

Staff Council
Minutes of June 8, 2016
Colusa 100A, 8:30 am – 10:30 am
Approved – September 13, 2016

Attendance: Jim Aird, Rebecca Belser, Mary Kay Bringham, Gale Carrillo, Mario Chandrakumar, Melissa Cheatham, Katrina Cunningham, Nicole Davis, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heilesen, Michelle Holmes, Barbara Johnson, Cindy Kelly, Eva Kennedy, Jennifer Lara, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Andrew Nichols, Melanie O’Connor, Tawnie Peterson, Cari Phipps, Michael Pratt, Jene Rabo, Lori Rice, Jen Ross, Rachelle Sousa, Erin Tarabini, Katherine Tilman

Absent: Rebecca Cagle, Joe Crofts, Holly Ferguson, Deanna Jarquin, Scott Taylor, Sheryl Woodward

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – Annette Heilesen

- a. Call to order
- b. Announcements: none
 - i. Welcome/introduction of new members for 2016-2017
 - ii. Thank you to outgoing Staff Council members and distribution of certificates
- c. *Action item* - Approval of meeting minutes from May 2016: approved
- d. Chair’s prerogative: Thank you for a great year. The end of the year party was great and President Gayle Hutchinson attended and spoke with each person there.

II. Guest Speaker – Campus Facilities Use Committee, Stephen Cummins, UPE: The Campus Facilities Use Committee spent about a year developing a recommendation plan for the Space Allocation Committee. In summer ‘15 they took a 2 year block of time (2013-2015) and looked at facilities use on campus during that time. There were about 15,000 nonacademic use of space on campus during that period. About 200 of those were charged to use the space. Of those 200 the majority were not directly related to a class, auxiliary organization or RESP/RF. The majority of those 200 that were charged were rolled up to cabinet who said the University should pay for it by splitting between the divisions. Concerns are that pricing is not clear, why do we have to pay, why can’t we use space on a Saturday, etc. Need to make some recommendations that clean it up and make reserving space easier. We are not using our software Ad Astra to its full potential so one of the recommendations is to build out Ad Astra. Another recommendation is to create an office where the primary focus is customer service. Currently up to 3 divisions can be involved in one request for space so we are trying to streamline the process. Build this out in phases: phase I build out of the office and Ad Astra. Would take about 6 months. Phase 2 is the new operation of an office of Conference and Meeting Services. Phase 3 would be for outside campus facility use. However, space on campus is at a premium and there is not much room

for off campus use. We have discussed extending campus operating hours. Sustainability has a seat on this committee and this plays a big role in facility use. For example, we don't want to power up a whole building just for the use of one room. Labor, depreciation and utilities are included in current room charges. Currently Facilities Reservations falls under Student Affairs and resides in Academic Scheduling and Publications. We are recommending to split these apart and use of space on campus that is non-academic would be handled by the new Conference and Meeting Services office. This would be a two person office, Conference and Meeting Coordinator and Administrative Assistant. There would also be someone to set up the rooms for meetings and come back to make sure the next meeting is ready to go. Phase 1 would be funded by all four division at 25% each. Recommending that Conference and Meeting Services would move under University Advancement, University Public Events. Regional & Continuing Education Conference Services will remain separate from Conference and Meeting Services but they might work in tandem. We have done cost comparison with other venues in town and across the CSU. Please review the plan and send any comments to Stephen or Tom Ussery.

