed prioritizing FASP issues for Spring FPPP changes about Lecturer rebuttal rights will be introduced
 - Other older EMs about Chairs and Senate Permanent Committees will appear soon
 - Statewide Academic Senate passed a number of resolutions:
 - A draft Academic Freedom policy that it urged the Chancellor's Office to adopt.
 - Lactation Resource Policy and Practices guidance
 - Opposition to the proposed tuition increase
 - A call to increase funding of the CSU
 - Lack of support for Betsy DeVos as US Education Secretary
 - Work on recommendations to support DACA students
 - Advice to the CSU Tenure Density Task Force

Executive Committee Synopsis Thursday, February 9, 2017, 12:30 p.m., K 103

- Approve Academic Senate Agenda
 - Commencement Policy Committee and Commencement Logistics Committee relationship Necessity of faculty input about ceremony meaning and participation
 - Academic Integrity Committee will look at EM and revise Need to revisit Student Honor Code as well
 - Academic Calendar approval process
 - Senate Progress/ Plans
- Need for volunteers for the ad hoc committee on EMEDC revision and the ad hoc Committee on the Graduation Initiative and Discussion of implementing EO 071 regulations
- EPPC Discussed name change of Bachelor of Arts in Natural Sciences to Bachelor of Arts in Science Education

FASP will introduce FPPP revisions about Lecturer rebuttal rights and the EM:
Workplace Abusive Conduct

Will a take up a new EM Adjunct Appointments at a later meeting

Other Preliminary priorities determined at Senate Retreat reported

Statewide Academic Senate Unanimously opposed student tuition raises

- Candidates for Vice President for Business and Finance will be on campus beginning next week
- Advancement's Transform Tomorrow: Campaign for Chico State
- Director of International Development and Regional & Continuing Education Programs

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

(1:00:31)

Schulte said that there is nothing to report, but that the 2017 CSU Academic Conference, was held on February 9-10, 2017 at San Diego State University.

(<https://www.calstate.edu/AcadSen/conference/2017/>

Professionals from across the university gathered to discuss advancing the CSU's mission of providing students with access to excellent higher education through dialogue that emphasized long-term planning. Keynote speakers were Diane Ravitch and Tia McNair-Brown.

She reported that she attended on behalf of Chico State with Michael Pratt (President of Associated Students) and Drew Calandrella (Vice President for Student Affairs). She said the conference is held specifically for campus Presidents, provosts, heads of Student Affairs, Statewide Senators, Senate Chairs, Student Senate Chairs and Trustees.

The focus of this meeting was "Closing the Achievement Gap" which Diane Ravitch noted was actually a term used in K-12 education to denote the biases of standardized testing. She said the CSU was really discussing a "graduation gap". She spoke about the institutionalization of practices that might be done differently, but was also praised the CSU as a model for developments nationally. She called on administrators, faculty and staff to lobby in Sacramento with a unified purpose.

There were also small groups made up of different groups. Schulte had been impressed by the student representative she had heard, but was surprised that the Trustee she met seemed unaware of many of the things we do at the University and had taken that as an opportunity to engage.

Boyd noted that both Selvester and Schulte would not be able to attend the Statewide Academic Senate meeting and over our Spring Break and called for volunteers to go in their places. Schulte noted that voting on the faculty trustee would happen in March and it was important for us to have representation.

A. ASCSU Resolutions

<http://www.calstate.edu/acadsen/Records/Resolutions/2016-2017/index.shtml>

B. Other ASCSU Reports

7. Associated Students - Pratt. (1:06:13)

Pratt discussed Associated Students' efforts to promote accountability and media transparency. To study this problem, AS tested a group of students to determine how long it took them to access information about the AS budget. The average turned out to be 12 minutes, which shows that there is work to be done to promote access. He hoped people would offer comments on the AS website if they had ideas to make it better.

