Staff Council
Minutes of September 12, 2017
Kendall 207/209, 8:30 am – 10:30 am
Approved – 10/10/17

Attendance: James Aird, Tami Adams, Brooke Banks, Rebecca Belser, Mary Bowman, Katherine Bruce, Rebecca Cagle, Karla Camacho, Alison Christensen, Laura Cox, Joe Crotts, Nicole Davis, Holly Ferguson, Dylan Gray, Laurie Hansen, Annette Heileson, Barbara Johnson, Elaine Kramer, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Curtis Pahlka, Tawnie Peterson, Jene Rabo, Jen Ross, Katie Salcido, Sandra Scholten, Rachelle Sousa, Erin Tarabini, Amanda Taylor, Scott Taylor, Sheryl Woodward

Gallery: Heather Kilcoyne

Absent: Angela Bledsoe, Erin Forberg, Cindy Kelly, Mike Mandry, Claire Pelley

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – James Aird
   a. Call to order
   b. Seating of new Staff Council members by Barbara Johnson, Governance Chair – Tami Adams, Angela Bledsoe, Mary Bowman, Elaine Kramer, Jene Rabo, Claire Pelley, Katie Salcido, Sandra Scholten, and Amanda Taylor.
   c. Announcements
      i. Retirement/goodbye party for Annette Heileson hosted by the Staff Council Executive Committee next Monday, September 18 from 5:30-7:30pm in the Blue Agave room at Tres Hombres.
      ii. Grad School Fair in the BMU on Wednesday, September 13 from 10am-2pm.
   d. Action item - Approval of meeting minutes from June 2017: approved
   e. Chair’s prerogative
      i. Introductions

II. Guest Speakers: none

III. Human Resources Services – Sheryl Woodward:
   a. The Chancellor’s office has been providing us with updated policies, procedures and practices throughout the summer. One of these is regarding MPP outside employment. Will send out announcements as we have these updated.
   b. Division of Business and Finance did some restructuring of direct reports.
   c. This summer we started the ASA I & ASA II recruitment pools. These allow outside applicants to only apply once for multiple positions across campus. Hiring committees can first look at on campus applicants and if they don’t find what they are looking for they can then look at the recruitment pools.
d. Currently the training courses are being posted in two different spots in Employee Announcements so we are trying to work out those bugs.
e. No updates on bargaining at this point.
f. MPP outside employment has to do with employees that have a personal business on the side. Staff are not required to report outside employment but MPPs are.

IV. Payroll and HRIS – Rebecca Cagle:
a. GSI were processed over the summer. Currently working through faculty contracts to process manually.
b. Next will be working on faculty service salary increases (SSI).
c. HR Information Systems has been working with the campus Applications and Data Services (ADS) on a new reporting system. We will share info as we know more about this.
d. Common Human Resources System Project – HRIS is actively involved in this project. This will upgrade our PeopleSoft system, go to a consolidated environment, standardizing our business processes, our data elements, etc. This is a CSU system wide HR project led by the Chancellor’s Office. This will eliminate paper timesheets for students. [http://www.csuchico.edu/hr/hris/CHRS.shtml](http://www.csuchico.edu/hr/hris/CHRS.shtml)
e. Benefits open enrollment started on Monday, September 11 and will go until noon on October 6. Health rates for 2018 will significantly go down by an average of 51%. There are also Open Enrollment Walk In days on Monday, Tuesday, Thursday and Friday from 9-11am. There is also a new premium vision plan available for those that are interested.
f. Benefits Open Enrollment Information Sessions - [http://www.csuchico.edu/training/events/benefits-open-enrollment-information.shtml](http://www.csuchico.edu/training/events/benefits-open-enrollment-information.shtml)
g. Another workshop this Thursday from 9-10:30am in Colusa 100A put on by MetLaw on Legal Planning, Beneficiaries, Wills and Trusts.

V. Associated Students – Dylan Gray, President & Karla Camacho, Director of University Affairs
a. Student Academic Senate has a vacancy that they are hoping to fill by next week. There are other vacancies in the officer team and they will be hosting interviews for those positions this week.
b. Regarding DACA, AS is working to come up with ideas on how to promote allegiance for our students that are affected by this recent decision. We are looking at ways to support (legal, financial) these students. We are also looking at general student support, information, etc.
c. Attended meetings in Fullerton where there was discussion on how to help the student population and how to sponsor legislation in regards to DACA.
d. Student vacancies on councils and committees that we are also looking to fill.
e. The Academic Senate retreat was a few weeks ago. Discussed ideas about membership to Student Academic Senate, how to establish committees and
committee memberships. We are looking to implement some of the ideas we came up with.

f. Annette Heileson asks if they have any openings for staff on their committees. Karla will send that information.