- III. **Human Resources Services – Sheryl Woodward:** absent; no report
- IV. **Payroll or HRIS – Rebecca Cagle:** absent; no report
- V. **Associated Students – Michael Pratt:** One of our Chico State students has become a finalist for the student trustee position for the Board of Trustees for the CSU. We will know by the end of July who that is. Michael is the new AS President.
- VI. **Academic Senate – Joe Crofts:** Senate wrapped up its 61st session on May 12. Senate officers for 2015-2016 were nominated to continue in their positions for 2016-2017. One action item was approved: Resolution Supporting CSUC's Participation in the Open Educational Resources Adoption incentive Program of the College Textbook Affordability Act of 2015. Discussion items included email clutter and Resolution on Diversity. Reports included "Student Voices on Diversity & Inclusion", WASC update, ASCSU and Request for Campus Submission for CourseMatch for fall 2016. Annual reports included Research Foundation, University Technology Advisory Committee (UTAC), Enrollment Management Advisory Committee (EMAC), University Foundation & Advancement Report, Faculty Research and Support Committee (FRAS), University Budget Committee (UBC) and Executive Management Evaluation and Development Committee. Betsy Boyd, Chair of the Academic Senate, presented the Senate Chair's Annual Report.
- VII. **Office of the President – Russ Mills:** Commencement recap. Bernie Sanders was on campus last Thursday. President Hutchinson's first day will be July 6. Getting things set up and ready for her arrival.
- VIII. **Standing Committee Reports**
 - a. Ways & Means – Rachele Sousa
 - i. Luncheon recap & luncheon prize basket feedback: Video was a success and we were able to include President Hutchinson which was a fun surprise. The "luxury suite" worked out well this year and everyone did a great job making it a special place for them to be. Radios didn't work well up there so we had some trouble with that. Next year we are looking for an alternate venue for the luncheon so space should not be an issue again next year. This year we emailed all departments/chairs to ask for

gift basket donations for the luncheon raffle. Next year please include the ASCs in the email so that they can help coordinate this. Some feedback about the baskets was that people didn't like some of the gifts that were included like department "swag". Also, the announcement of the baskets was too redundant. Maybe just say what department it was donated by but not each item in the basket.

- ii. Wildcat Welcome: Everyone is encouraged to participate in this fun event at the beginning of the year. There are different levels of involvement depending on how much time you can commit. Check campus announcements for sign ups.

b. Staff Recognition – Melissa Cheatham

- i. Thank you to everyone that helps with the screening of all awards including two new awards.
- ii. Fall Staff Academic Award application period is open until the end of the month.

c. Service Projects – Cindy Kelly

- i. 2016-2017 Blood Drive schedule flyer is available for everyone to pick up.
- ii. Fall Staff & Faculty Art Show information: 9/26/16 – 11/3/16 show dates, 11/3/16 Reception.

d. Governance – James Aird

- i. Seating of 2016 Staff Council Member Barbara Johnson from the Career Center.
- ii. Call for officer nominations from the floor: Nicole Davis for Secretary.
- iii. Officer elections: Annette Heilesen, Chair; James Aird, Vice Chair; Nicole Davis, Secretary; Jackie McMillan, Treasurer; Melissa Cheatham, Staff Recognition Committee; Jene Rabo, Governance Committee; Cindy Kelly, Service Projects Committee; Rachelle Sousa, Ways & Means Committee
- iv. *Introduction item*: Proposal to change the Staff Council bylaws. The change adds a constituency group (MPPs) to the current definition of membership. This would be for non-academic MPPs, excluding tenured faculty. If MPPs were able to serve on Staff Council we would need to make it clear if they could apply for the staff awards. Come out with wording and then send out for email voting.
- v. Suggested to send an email to all member supervisors with the Staff Council meeting schedule and a thank you for supporting your staff and invite them to a meeting to see what it's all about. This might help supervisors support their staff and understand what they are signing off on.

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

- a. Koffee & Kudos: June 20, 2:30-4pm sponsored by the College of Business. Iced coffee and treats!
- b. Melanie would like to thank everyone for considering MPPs to be on Staff Council.

- c. Stop by and say hello to the new Executive Director for University Housing Abeer Mustafa.
- d. Kathy Favor & Jean Irving are both retiring. Please look for announcements on their retirement celebrations.
- e. Staff Employee of the Year Reception for Barbara LaRue on Tuesday, June 21, 1-2:30 in Laxson Lobby. Please look for that announcement.
- f. Melanie will be off Thursday, June 17 and will return on August 22.

X. Intent to raise question: none

XI. Adjournment: 10:30 a.m.