

Staff Council
Minutes of December 8, 2015
Kendall 207-209, 8:30 am – 10:30 am
Approved January 12, 2016

Attendance: Jim Aird, Sarah Balana Molter, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Gale Carillo, Mario Chandrakumar, Melissa Cheatham, Joe Crotts, Katrina Cunningham, Holly Ferguson, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heilesen, Michelle Holmes, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Russ Mills, Margie Mitchell, Andrew Nichols, Melanie O'Connor, Cari Phipps, Michael Pratt, Jene Rabo, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Don Converse, Nicole Davis, Deanna Jarquin, Jackie McMillan, Lori Rice

Meeting Commence: 8:30 a.m.

Call To Order: Annette Heilesen, Chair.

Approval of meeting minutes from November 2015: Approved

Update on Campus Climate Survey Staff Forum: About 50 people attended with a positive outcome.

Announcements: Bill Allen attending today and is retiring after 30 years of service. He would like to thank everyone and say goodbye.

Human Resources – Sheryl Woodward:

- Sheryl Woodward has been appointed as Director of HRSC.
- We are up and running with Accurate Background. The average time for background checks is 1-3 business days. One benefit is that we don't have to worry about collecting disclosure forms anymore. The applicant can do this all online from the privacy of their own home.
- Campus Climate Survey – met with Matt Thomas about a month ago. Working on developing goals and plans. Keeping in mind the issues that were brought up with the survey. Two main goals: to look into the IRP class review process and to streamline the recruitment process as much as possible.
- Historical data on the IRP process was given to the labor council. Sheryl will send this document to Annette.
- Base rates are negotiated in union contracts. CSUEU negotiated that the base rate would not change even after increases whereas APC did increase the base rate in their contract.

- Sheryl will locate the salary schedule for the year and send out.

Payroll & HRIS - Rebecca Cagle:

- Year-end wrap up with lots of business process and technology improvements.

Associated Students – Michael Pratt:

- AS has updated Strategic Plan and formally incorporated the Student Academic Senate in its long term running.
- Student Academic Senate has formed a task force on diversity which will address concerns and needs of our student population.
- Student Academic Senate met last night to consider the resolution of vote of no confidence. Senate has decided to compose a letter with all of their considerations.

Academic Senate - Joe Crotts:

- Senate met on November 12 and December 3. The final meeting of the semester will be on December 10.
- Spring meetings will begin with a retreat on January 23 and a regular meeting on February 18.
- Nov 12/Dec 3 – action items approved: minor in applied mathematics, major changes in the Bachelor of Arts in Philosophy and dropped their two options in general philosophy and pre-graduate studies.
- Passed the revisions to the EM 10-0118 regarding the grading policy and made a major change specifically to the policy on Repeat of Courses for Forgiveness. Aligned our campus policy with the policy that has existed at the Chancellor's office since 2008. Repeat with forgiveness for a total of 16 semester hours/units. Also said that they can only repeat 3 courses within that 16 semester units. Also passed a new EM on the responsibilities of Department Chairs, Directors and program coordinators of standalone units. Passes minor in Geospatial Literacy. Passed an introduction item on the appointment evaluation and support of department Chairs, Directors and Unit program coordinators.
- Presentations: WASC update, Bill Allen gave a presentation on displaying and reporting on historical data, audit of College of Finances, and Provost Elrod presented on the Academic Affairs budget, specifically in response to concerns over budget allocations to the colleges and the timeliness of these allocations.
- December 3 – Resolution passed as an introduction item and it will be considered as an action item at the December 10 meeting. The item was not forwarded to Senate from a standing committee or through EC. The item had not been shared with Executive Committee at the meeting on November 20 when the Senate agenda was approved. The item was not shared with EC in any way prior to beginning of the meeting on December 3. The item was moved from the floor as an introduction item and in addition, it was also moved to change to and make an addition to the agenda. The agenda was changed to reflect this item. This request came from a sitting senator who indicated

they were doing this representing a group of faculty. This item was debated on and voted by secret ballot and passed 31 to 3.

