Staff Council
Minutes of February 14, 2017
Kendall 207/209, 8:30 am – 10:30 am
Approved – March 14, 2017

Attendance: James Aird, Brooke Banks, Sandra Burton, Scott Claverie, Laura Cox, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Erin Forberg, Dana Francis, Annette Heileson, Jerry Hight, Barbara Johnson, Kara Maas, Mike Mandry, Rena Marino, Lynn Maurer, Janet McCue, Margie Mitchell, Melanie O’Connor, Curtis Pahlka, Tawnie Peterson, Cari Phipps, Jen Ross, Rachelle Sousa, Erin Tarabini, Sheryl Woodward

Absent: Rebecca Belser, Matthew Bently, Rebecca Cagle, Mario Chandrakumar, Allison Christensen, Tamara Fleet, Laurie Hansen, Cindy Kelly, Jackie McMillan, Michael Pratt, Scott Taylor, Katherine Tilman

Meeting Commence: 8:34 a.m.

I. Staff Council Chair – Annette Heileson
   a. Call to order
   b. Announcements
      i. Joe Crotts - Anthropology Museum open house/ribbon cutting.
      ii. Joe Crotts – An open forum for the first candidate for VP of Business & Finance will be held at 11:15am in Colusa 100.
      iii. Dana Francis – Koffee & Kudos, 2pm in Colusa Hall hosted by TLP.
      iv. Brooke Banks – Marvin Pratt is working on a campus wide effort to assist the evacuees due the unstable dam in Oroville.
      v. Welcome to new member Janet McCue from Child Development.
   c. Action item - Approval of meeting minutes from January 2017: approved
   d. Chair’s prerogative
      i. President’s Inauguration – tickets will be available starting tomorrow at 10am in the University Box Office. It is assigned seating in Laxson. If you already sent in the RSVP your tickets will be mailed to you.
      ii. Dear World event – information and video. Annette has been fundraising. This event is for staff, students, faculty and administration.

II. Guest Speakers:
   a. Time certain: 9:00am – James Luyirika-Sewagudde, Jr., Advisor in the Office of International Education. Discussion on international students and their experiences on the Chico State campus.
   b. Time certain: 9:15am – Mary Wallmark, Program Coordinator, Student Life & Leadership. Andy Miller and Rebecca Berner discussed the Campus Ambassadors program. This would take place during the first week of spring and fall semesters. Table and tent spaces where campus volunteers (staff & faculty) could assist students. We are looking for an entity to organize the program and
for volunteers. Melanie O’Connor volunteered to organize.

III. Human Resources Services – Sheryl Woodward:
   a. Please take the time to attend the open forums for the VP of Business & Finance search.
   b. Partnering with Butte College Training Center to offer more training options this spring. These trainings are 4 hours long. Tomorrow’s training may be cancelled due to the Butte College closure. We will reschedule if needed.
   c. Revision to the background check policy which was effective January 1. It is essentially the same policy with a few changes. Policy says that we do not have to Live Scan our student hires unless the student has access to level 1 data. In that case they would still need to complete the Live Scan.
   d. Working with a group of AAS on campus. The employment team is looking at having a pool for ASA I and ASA II to pull for emergency hire, temporary and probation positions. We will still have to post internal opportunities for a period of two weeks. This would be a 6 month pool.
   e. We are close to putting out another HR newsletter.
   f. Rebecca is at a CHRS project call providing input on this system. There is a webpage on the HR site to learn more about this project.

IV. Payroll or HRIS – Rebecca Cagle:
   a. Absent; no report.

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

VI. Academic Senate – Joe Crotts:
   a. Academic Senate Spring Retreat was held on February 2. The objectives of the retreat were to become familiar with current and ongoing topics and issues at the campus and system wide levels, to collaboratively develop and describe major topics and issues that should be considered as agenda items and to prioritize topics and issues as they relate to student success in order to set the upcoming Senate agenda.
   b. First regular meeting of the semester will take place on February 16.
   c. Introduction items at this meeting will include the proposed name change of the B.A. in Natural Sciences to the B.A. in Science Education and the proposed CSU, Chico International Bridge Program.
   d. There will also be a presentation on the Green Dot program which is a comprehensive violence prevention strategy. The ultimate goal is to create a culture of active bystanders who commit to and reinforce the message that violence will not be tolerated at Chico State and everyone has a role to play in violence prevention.

VII. Office of the President – Brooke Banks
a. The campus Emergency Operations Team met on Sunday night to determine if campus would remain open and what messages should be sent out. Marvin Pratt heads that team. Working with public affairs on where campus can direct donations.

b. We are diligently working on the Presidents listening tour report.

c. If you received an inauguration ticket and RSVP’s you will receive a ticket by mail. Everyone that received your invitation yesterday or today you need to go to the Box Office to get a ticket tomorrow.

d. VP Business and Finance open forums: today, Friday and next Tuesday.

VIII. Standing Committee Reports

a. Ways & Means – Rachelle Sousa
   i. Evening for Two drawing information and ticket distribution. We still need more donations. Melanie will email the flyer later today. The drawing will be at the next meeting on March 14. All proceeds for this fundraiser will benefit the Hungry Wildcat Food Pantry.
   ii. Forming of ad-hoc committee for Ways & Means by-law update – looking for volunteers.

b. Staff Recognition – Erin Tarabini
   i. Spring Staff Academic Award – March 1-30. Award issued in April.
   ii. Customer Service & Wildcat Spirit March 1-April 14. This will be sent out soon.
   iii. Suggestions and feedback for all awards are welcome.

c. Service Projects – Cindy Kelly
   i. Absent; no report.

d. Governance – Cari Phipps
   i. Action Item: Mission & Vision Statements – not enough people to vote so we will carry over to next meeting.

IX. Executive Committee business/new Staff Council business/office reports

a. Jim Aird – Koffee & Kudos hosted by TLP in Colusa Hall at 2:00pm today.

b. Melanie O’Connor – Tres Hombres lunch discount cards distributed.

X. “Getting to Know You”: Mike Mandry from FMS, Curtis Pahlka from UPD and Lynn Maurer from the School of Education.

XI. Intent to raise question: none

XII. Adjournment: 10:00am