Pratt noted that the students are working to oppose the planned tuition increase which would be \$270.00 per student per semester. The legislative affairs committee will collect stories about the hardships of the increase on students. The California Student Association (CSSA) will have a day of activity across the system and Chico will send eight representatives to speak with legislators. A coalition of students on campus will be holding speeches and a march and other activities are planned as well.

- a) Student Academic Senate Resolution Supporting all Students Seeking Educational Opportunities. (http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/2-16-17/assoc-stud_reso.pdf) Senator Roll spoke on behalf of Tamara Fleet, Chair of the Student Academic Senate about the resolution. Roll explained that she is the liaison to the Student Academic Senate which put forth this document and hoped the Academic Senate would acknowledge it formally. She gave a brief overview of its contents and read the next to last resolution clause:

“That the Student Academic Senate utilize any and all resources permitted by law to actively demonstrate and/or make known the stance against any possible Executive Order or piece of legislation which may repeal DACA or otherwise discriminate against traditionally under-represented minorities who constitute members of the student body”.

Crotts noted that this Resolution had not gone through the normal processes for introduction to the Senate, beginning with the Executive Committee and going to the Standing Committees as an Introduction and Action items. Instead, he moved that the Senate form itself as a committee of the whole which would allow informal discussion of the Resolution and could then result in a statement of support if we so chose. It would not be a true legislative item from the senate.

This motion passed.

Thompson thought the resolution was impressive and expressed her pride in the students who were leading the way.

Selvester described the attention resolutions attract and thought our own Senate had been a little quiet about developments in the current political climate and she supported this resolution.

Sistrunk noted that there are times when it is necessary to express our most cherished principles and values and that this is one of them.

Schulte observed that although DeVos had already been appointed there was already a bill

in the US House of Representatives supporting vouchers, so a show of resistance to her policies was still germane.

The vote of affirmation in support of the Resolution passed unanimously.

8. Staff Council – Heileson. (1:18:05)

Heileson said she would answer questions about the Staff Council notes if anyone had them.

Staff Council Minutes of December 13, 2016 Kendall 207/209, 8:30 am – 10:30 am

Approved – January 10, 2017

Attendance: Brooke Banks, Rebecca Belser, Rebecca Cagle, Mario Chandrakumar, Mariam Chatila, Alison Christensen, Scott Claverie, Laura Cox, Joe Crotts, Katrina Cunningham, Holly Ferguson, Dana Francis, Laurie Hansen, Annette Heileson, Jerry Hight, Barbara Johnson, Cindy Kelly, Kara Maas, Lynn Maurer, Jackie McMillan, Melanie O’Connor, Curtis Pahlka, Tawnie Peterson, Cari Phipps, Michael Pratt, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward Absent: James Aird, Matthew Bently, Nicole Davis, Erin Forberg, Tamara Fleet, Mike Mandry, Rena Marino, Margie Mitchell, Jen Ross

Meeting Commence: 8:33 a.m.

I. Staff Council Chair – Annette Heileson

- a. Call to order
- b. Seating of New Staff Council Member, Scott Claverie
- c. Announcements
 - i. Staff Council member, Mariam Chatila, has accepted a position at Butte College and will be leaving campus. She will be greatly missed.
 - ii. Rachelle Sousa announced that her area is hosting a “Misfit Luncheon” before the holiday break and that everyone is invited.
- d. Action item - Approval of meeting minutes from November 2016: approved
- e. Chair’s prerogative:
 - i. Annette shared the document draft on Shared Governance and asked for feedback.
 - ii. Annette and Melanie shared the news that President Hutchinson, VP Hyatt, Sheryl Woodward, and Annabel Grimm reviewed and analyzed Staff Council’s OE budget for State and Foundation and have decided to fully fund Staff Council for the future. This means that Staff Council years of service awards, receptions, the luncheon, decorations, and other smaller areas will receive yearly state funding. This is a tremendous change for Staff Council, and there is much excitement and appreciation for this new development.