VI. Academic Senate – Joe Crotts:
   a. First Senate meeting on Thursday, September 14. This is open to anyone who would like to attend and sit in the gallery.
   b. Senate met on August 31 for a retreat for senate members only. At the retreat they discussed the senate and faculty constitution, how proposals move through the senate and talked about considerations regarding membership on the Senate, specifically about increasing the membership of staff and students. Also looked at how we do elections in the senate, who is eligible to vote and who may not be eligible including the Ad Hoc members. Worked on how proposals are developed and what the process is to move those through the Academic Senate. Also discussed concern over too many committees so we are going to create a committee to look at this with the goal of reducing the number of committees on campus.
   c. University Budget Committee meets on Friday, September 22.
   d. At the first meeting this Thursday Senate will consider an introduction item for a new bachelor’s degree in Data Science.
   e. Will also consider a resolution concerning the Chancellor’s office EO 1100 GE Breadth Requirements.
   f. For this spring we added a fourth graduation ceremony for Friday evening. Senate needs to ratify this.
   g. Recommended that the Provost Office have two more weeks before they notify faculty who have applied for a sabbatical or a difference in pay leave for next year.
   h. Senate will be considering a revised course numbering policy.
   i. Revisions to EM 14-043 Policy on Time, Place, and Manner of Expression. We feel it needs some strengthening and more guidelines on how to handle this.
   j. Preliminary recommendation on a campus response to the Chancellor’s general GE overhaul. Executive Committee had to submit this last June but this still needs to go before Academic Senate to be ratified.
   k. We had to make a response to a Chancellor’s Office proposal to revise the intellectual property policy.
   l. Response on another Chancellor’s Office policy on Competence in English and Mathematics Quantitative Reasoning.

VII. Office of the President – Brooke Banks
   a. The President’s Fall Reception will be on Friday, October 6 from 6:30-8:30pm on the Kendall lawn. Please RSVP so we make sure to have enough food for everyone.
b. VP of Student Affairs finalists will be on campus at the end of the month September 25-26, 28-29 and October 2-3. Everyone is encouraged to participate in this process and attend the scheduled open forums.

c. The Campus Incident Response Team has met regarding DACA and is seeing what they can do to support faculty, staff and students that may be affected by this decision. The Our Democracy website continues to be updated with information and resources/link about DACA. We are also working on a flyer regarding DACA that will be distributed to all campus so that we have accurate information.

d. Changes to implementation of EO 1000 – it is intended to expand the definition of what constitutes a University user. There will still be charges for some things. University normal business hours have been extended. Facilities Reservations will continue to try and schedule in rooms that are the most energy efficient.

e. We have also been working to provide more information to campus regarding lactation spaces. Visit the website for information http://www.csuchico.edu/title-ix/lactationSpaces.shtml

f. University Budget Committee meeting on September 22 from 8-10am in Kendall 207/209. Each of the VP’s will be giving an overview of what they are doing with their budget.

VIII. Standing Committee Reports

a. Ways & Means – Tawnie Peterson, Chair & Margie Mitchell, Co-Chair
   i. *Introduction item:* Ways & Means fundraising distribution and percentage of giving. Proposing that 75% of spring fundraiser proceeds go to a campus program that is chosen each year. Last year we donated to the Hungry Wildcat Food Pantry. Considering an application process to choose the program we donate to. The remaining 25% would be used at the discretion of Melanie for things like staff appreciation, ice cream social, etc. Annette comments that this is a great way to support campus. Motion to approve, seconded and passed.
   ii. Rachelle would like to thank everyone for their work with the video.

b. Staff Recognition – Erin Tarabini
   i. Fall academic award will go out this week. The application period will be open through October 20. Would like to announce at the November meeting. This is a $500 award for fall and spring to support a staff member who is enrolled in school. People are encouraged to apply even if they have applied previous semesters. If people have questions about what they should include in your application packet please feel free to contact Erin.
   ii. Working with Melanie to keep up with the Caught Being Awesome program.
   iii. Looking at ways to welcome new staff or staff that have moved areas to campus. Please email Erin with any ideas.
iv. Rachelle notes that we should be looking at the new employee email that is sent out by HR to see if anyone should be added/removed from your area list throughout the year.

v. Melanie adds that we are working on how to recognize our 5-year staff. Also looking to expand the Employee of the Year reception to include all awardees and nominees. Annette notes that this would require a name change for the reception.

c. Service Projects – Cindy Kelly
i. Staff & Faculty Art Show information – submission forms are going around right now. The reception is on October 26 from 4:30-5:30 with a silent auction. Please encourage staff and faculty to participate in this show. It is suggested to extend the time the art is on the wall in Kendall Hall. Erin comments that we are looking into a more permanent place for staff council in Kendall where we could put information, highlight staff, etc.
ii. September Blood Drive was a great turnout. There will also be one in October.
iii. Faculty/Staff women’s volleyball night – Friday, September 15 at 7pm in Acker Gym. Up to 4 free passes per staff/faculty member. Tickets can be picked up in Becky DeVault’s office in Aker 135.

d. Governance – Cari Phipps
i. Introduction Item: non-voting member volunteer participation on Staff Council. Holding off on this for now until we develop it more.
ii. Introduction item: update of by-laws – Section 1 members of Staff Council and section II Co-Chairs for Ways & Means and Service Projects committees. Motion to approve, seconded and passed.

IX. Executive Committee business/new Staff Council business/office reports
a. Melanie will email out the current standing committee roster.
b. If any of the new Staff Council members need guidance please feel free to contact Melanie or any one of the Executive Committee members.
c. The area you are assigned to is listed on the roster. If you are in a three year term this would be the area you work in. Melanie will be sending out the area lists for everyone to update and return to her.
d. Dutch Bulb fundraiser going on again.
e. Jim Aird and Traci Stumbaugh are working on a shared governance committee list. Request to serve should be sent out soon.
f. Seeking a retired staff council representative.
g. Staff Council photo will take place at the October meeting. Please wear Chico state colors (maroon, black or gray). Melanie will send out a reminder closer to the October meeting.
X. “Getting to Know You”: We will begin this at the next meeting. Rachelle will reach out to let you know when it’s your turn and will provide questions.

XI. Intent to raise question: none

XII. Adjournment: 10:10am