Staff Council
Minutes of March 13, 2018
Kendall 207/209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Tami Adams, James Aird, Anel Anderson, Rebecca Belser, Angela Bledsoe, Mary Bowman, Alison Christensen, Laura Cox, Nicole Davis, Erin Forberg, Laurie Hansen, Barbara Johnson, Jeff Livingston, Kara Maas, Mike Mandry, Rena Marino, Lynn Maurer, Margie Mitchell, Curtis Pahlka, Claire Pelley, Tawnie Peterson, Jene Rabo, Jen Ross, Katie Salcido, Linda Schurr, Alisha Sharma, Rachelle Sousa, Erin Tarabini, Amanda Taylor, Scott Taylor, Sheryl Woodward

Gallery: Mario Chandrakumar

Absent: Katherine Bruce, Holly Ferguson, Heather Kilcoyne, Elaine Kramer, Jackie McMillan, Sandra Scholten, Katie Sibley

Meeting Commence: 8:32 a.m.

I. Staff Council Chair – James Aird
   a. Call to order
   b. Announcements
      i. Welcome to Jeff Livingston who will be reporting on behalf of the Academic Senate.
      ii. Career Center Career & Internship Job Fair April 4 from 10am-2pm in the BMU Auditorium.
      iii. Student Judicial Affairs is now called Student Conduct, Rights & Responsibilities. There are new updates to their website which includes a community concern reporting form that is open to the public.
      iv. Faculty Affairs is now called Office of Academic Personnel (OAPL).
      v. Kara Maas would like to remind everyone about the Kristina Chesterman Memorial run that will take place on April 29 at Bidwell Park. This will be a 5 & 10K run and the funds will go to support the Kristina Chesterman Memorial Clinic in Nigeria. Please encourage people to participate.
   c. Action item - Approval of meeting minutes from February 2018: approved
   d. Chair’s Prerogative – Executive Committee to meet today directly following this meeting.

II. Guest Speaker: Mary Wallmark, Student Life & Leadership – Wildcat Statue Project
   a. Project began in 2010 when students started to advocate for a bronze wildcat statue as a symbol to promote school spirit characterized by respect, confidence, and commitment.
   b. Associated Students, Alumni Association, Athletics, and the University Administration have all partnered together for this project and will be funded by these four groups.
c. The statue will be created by world-class wildlife artist Matthew Gray Palmer.
d. Site prep began in front of the BMU on February 6. The finished sculpture will be placed on Monday, April 16 and the dedication/unveiling will take place on Thursday, April 19 at noon. Please spread the word about this date and have everyone come in their Chico State gear. There will be lots of promotion/events planned around this day.

III. Human Resources Services – Sheryl Woodward
   a. Personnel changes in HR – late last year we began a recruitment for a Benefits Manager. After a long recruitment we decided to promote Sean Rough to be the Benefits & Leaves Manager.
   b. Title IX & Clery – Dylan Saake is in charge of Labor Relations & Title IX Clery, Gloria Godinez is the assistant director Denise Hardy was selected for the investigator position. Curtis Pahlka has agreed to move over to Title IX Clery. He will be part time in UPD until the end of May when he will be full time in Title IX.

IV. Payroll and HRIS – Alison Christensen reporting on behalf of Rebecca Cagle
   a. Most of the 2017-2018 general salary increases have been posted on the State Controllers system and all retro pay will be issued by Friday.
   b. Recognition bonus will hit later in March.
   c. HR Liaisons meeting Tuesday, March 27 at 11am in Colusa Hall.

V. Associated Students – Alisha Sharma, President of the Associated Students
   a. Proposed fee adjustment – all students will now get a chance to vote. AS has been working on informing students about the vote that will take place the last week of April.
   b. Advocacy in Sacramento for a fully funded CSU.
   c. CA Higher Education Student Summit Advocacy Day – theme was “back to basics” focusing on food & housing insecure students and mental health.
   d. On April 4 CFA is sponsoring buses for students to go to Sacramento to advocate.
   e. This evening is a safety walk where the Community Affairs Commissioner is partnering with First Year Experience to highlight areas around campus and community that need work.
   f. This Way to Sustainability Conference happening March 15-16.
   g. Grill the Candidates event coming up.
   h. Cats in the Community day of service event on Friday, March 30.
   i. Campus is going straw less.
   j. Pepsi party at the end of March with free giveaways for students.

VI. Academic Senate – Jeff Livingston, Vice Chair
   a. Academic Senate will meet this Thursday, March 15 and will talk about the proposed student fee increases and WASC accreditation. Will also be voting on a new alcohol service at special events policy where a unit of office can apply for
permission to serve alcohol at an event.

VII. Office of the President – Brooke Banks
   a. WASC preparation continues. Working on the institutional report and a video to go along with it. Also work being done on data reporting and analytics. Open sessions in April, more information to come.
   b. Proposed student fee adjustments – consistent message throughout the forums is that students are upset that they are not able to vote so the President has moved forward with allowing a student vote to take place. We have had four open forums, one more scheduled this week and more after spring break.

VIII. Standing Committee Reports
   a. Ways & Means – Tawnie Peterson, Chair & Margie Mitchell, Co-Chair
      i. Sponsorship raffle ticket packets are ready to be picked up at the end of the meeting. 100 tickets per packet, you can request more if needed. Tickets and money are due to Mary in the Staff Council office by 3pm on April 6. The proceeds of this raffle will go to the Promoting Achievement Through Hope (PATH) student organization. Mary is updating the flyer with new prizes and will email it out this afternoon. Please look at the prize list and if you visit one of those local businesses please take a moment to say thank you for donating and supporting our campus.
      ii. Luncheon video filming dates will be April 13 & 20.
      iii. Luncheon save the date will go out later this week. The awards ceremony will take place in Laxson and lunch will be served on the Kendall lawn. We won’t be able to recognize the 5-year people this year but can revisit this again next year.
   b. Staff Recognition – Erin Tarabini
      i. Staff Excellence Award period has closed. Working on a special way to announce the nominees before the luncheon.
      ii. Spring Staff Academic Award application period is open from March 1 through noon on April 2. Applicants can submit electronically or through campus mail to the Staff Council office or Erin’s office.
      iii. New staff welcome – please look for the new staff emails from HR and see if anyone is in your area(s) so that you can reach out by phone or in person if possible. Erin is working on a handout that we can give to new employees that gives some information about what Staff Council is/does. Please remember to send your updated area lists to Barbara and cc Mary. Sheryl Woodward notes that HR is working on updating the onboarding process and would like to include Erin in this process.
   c. Service Projects – Scott Taylor
      i. Thank you letters went out to businesses that donated to the UNCP raffle.
ii. *Introduction item:* UNCP name change – For the past several years we have been talking about updating the name of this program. Several suggestions have been submitted by the School of Social Work and Child Development Program. We would like for all staff council members to ask their areas for suggestions/feedback. Please have those suggestions submitted to Nicole Davis by March 28 so that we can discuss it at our next Executive Committee meeting. We will bring it back to the April general meeting to vote.

d. Governance – Barbara Johnson
   i. *Introduction item:* Bylaw updates regarding area representative expectations.

IX. **Executive Committee business/new Staff Council business/office reports**
   a. Mary Bowman, Staff recognition process – Letters went out to employees who will be recognized for 10, 15, 20, 25, 30, 35, 40 & 45 years of service. After spring break Mary will send an email out to all campus asking if any staff feel they should be recognized at the luncheon but did not receive a letter.

X. **Intent to raise question:** none

XI. **Adjournment:** 9:40 a.m.