II. Guest Speaker:

- a. Dylan Saake, Director, & Gloria Godinez, Manager; Labor Relations. Dylan and Gloria discussed Workplace Bullying & Retaliation reporting procedures and fielded questions on that topic from the meeting attendants.
- b. Sami Elamad, Director; Student Legal Services & Juvenile Rights. Sami presented a PowerPoint on CSU legal policies, including the formal grievance procedure, student disciplinary process, on-campus and classroom issues and answered general questions.

III. Human Resources Services – Sheryl Woodward:

- a. Thank you to Staff Council.

- b. Working on compliance training as required by CSU.
- c. Currently recruiting for the ASC I & ASC II emergency hire pools. Recruitment is closing soon.
- d. HRSC's Mary Wrightson is retiring on December 16th. All are invited to her retirement send-off on Friday the 16th at 9am in Kendall 207/209.

IV. Payroll or HRIS – Rebecca Cagle:

- a. January 1st will bring student employment wage increases to \$11.50 an hour. Wage increases will go in effect for UAW techs, graduate student assistants, instructional student assistants, and teaching associates and those will be retro to July, 2016. All teaching associates will be changed to non-exempt status. There will be better reporting and monitoring of payroll for hourly students.
- b. HR Liaison meeting to be held Wednesday, January 11 in Holt 170 from 9am- 10am.

V. Associated Students – Michael Pratt, President:

- a. Associated Students is winding down for the semester.
- b. Study snacks and testing supplies will be offered to students in the afternoon on December 13th as well as in the evening on December 14th, on the second floor of the BMU.
- c. Inquiry about the recent AS hosted meetings following the recent Presidential election results. Michael reported that both meetings, one for liberal embracing students, and one for conservative embracing students, were well attended, and found to be mutually beneficial to those who attended. There was to be a town hall meeting bringing both groups together, but that has been put on hold until after the inauguration.

VI. Academic Senate – Joe Crotts:

- a. Senate met on November 10 & November 17.
- b. Mark Hendricks, Information Security Officer, provided a presentation on “Cloud Security Standard & Anti-Phishing Campaign.” Discussed a current phishing simulation project to increase awareness of phishing scams.
- c. Andy Miller, Senior Director of Enterprise Applications, and David Rowe, Manager of Distributed Learning Technologies, provided an overview of the teaching and learning system (Blackboard 9.1).
- d. Bill Loker, Dean of Undergraduate Education, gave an update on the Graduation Initiative.
- e. Abeer Mustafa, Executive Director of University Housing & Food Services, spoke on the “Faculty in Residence” program.
- f. Betsy Boyd, Chair for Academic Senate, provided an update on the Statement of Shared Governance for the campus.
- g. Update on the proposed revision to FPPP 5.1.1, Hiring-Tenure Track (Probationary Faculty), which was passed as an introduction item and an action item, and was forwarded to the President's Office for approval.
- h. Academic Senate will begin the New Year, 2017, with a retreat on January 26. The first regular meeting of the Academic Senate is February 16.

VII. Office of the President – Brooke Banks

- a. The Office of the President is currently in the midst of the nationwide Provost search. There was an expedited campus visitation and public forums for each of the candidates, to be completed before the holidays. Brooke invited everyone to attend any and all of the public forums. A final report will be compiled by Monday, December 19.
- b. The President's inauguration will be held Friday, March 3 at 10am and will be livestreamed online for those who can't physically attend. There are a limited amount of inauguration tickets, which are free.
- c. President Hutchinson's 100 Day Listening Tour has been completed as of December 5. A full

report will be released sometime in January.

- d. There is a holiday open house hosted by Administration in Kendall Hall offices on Friday, December 16 from 2-5pm. Food, music, and fun will be located on the first floor.

