

**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 16<sup>th</sup>. All are invited to her retirement send-off on Friday the 16<sup>th</sup> at 9am in Kendall 207/209.

**IV. Payroll or HRIS – Rebecca Cagle:**

- a. January 1<sup>st</sup> 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 13<sup>th</sup> as well as in the evening on December 14<sup>th</sup>, 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 Heileson 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 Heileson, 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.