Meeting Minutes – 12/11/18

Present: Tami Adams, Karyn Cornell (Brooke Banks), Claudia Beaty, Rebecca Belser, Ange Bledsoe, Mary Bowman, Katherine Bruce, Rebecca Cagle, Alison Christensen, Laura Cox, Erin Forberg, Peter Hansen, Barbara Johnson, Victoria Junco, Jeff Livingston, Mike Mandry, Rena Marino, Lynn Maurer, Cindy McKay, Jackie McMillan, Margie Mitchell, Tawnie Peterson, Jen Ross, Katie Salcido, Sandra Scholten, Linda Schurr, Katie Sibley, Rachelle Sousa, Scott Taylor, Sheryl Wagner, Sheryl Woodward

Absent: Alisha Sharma, Nicole Davis (E), Elaine Kramer, Karla Camacho, James Aird, Anel Anderson, Kara Maas (E), Erin Tarabini (E)

Meeting Commenced:

1. Staff Council Chair – Tawnie Peterson
   - Call to Order
   - **Action Item**: Approval of meeting minutes from October 9, 2018
   - Chair’s Prerogative –
     - Wildcats Rise Program has been set up fund to give to Camp Fire survivors. As of yesterday, the funds totaled $539,000. So far, $497,750 has been awarded to 111 staff, 36 faculty, and 331 student. Funds were award to 306 people who lost their home or are displaced. Funds were also given to those who lost their vehicle(s), job, etc. The committee is still working through applications, but the application period will close on December 15, 2018. If it is determined that there is more need, they will reopened the application process.
     - **Wildcats Rise – Camp Fire Connections** is an opportunity for Chico State faculty and staff that lost their home in the Camp Fire to network with each other. It will take place Thursday, December 13th from 9:00am – 10:00am in Colusa 100A. This informal gathering will provide a place to share of experiences, lessons learned, and tips to navigate insurance requirements and other resources. Spread the word.
     - A minute of silence was observed for the victims and survivors of the Camp Fire.
     - Certificates were handed out to Ambassadors of the Month Vicky Junco, Peter Hansen, Sandra Scholten, Mike Mandry, Sherry Wagner and Rena Marino.
     - Vice Chair Rachelle Sousa announced she will be taking over the Koffee and Kudos program now that Dana Francis is retiring. Please contact Rachelle if your department is interested in sponsoring an event.

2. Human Resources Services—Sheryl Woodward
• The Wildcats Rise—Camp Fire Connections group is a last minute group. Joe Wills has been in counseling sessions with survivors, and found that people want to talk to other people who have gone through the same kind of experiences. A campus announcement will go out today. The group is not just for the campus community.

• To offer a more accessible space for benefits consultations and nursing parents, the following services have moved:

  **Benefits Office**
  Now located in Kendall Hall, room 118.
  All forms and publications are available in the new location. Contact information remains the same: benefits@csuchico.edu and (530) 898-5436.

  **Employee Leave and Workers’ Compensation Office**
  Now located in Kendall Hall, room 118.
  Contact information remains the same: leaves-workcomp@csuchico.edu and (530) 898-4670.

  **Professional Development**
  Now located in Kendall Hall, room 216.
  Contact information remains the same: pdev@csuchico.edu and (530) 898-6433.

Coming in January 2019

**The Lactation Space** currently housed in KNDL 220 will move to KNDL 118.

• In the wake of the Camp Fire, MetLaw has agreed to a special open enrollment period for all state-side CSU, Chico employees. The enrollment period will be from Monday, December 3 to Friday, December 14. The effective date will be January 1, 2019, and the cost will be $21.70 per month (via payroll deduction).

3. Payroll and HRIS—Rebecca Cagle

• Still waiting for letters from Chancellors office for the 2018/2019 general salary increase for Unit 11 employees (TAs, GAs, and ISA’s).

• Faculty general salary pay increases have been processed and were effective at the beginning of the November 2018 pay period. Student employee pay rates will be increased effective January 1, 2019.

• New student employee pay rates can be found [here](#). All pay rates for student employee classifications I, II, and III, will be adjusted automatically by HRIS and there will be no need to submit new Student Employment Authorization forms to facilitate the new rate. However, these changes will not be reflected in CMS until after January 1, 2019 and after all of the December payroll has been processed. Pay rates for the student employee IV classification that are
currently less than the “new” SE IV minimum ($13.00/hr) will be adjusted automatically. Student employee pay rates equal to or greater than $13.00/hr will not be changed.