VIII. Standing Committee Reports

- a. Staff Recognition – Erin Tarabini
 - i. Brief discussion on the potential for a new award that may be in the works: Rookie of the Year.
 - ii. Update on spring Staff Academic Award, information will be coming out soon on the application process.
- b. Service Projects – Cindy Kelly
 - i. Cindy expressed “thank you’s” to everyone for the success of this year’s University’s Needy Children Program.
 - ii. UNCP Recap: 54 families and 114 children were served with this year’s program. The reception for the event was held on Wednesday, December 7 at the University Farm. President Hutchinson and Provost Ward both attended the reception, with much gratitude from Staff Council for the time they took out of their busy schedules to help celebrate.
- c. Governance – Cari Phipps
 - i. Introduction Item: Mission & Vision Statement Revision for Staff Council. Cari introduced a draft of the document that the ad-hoc committee recently produced. Copies were distributed and feedback requested. Cari asked that if anyone had changes or feedback to notify ahead of the January meeting. Annette Heilesen moved to move forward with the introduction item. Motion was approved.
- d. Ways & Means – Rachelle Sousa
 - i. Nothing to report today. The committee will meet after the meeting.

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

- a. Melanie reported that the Staff Employee of the Year nomination forms have gone out.

X. “Getting to Know You” – Erin Tarabini, Annette Heilesen, Jackie McMillan

XI. Intent to raise question: Erin Tarabini told the group that if anyone might be interested in serving on the Student Grievance Hearing Pool, to please let her know.

XII. Adjournment: 9:51 a.m.

Staff Council Minutes of January 10, 2017 Kendall 207/209, 8:30 am – 10:30 am

Approved – 2-14-17

Attendance: James Aird, Brooke Banks, Sandra Barton, Rebecca Belser, Mario Chandrakumar, Alison Christensen, Laura Cox, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Laurie Hansen, Annette Heilesen, Jerry Hight, Barbara Johnson, Kara Maas, Mike Mandry, Rena Marino, Margie Mitchell, Melanie O’Connor, Tawnie Peterson, Cari Phipps, Michael Pratt, Jen Ross, Rachelle Sousa, Erin Tarabini Absent: Matthew Bently, Rebecca Cagle, Joe Crotts, Tamara Fleet, Erin Forberg, Cindy Kelly, Lynn Maurer, Jackie McMillan, Curtis Pahlka, Scott Taylor, Sheryl Woodward

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – Annette Heilesen

- a. Call to order
- b. Announcements
 - i. Relay for Life bake sale at the staff & faculty basketball game on Friday, January 13. Athletics has provided up to 4 passes for both men’s and women’s games on Friday. Contact Becky

- DeVault for tickets.
- ii. Brooke Banks has been appointed as the Chief of Staff.
- c. Action item - Approval of meeting minutes from December 2016: Editorial correction – David Rowe. Add the information about Staff Council funding to the minutes.
- d. Chair’s prerogative: Reading of letter from President Hutchinson regarding Staff Council funding.

II. Guest Speaker: none

II. Human Resources Services – Alison Christensen reporting on behalf of Sheryl Woodward:

- a. Cheryl is busy with a pilot training program called Principles of Supervision.
- b. Teresa Palacios left campus and her position has been filled by Lori Adrian from Political Science. Mary Brytsen retired the end of December and her position has been filled by former student Jessica Plascencia.

IV. Payroll or HRIS – Alison Christensen reporting on behalf of Rebecca Cagle:

- a. Rebecca is in Long Beach at the HR standardization meetings.
- b. CA increased minimum wage effective January 1 so in order to align with that the student employment office has also increased their wages for student classifications 1, 2, 3 and 4. HRIS has not updated PeopleSoft yet, that will happen on Friday. Any student that is currently making less than the new minimum wage will automatically be moved up.
- c. General salary increase for unit 11 which cover TA, GA and ISA classification are retroactive to July 1, 2016. TA and GA are getting a 3 percent increase to their base salary and the minimums and maximums for their salary range are going up. ISA are getting a \$.25 per hour increase effective July 1, 2016 and also their minimum wage is going up to \$12.50. This mass change will be happening in the state system on January 17 so we expect the retroactive pay to issue before the end of February. HR is hoping that People Soft will be updated before the beginning of February.
- d. Next HR Liaison Meeting is tomorrow, January 11, 9:00 a.m. in HOLT 170. Biggest thing to discuss is the changes to the time and labor process and how to streamline.
- e. January 25 is the updated Time & Labor Training.