- Russ comments that anything that Senate discusses needs to be discussed openly and with knowledge. Concerns about academic affairs budget not being discussed in a timely manner and issues arise when admin and senate don't work together. Every year we have multiple University Budget committee meetings that are run by the senate. Prior to the UBC meeting there was a meeting with representatives of the President and each of the divisions meet with senate chair to discuss what might be included on the UBC agenda. Russ advised Betsy Boyd to talk about the Academic Affairs budget. But this opportunity for an early conversation was missed.
- Joe notes that the UBC is the ideal environment to discuss the issue with the academic affairs budget, however the UBC has sometimes steered away from the core of major issues. UBC now has a subcommittee that is trying to reevaluate their guidelines.

Office of the President – Russ Mills:

- University Advisory Board is meeting Friday, December 11. Will discuss the Presidential search, Student Service Awards and campus wellbeing including student safety.
- The Presidential Search Committee does not meet until February. Trustees are meeting in March which will be an opportunity for making an appointment.
- Last week the senior management group met. Around 40 people in attendance and the agenda was to look at the Campus Climate Survey. Look at what is positive in the survey results and look at the negative results also. Broadly addressed what might be done in response to the results. At next semester's meeting one of the agenda items will be to narrow down what can we do specifically to improve climate on campus.
- Omnibuds search – announcement will go out before the end of the semester.
- Thank you to Annette for asking a very important question at Academic Senate last week: What will the resolution accomplish? She did not receive an answer.
- Senate released a preamble to the resolution that all the senators received. Does not address the question of what the resolution will accomplish.
- Joe Crofts notes that the preamble came from outside senate and is actually not a part of the resolution.
- Annette adds that she chose not to send out the preamble with the resolution. It is a powerful and emotional document and feels that there was a lot of truth in the document.
- Russ notes that we should also ask what could be harmful if the resolution is passed. Several things to consider: We have a new VP for advancement who has high ambitions for bringing money to the campus and we should think how this would affect donors. Secondly, we have two active Dean searches going on right now that could be affected with the passing of this resolution. And don't forget that we have a Presidential search in process and the applicant pool and search itself could be at risk.
- Other Universities have passed a resolution like this one.
- Let's ask senate what they can do to help make thing better. One thing that may happen is that administration will leave senate out of the picture. Senate is talking from the

faculty perspective and have forgotten about staff. Last week Betsy Boyd was supposed to be a Long Beach for a Senate Chairs Council meeting but was not there because she was at our Senate meeting so we are missing out on things.

- Joe notes that Senate has always had close relationship with administration. Hopefully we don't do anything to compromise that relationship.
- Academic Senate was the appropriate place for a faculty derived resolution to take place. However, it should not be moved and added to the agenda at the last minute and the administration should have been consulted. The resolution is not in response to the budget.

Standing Committee Reports:

Governance Committee – James Aird:

- *Introduction Item:* Request to change the date of the Staff Awards Luncheon. We currently have run out of space and have a waitlist for the luncheon. Considering moving to June 2nd and also moving the location where we could accommodate more people. Make the awards part a separate event (on the same day) and then a reception/luncheon on Kendall lawn where more can attend. Right now the lunch is held during a very busy time of year for people. First brought to Administration and was met with positive response. We need to take into consideration those on a 11/12 or 10/12 schedule.
- Meriam Library area representative opening January. Today is JoAnn Bradley's last meeting as she is retiring at the end of the month.

Service Projects – Cindy Kelly

- UNCP update – 75 families this year. \$4382 raised for grocery gift cards for the families. Tables are set up at the farm. Reception will have music, tree, memory board and Inside Chico State will be there to do an article. Please join us on Wednesday from 5-6pm for the UNCP reception.
- December Blood Drive – Wednesday, December 9, BMU Auditorium
- January Blood Drive – Wednesday, January 13, BMU 210

Ways and Means –Rachelle Sousa

- Last box of See's candy if anyone needs. Turn in your money if you are done selling.

Staff Recognition Committee – Melissa Cheatham

- Staff Academic Award update – All applications are in. Review committee will meet in January and will announce recipient in February.

Executive Committee Business/New Staff Council Business

- Melanie: updated By-Laws for everyone to put in their binder. Melanie is on the University Diversity Committee and will be bringing updates as they come.

- Annette Heilesen: Comments on the Resolution. Please give any feedback to Annette to help her with her vote on the resolution.

Intent to Raise Question: none

Adjournment: 10:45 a.m.