Staff Council
Minutes of January 9, 2018
Kendall 207/209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Jim Aird, Brooke Banks, Rebecca Belser, Angela Bledsoe, Mary Bowman, Katherine Bruce, Rebecca Cagle, Alison Christensen, Nicole Davis, Erin Forberg, Barbara Johnson, Elaine Kramer, Mike Mandry, Rena Marino, Lynn Maurer, Jackie McMillan, Margie Mitchell, Curtis Pahlka, Claire Pelley, Tawnie Petersen, Jene Rabo, Jen Ross, Katie Salcido, Sandra Scholten, Rachelle Sousa, Erin Tarabini, Scott Taylor, Sheryl Woodward

Absent: Tami Adams, Karla Camacho, Laura Cox, Joe Crotts, Holly Ferguson, Laurie Hansen, Heather Kilcoyne, Kara Maas, Melanie O’Connor, Amanda Taylor

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – James Aird
   a. Call to order
   b. Announcements – Cards will be passed around to sign for Cari Phipps and Melanie O’Connor.
   c. Action item - Approval of meeting minutes from December 2017: approved
   d. Chair’s Prerogative – a few words on Melanie’s absence.

II. Human Resources Services – Sheryl Woodward
   a. HR continues to look at practices and streamline processes where we can.
   b. Before the winter break the Chancellor’s Office sent a technical letter regarding a recent law that prevents employers in CA from asking applicants wage history during the application process. We are working on taking that question off all our application forms.

III. Payroll and HRIS – Rebecca Cagle:
   a. W-2s will be sent directly from the State Controller’s office by January 29. Employees who have not received their copy by February 12 can request an unofficial or duplicate.
   b. Student pay rates updated effective January 1, 2018. New rates are out on the student employment site.
   c. Waiting for technical letter from State Controller’s office for general salary increases.
   d. Next HR Liaison Meeting is scheduled on January 30 at 10am in Colusa 100A.

IV. Associated Students – Karla Camacho, Director of University Affairs
   a. Absent; no report

V. Academic Senate – Joe Crotts:
a. Senate has not met since last Staff Council meeting; no report.

VI. Office of the President – Brooke Banks
   a. New VP of Student Affairs Milton Lang starts next Tuesday, January 16.
   b. New Director of Tribal Relations Rachel McBride starts on January 29.
   c. President is planning an event at the beginning of spring semester to talk about the state of the university. Please look for that announcement. President Hutchison will talk about WASC and efforts to improve graduation rates.

VII. Standing Committee Reports
   a. Ways & Means – Tawnie Peterson, Chair & Margie Mitchell, Co-Chair
      i. Sponsorship application closed on December 15. Received 20 applications, 15 of which were complete. Those 15 will be reviewed by a committee and the top 5 will present at the February general meeting. All members will be able to vote on a winner immediately following the presentations.
      ii. Spring raffle tickets will be handed out at the March meeting and the drawing will take place in April. If anyone knows of local merchants please feel free to outreach for raffle prizes. The committee will begin contacting merchants from our list soon.

   b. Staff Recognition – Erin Tarabini
      i. Fall Staff Academic Award recipient will be notified tomorrow and can hopefully attend the February meeting to be presented with their certificate/check. Spring award will come in February or March.
      ii. 2017 EOTY award notifications will be emailed out soon.

   c. Service Projects – Scott Taylor
      i. Spring Blood Drives: January 10, February 14, March 7, April 11, May 2.
      ii. Co-chair search – Cindy Kelly had to step down from Staff Council so we will need to look at how quickly we need to replace her area as well as the Chair position for Service Projects Committee.

   d. Governance – Barbara Johnson
      i. Coverage for Cindy Kelly and Katrina Cunningham’s areas.
      ii. By-law updates.

VIII. Executive Committee business/new Staff Council business/office reports: none

IX. “Getting to know you” – Members of our Staff Council: none

X. Intent to raise question: none

XI. Adjournment: 9:02 a.m.