V. Associated Students – Michael Pratt, President:

- a. Textbook scholarships received 100 applicants. Had enough for 150 scholarships so they will give those 100 students additional money to help with textbooks. Majority of those students are student veteran, EOP, AB540 and foster youth.
- b. Working on restructures to both community affairs and our legislative affairs. Potentially increasing our federal advocacy budget by about 4,000 percent.
- c. Putting in more effort for the tuition increase advocacy efforts in Sacramento. Chico, Humboldt and Sacramento State will be the principle organizations that will be lobbying in Sacramento for no new tuition increases.

VI. Academic Senate – Joe Crotts:

- a. Senate met on December 14, 2016.
- b. The meeting focused on concerns over the creation of a new position, Dean of Students, and the process by which an appointment was made to the position.

VII. Office of the President – Brooke Banks

- a. Deborah Larsen will start on March 1 as the new Provost and will be here for the inauguration on March 3. Inauguration invitations will be going out soon.
- b. The search for Vice President for Business & Finance is still underway. Tentative dates to bring candidates to campus are February 2, 3, 6, 7, 8, and 9.

- c. Working on summarizing President Hutchinson's listening tour notes to identify trends and provide reports to the campus.

VIII. Standing Committee Reports

- a. Ways & Means – Rachelle Sousa
 - i. Watch video on the Hungry Wildcat Food Pantry. Rachelle will email the video to all staff council members.
 - ii. Evening for Two drawing information: with Staff Council now being fully funded we no longer need to fundraise for the luncheon. We will continue the Evening for Two fundraiser and donate all proceeds to the Hungry Wildcat Food Pantry. Raffle tickets will be passed out the February meeting and the raffle will take place at the April meeting. The committees are currently working on getting donations.
- b. Staff Recognition – Erin Tarabini
 - i. Nothing to report
- c. Service Projects – Cindy Kelly
 - i. Absent; no report
- d. Governance – Cari Phipps
 - i. Action Item: Mission & Vision Statements – Wording change “sense of cohesiveness” changed to “sense of community”. Changed subtitles to be consistent with wording. No periods. The document will be sent out again for everyone to review and provide feedback/comments.

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

- a. Nothing to report

X. “Getting to Know You” – Cari Phipps, Jerry Hight, Nicole Davis, Sandra Barton, Barbara Johnson, Scott Claverie and Katrina Cunningham.

XI. Intent to raise question: none

XII. Adjournment: 9:36 a.m.

A. Dear World Tour. (Video) <http://projects.dearworld.me/>

Heilesen introduced the Dear World Tour video as an example of something we might do locally to promote inclusivity. It is a team of film makers who invite people to share a message or a story and Staff Council would like to bring this group to campus. They will host this event on April 17th and 18th in partnership with AS Productions, University Housing's Prime Time Productions, the Associate Students and CCLC. It is an event with wide support and will be for everyone on campus, students, faculty, staff and administrators.

Heilesen said that she had been raising money from many on campus as the total cost of the production would be @\$19,000.00. She still needed about \$8,000.00. When asked why the cost seemed so expensive, Heilesen answered that the company takes portraits of the people it interviews and they offer their expertise and programs.

Kirchhoff asked what the “Misfit Luncheon” was and Heilesen explained that it was an idea that had not happened. Hutchinson asked Kirchhoff what it was with lunch today? He mumbled something about wanting martinis.