4. Associated Students—Alisha Sharma, President of the Associated Students no report

5. Academic Senate—Jeff Livingston, Vice Chair

   The Academic Senate met last Thursday for the first time since the Camp Fire. They are in the midst of many curriculum changes, and are drafting a policy revision. The rest of the meeting involved Camp Fire discussions.

6. Office of the President—Karyn Cornell

   Reminder: the Kendall Hall Open House will take place on Thursday, December 13, from 12:30 – 2:30.

   The President’s Office has been busy with the Camp Fire rebuild. Margie Mitchell and all of Staff Council expressed thanks to the President’s Office for all they have done throughout the Camp Fire crisis.

7. Guest Speaker

   ▪ **Time certain 9:00a.m.** – Ray Quinto, Information Security Officer.
     
     He is the data custodian for Chico State, who guards staff from breeches in security. Reach out to him so you can get to know him and he can get to know you and your security needs.

     Phishing scams are a big risk to our campus, and are intrusive to your work. Always look at a sender’s email address, and NEVER give out personal information. They are trying to get your password. The campus is going to be implementing Two Factor Authentication, which means the hacker will have to have your cellphone in order to get into your account. For now, you will have to sign up for Two (Duo) Factor. In the future, all level one data will have to have Duo Factor.

     The campus has to prove PeopleSoft access is Duo Factor by next May that we are two factor on PeopleSoft. Security breaches cost companies billions. The people coming after data are organized crime—it is big internet warfare.

     The problem of hackers going after student emails was discussed. Students are being tricked with job scam emails. They cash check and then lose $9000. Student email addresses are going to be pulled off of the campus website because of scams. Lists have already been harvested and are on dark web, so four years to fix problem. Quinto reminded staff to be careful. Make sure your computer is protected. Have a locked screen on your laptop.

     Quinto will be happy to come speak to small groups/departments. Check the ISACC website for up-to-date information.

8. Standing Committee Reports

   Ways & Means – Angela Bledsoe; Katie Salcido – Co-Chair
The Wildcat Student Sponsorship Application is still open until Friday, December 14. They are still waiting for letters of recommendations. So far they have 22 apps but only 2 letters of recommendation.

They have come up with the theme for the staff luncheon in May—it will be the Amazing Race.

Staff Recognition – Rachelle Sousa for Erin Tarabini

Rachelle will be sending out Employee of the Year and other staff awards information in Campus Announcements. The Safety Award, which has been given out through the EHS department, will now be back with Staff Council.

Service Projects – Lynn Mauer; Alison Christensen – Co-Chair

The Joy of Giving programs was temporarily suspended because of fire. All of the funds that we have raised with the raffle will go to the Wildcat Rise fund. Turn in tickets if you haven’t done so already. Please be present at Open House if possible. Drawing will take place at 2:00.

JOG t-shirts were ordered and are here. t-shirts. Stay after meeting to get your shirt.

Governance – Barbara Johnson

There was no discussion regarding the introduction item from the last meeting, which was having a co-chair for the Staff Recognition Committee. Barbara called for a vote. All in favor, no opposition.

9. Executive Committee Business/New Staff Council Business/Office Reports

Claudia Beaty & Melanie O’Connor, no report.

10. Other Department/Office Announcements/Information from Members

Veteran’s day 5K run Facilities Mgmt has been reschedule for January 26, 2019, starting at 9:00 a.m. Check Campus Announcements for further information.

Financial Aid applications opened Oct. 1

Cindy McKay announced that the International Friendship Program is open for the spring semester. Go to their website for more information.

Mike Mandry acknowledged the FMS team for all they did during the Camp Fire crisis.

11. Intent to Raise Question

When will more Wildcat Rise t-shirts be available? Rachelle said they have been ordered and may be here by the end of the week.

12. Adjournment at 9:28 a.m.

Thank you for your suggestions. They are appreciated!

Suggestion Box: My suggestion pertaining to Staff Council is (e.g. guest speakers, fundraising, teambuilding, etc.):

____________________________________________________________________________________

Optional: I may be contacted for further discussion: ______________________________