Staff Council
Minutes of April 11, 2017
Kendall 207/209, 8:30 am – 10:30 am
Approved – 5-9-17

Attendance: James Aird, Brooke Banks, Rebecca Belser, Sandra Burton, Alison Christensen, Scott Claverie, Laura Cox, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Erin Forberg, Dana Francis, Annette Heileson, Jerry Hight, Barbara Johnson, Mike Mandry, Rena Marino, Janet McCue, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Curtis Pahlka, Tawnie Petersen, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Matthew Bently, Rebecca Cagle, Mario Chandrakumar, Laurie Hansen, Cindy Kelly, Kara Maas, Lynn Maurer, Cari Phipps, Michael Pratt

Meeting Commence: 8:34 a.m.

I. Staff Council Chair – Annette Heileson
   a. Call to order
   b. Announcements
      i. Gloria T. retiring on Thursday.
      ii. Mike S. from UPD retiring.
      iii. TLP is moving up to the 4th floor of the library.
      iv. The Library breezeway will be closed all summer to pedestrian traffic to refurbish/waterproof. The back staff door will be used for entrance.
   c. Action item - Approval of meeting minutes from March 2017: approve at May meeting.
   d. Chair’s prerogative
      i. Dear World Event – April 17 & 18. VIP from 4-6 on Monday in the BMU, Tuesday 9-3 for general photo shoot in Trinity commons or BMU depending on weather. Tuesday at 7pm is the reception in the BMU. There will be a video with portraits and storytelling. We are still looking for student volunteers for the general photo shoot day.
      ii. Shared governance document update – presented to senate at the last meeting and there were suggestions for changes. Annette is meeting with the President, Chair of Academic Senate and AS President to make the suggested changes. Annette will send out the current draft today.
      iii. Ways & Means Committee restructuring – since Staff Council is now fully funded by administration the money we raise through Ways & Means can be used to support groups on campus. We need to decide how and when we will spend the money raised. If you would like to join the ad-hoc to assist with the committee restructuring please contact Rachelle Sousa.
II. **Guest Speakers:**

   a. **Time certain: 9:00am** – CSU, Chico Master Plan – Addition of Big Chico Creek Element. Staff Council feedback for idea. Presented by Dave Meichtry, University Housing. Discussion on the planning process for Master Plan. Brooke Banks offers that the campus Master Plan is old but there will be an effort to re-write it in the next two years. Brooke will let Staff Council know what opportunities will be available for staff to provide input.

   b. **Time certain: 9:15am** – Presentation of Spring 2017 Staff Academic Award recipient Marcee Boggs from the Psychology Department.

   c. **Time certain: 9:30am** – Hungry Wildcat Food Pantry; Kathleen Moroney, Office of the Vice President for Student Affairs. Thank you to Staff Council for your contributions and support. We are moving to a temporary location in Siskiyou. With the funds that were raised they would like to purchase an electric golf cart to make it easier to transport donations across campus. In need of women’s hygiene products and toilet paper. The pantry averages about 11 students per day. About 3,000 items per month handed out. Discussion on the Diversion Excursion.

III. **Human Resources Services – Sheryl Woodward:**

   a. Announcement for revisions to background check policy – student employees no longer need to have be live scanned unless they have access to level 1 confidential data or the position requires the background check by law. This information should be up to date on the website. If the students are working alone with minors they should still go through background check to be safe.

   b. The Spring HR newsletter came out in early March. Getting ready to launch special edition Benefits newsletter. It will include lots of good information about benefits, how to enroll new dependents, CalPers updates, etc.

   c. A CalPers representative will come to campus to talk with newly hired employees on how to get set up for retirement.

   d. A new application has been put together called My Pay Calculator. Accessed through your portal and it will show what your total compensation is by fiscal year (value of your salary plus the money that the University puts toward medical and retirement benefits).

   e. HR will be closed this Friday from 8:45am-1:15pm for team training.

   f. New VP for Business & Finance Robbi Stivers starts May 1.

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

   a. Rebecca is continuing to work on the Common Human Resources System with Yvonne Bealer. They are on conference calls every week. The goal of this system is to get all 23 campuses and the Chancellor’s Office to align.


   c. HR refresh – new paint, lighting, carpet. Payroll, front counter and everything to the right of the front counter will be refurbished. They will be relocated from
May 22-July 20. Details to come.

V. Associated Students – Michael Pratt, President:
   a. Absent; no report

VI. Academic Senate – Joe Crotts:
   a. Academic Senate met on March 23.
   b. Abeer Mustafa, Executive Director of University Housing, informed Senate on the Faculty in Residence Program application process.
   d. Senate was updated on the CSU Intellectual Property Policy Committee.
   e. The CSU, Chico International Bridge Program was approved as an action item.
   f. Discontinuing of the Option in Local Government Management within the Master of Public Administration.
   g. The proposed EM: Adjunct Appointments at California State University, Chico was approved as an introduction item.
   h. Next meeting is scheduled for April 13.

VII. Office of the President – Brooke Banks
   a. Search for VP of Student Affairs – the search firm will have an open forum on April 26. More details to come.
   b. WASC update – prepare an institutional report due in 2018. Open forum on May 1 from 1-5pm in Colusa 100A to provide input. There will be a table for each of the essays to show what questions need to be answered by each of those essays. Graduate Education, Undergraduate Education, Data Driven Decision Making, etc. All available on the WASC webpage: www.csuchico.edu/wasc/index.shtml

VIII. Standing Committee Reports
   a. Ways & Means – Rachelle Sousa
      i. The luncheon sign-up sheet will be passed around at the May meeting.
      ii. The luncheon video planning email will go out soon.
   b. Staff Recognition – Erin Tarabini
      i. Staff Excellence Awards update – Wildcat Spirit and Customer Service awards close on Friday, April 14 at noon. Reminder emails went out last week. Please encourage your areas to nominate. Erin will send out an email to look for dates the committee can get together to review.
   c. Service Projects – Cindy Kelly
      i. Absent; no report
   d. Governance – Cari Phipps
      i. Absent; no report
IX. Executive Committee business/new Staff Council business/office reports
   a. Relay for Life quilt – raffle tickets and dedication squares to purchase. The quilt will be on display at the Office of the Registrar. If any other offices would like it to be displayed in their office please let Cari Phipps know.
   b. EOTY nominees were highlighted in Inside Chico State.
   c. Notification will go out of Staff Council members whose terms are expiring.
   d. Dear World flyers passed around. Encourage areas to participate.
   e. Caught Being Awesome for landscape crew.
   f. Thank you to Melanie for all her work on Staff Appreciation Week. It was a huge success!
   g. Next Koffee & Kudos Friday, April 21 from 9:30-1:30 in Colusa Hall 100 combined with the spring vendor fair.

X. “Getting to Know You”: Jen Ross from the Student Learning Center, Margie Mitchell from, Rena Marino from Liberal Studies, Tawnie Peterson from Music & Theater Department.

XI. Intent to raise question: none

XII. Adjournment: 10:02 a.m.