Sistrunk said that he had heard that Staff Council was thinking about reconstituting its mission

statement and defining its activities. Heilesen said that the council is rewriting its vision and mission statement in order to better reflect what they are doing. The statement is near completion and will define the Council' mission to support staff, students and faculty and particularly promote the well-being of the staff on campus.

9. University Report - Hutchinson/ Trethewey.(1:27:19)

A. Hutchinson

President Hutchinson reported that the search for the Vice President for Business and Finance was going well. She commended the committee and Lori Miller and Zartman for their tireless work. She said there was a candidate on campus today and the previous day and the last one will be next week. She knew the committee wanted feedback quickly and she hoped to have an offer to the successful candidate by March at least.

Zartman added that the survey for the candidates will close at noon on February 22. He noted that the first finalist for the Associate Vice President of Research and Sponsored Projects would be arriving the 22nd and 23rd. This will continue through the 6th-9th of March for these finalists. After Spring break Academic Affairs will move forward with a search for the Vice Provost for Budget and Academic Resources.

Hutchinson reported that the recent announcement of the retirement of the Vice President for Student Affairs in June will require drawing up plans later this semester about how to proceed. She thanked all the committees and Lori Miller and the President's Office for all their work again.

Hutchinson reminded everyone that the University Budget Committee will meet on March 2.

She pointed out that the Warren's Center has been painted a magnificent period color and that a beautiful terrace in the back yard will be perfect for entertaining all sorts of folks. It might be finished in time for some of the investiture events coming up.

Lastly, Hutchinson congratulated Lori Miller for getting the Listening Tour into form. She noted that the material it covers is quite extensive and it should be finalized very soon. It has brought back memories of writing her dissertation which always seemed to need a few more touches to complete. The text will be digital and a pdf.

She highlighted the cover design and the description of the tour and the peoples interviewed. She said that her outreach work will continue. She noted that the themes within the report are color coded. She reported that the Common themes she discovered have been contextualized with descriptions of work that has already started to address them and future plans to continue to do so. She wanted to stress that in the midst of listening there has also been action. She said there is much work occurring in meetings like this and elsewhere in the University.

She hoped everyone would have a chance to study the report. This report echoes many of

the observations made in the climate surveys and all of the ideas will be used to renew or refresh the University Strategic Plan in the future. She pointed out some of the provocative notions that have been named “out of the box” ideas. The report concludes with an appendix of actual quotes from across the community that serve to bring to life the abstractions earlier in the report.

Hutchinson wanted the report to continue to generate ideas and input. This will lend itself to reconsidering the strategic plan that can tie into the WASC review and our Graduation Initiative plans as well.

She concluded by especially thanking Lori Miller for her hard work on this.

B. Trethewey

Trethewey expressed her gratitude to everyone and said she was reminded of what amazing work happens on this campus across all the divisions. She looked forward to seeing our cooperation together toward bringing a new strategic plan, the WASC review and the Graduation Initiative efforts together intentionally and powerfully as a collective.

She pointed out that Deb Larson will arrive in ten days.

10. CSU, Chico International Bridge Program – EPPC - Introduction Item. (1:42:35)

http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/2-16-17/csu_chico_international_bridge_program.pdf

Crotts introduced the International Bridge Program which will provide an opportunity to facilitate interaction between students who take English language courses in (ALCI) and the regular student body. This program will be offered by the office of Regional and Continuing Education in collaboration with the Office of International Education. It will combine non-credit American Language and Culture Institute courses with undergraduate course work that meets undergraduate degree requirements through Open University registration. It will allow international students to take regular coursework while they finish their English language proficiency and allow more cultural exchange between students. Completion of this two semester program will result in a waiver of the TOEFEL exam requirements and usher the students into fulltime admission to the University.

Crotts introduced William Dantona, Director Regional and Continuing Education, Frank Li, Director of the Office of International Education, and Debra Barger, Dean of Regional and Continuing Education to answer questions.

Debra Barger clarified that this program provided an important mechanic to allow international students who haven't met English language proficiency to begin their studies. This is for students who have been admitted by the Office of International Education, though the program will still need approval from the federal Department of Homeland Security. She thanked Frank Li and Sara Trechter for the work they had done on this program.

Frank Li also wanted to acknowledge the efforts of James Luyirika-Sewagudde Jr., Debra Barger and the Senate Executive Committee. He said the program will be adjudicated in a complex process that may take two more years.

Kirchhoff said he thought this what long overdue. He wondered about housing for these students. Debra Barger said it was a challenge, but that efforts were being made to provide options.

Kim asked how long the program lasted. Debra Barger answered that it was supposed to last two semesters with the expectation that students can go on to regular coursework. They need a certain proficiency (level 6 for undergraduates and 7 for graduates) to enroll in the first place.

Frank Li explained that there is already the possibility that students can enroll conditionally to reach the required proficiencies, but this gives them another option to begin.

Trethewey asked if there was support for students if they have not yet reached English proficiency? Debra Barger said the range of courses was narrow. Frank Li added that the students will continue to need English language support.

Thompson pointed out that our ESL center is stressed and needs more support if this kind of program is to be successful. The corollary is that faculty teaching these courses will also need support which will need to be ongoing (not just a FLC). Debra Barger said that the number of students will be quite modest and the number of courses will be as well.

Stapleton noticed that six of the courses listed are math courses which don't seem as problematic about needing English writing support.

Ford asked if the college cost recovery numbers reflected the need for new sections, and Debra Barger said the small number of students would not require this.

Introduction Item passed.

11. Proposed Name Change: BA in Natural Sciences to BA in Science Education – EPPC – Introduction Item. (2:04:24)

http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/2-16-17/ba_natural_sciences-name_change.pdf

Crotts noted that the proposed name change does not reflect a change to curriculum or program requirements, it is only to provide clarity about the intent of the program in order to increase the number of majors. The mission of the Department of Science Education is to prepare future science teachers and informal science educators and the name will reflect the preparation these students receive better.

Crotts introduced Carolina Alvarado Leyva, Julie Monet, David Hassenzahl and Stephanie Bianco to answer questions.

Julie Monet described how students don't understand what is taught in this program and thus the name change is necessary.

Roll spoke in support and Kirchoff said this is long overdue.

Introduction Item passed.

Crotts moved to suspend the rules and treat the item as an Action Item. (2/3rds vote required no debate).

Zartman praised the work of this group.

Action Item passed.

12. Nominations OPEN February 16, 2017 and CLOSE March 3, 2017 for one Statewide Senate Position for a three year term (2017-18, 2018-19 and 2019-20 AY). A faculty-wide election will be conducted electronically March 6-10, 2017, if more than one candidate is nominated. (2:11:43)

Boyd pointed out that there is a link to the duties of this office:
http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/2-16-17/statewide_duties20170210.pdf

The statewide Senator is an at-large representative and the announcement will go to all faculty who are all allowed to vote. She warned people that nomination forms will be scanned and uploaded as is.

Crotts underlined that the post provides a trip to Long Beach five times a year

13. Ask the Administrator. (2:14:27)

Kirchoff wanted to commend the job it looks like the administration is doing in picking new personnel for all the positions it has been searching. He asked what search firm was being used.

Hutchinson said that the firm Academic Search has helped with the work.

14. Other. (2:16:16)

Schierenbeck said she was bothered by the inadequate support of the Graduation Initiative. The necessity to graduate in four years (at 12 hours a semester) and work for money at the same time was impossible. She said the answer was not complicated: "lower tuition".

Boyd hoped people would attend the UBC meeting on March 2 which will be on Thursday when Senate meetings usually occur.

Schierenbeck reported that there will be a March for Science in Chico on April 22.

15. Adjourn.(2:19:13)

Meeting adjourned at 4:50 p.m.

Respectfully submitted,
Tim Sistrunk, Secretary