Staff Council
Minutes of May 9, 2017
Kendall 207/209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: James Aird, Brooke Banks, Sandra Barton, Rebecca Belser, Scott Claverie, Laura Cox, Joe Crotts, Katrina Cunningham, Holly Ferguson, Erin Forberg, Dana Francis, Laurie Hansen, Annette Heilesen, Barbara Johnson, Cindy Kelly, Kara Maas, Mike Mandry, Rena Marino, Lynn Maurer, Jackie McMillan, Margie Mitchell, Curtis Pahlka, Tawnie Peterson, Cari Phipps, Michael Pratt, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Sheryl Woodward

Absent: Matthew Bently, Jerry Hight, Nicole Davis, Mario Chandrakumar, Tamara Fleet, Katherine Tilman, Rebecca Cagle, Janet McCue, Alison Christensen

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – Annette Heilesen
   a. Call to order
   b. Announcements
      i. UPD is recruiting for a dispatcher position, experience is preferred.
      ii. Athletics just hosted the CCA Track & Field Championship over the weekend. They will also be hosting the Softball CCA Championships. The Baseball team is also going to the championships.
      iii. The script for the Chico State tour is outdated. An email was sent out to all Chairs, Deans and Directors on campus to ask for suggestions for the new script, fun stories, etc.
      iv. High School Scholars Program – up to 2 classes for $58 with one mandatory orientation to attend. Spread the word to any high school juniors or seniors that may be interested.
      v. Kristina Chesterman Memorial Run - request for support/advertisement next year.
      vi. Next Koffee & Kudos will be hosted by the Office of Admission in August. September will be hosted by Alumni and Parent Relations, dates to be announced.
   c. Action item - Approval of meeting minutes from March 2017: approved
   d. Action item – Approval of meeting minutes from April 2017: approved
   e. Chair’s prerogative
      i. Dear World – almost 400 people participated, mainly students. Once we receive the high resolution photos we will have a display in order to continue the conversations. We would like to have the photos displayed in several locations on campus. 125-150 people attended the reception.
      ii. Shared Governance Document – signing ceremony at the Academic Senate meeting Thursday, May 11.
iii. What trainings have you completed and would recommend? Tactical Communication, Green Dot Violence Prevention Strategy Training and Diversity Trainings with Trey Robinson.

II. Guest Speakers: none

III. Human Resources Services – Sheryl Woodward:
   a. HR Liaison meeting on Monday May 15 from 9-10am.
   b. The week of May 22 HR will be moving out of Kendall 220 for about 5 weeks for a refresh. There will be a sign directing everyone to Kendall 211 down the hall.
   c. If your department has plans to hire a number of students in the fall it is much easier to process them as a group. Call employment to set up a meeting to have students fill out all their processing paperwork together.
   d. Reminder to let students know that if they want to work in the fall they need to complete an I-9 verification Form. A list of acceptable documents is found on the HR website. Students that have not had a break in employment do not need to complete it again.
   e. Student Employees no longer need to complete Live Scan unless they are doing a job that requires it by law or if they have access to level 1 data.
   f. My Pay Calculator announcement went out and was in the Benefits Newsletter. This is a great program that will show you the value of your total compensation by fiscal year (pay, retirement, insurance, etc.). Does not include vacation and sick days.

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

V. Associated Students – Michael Pratt, President:
   a. Michael’s last day is May 15 and would like to introduce the newly elected President Dylan Gray.
   b. Karla Camacho was elected as the new Director of University Affairs.
   c. Michael was elected as the Vice President of University Affairs for the California State Student Association.
   d. Associated Students 75th Anniversary celebration will begin tomorrow, May 10 and will include the grand opening of Urban Roots in the BMU. The “Real Food Challenge” challenges all campuses across the nation to get to 20% real food. We are the only campus that will meet the 2020 goal of 20%. Our current calculations put us way over that at an estimated 75% real food offered by dining services so we are now the national model for the Real Food Challenge.

VI. Academic Senate – Joe Crotts:
   a. Academic Senate met on April 13, April 27 and May 4, 2017.
   b. Approved as action items
      i. Proposed EM: Adjunct Appointments at California State University, Chico
ii. Proposed New Minor in Food Science
iii. Proposed EM: Campus Vegetation and Arboretum Committee
iv. Proposed Name Change for the Minor in Exercise Science to the Minor in Sport Performance
v. Proposed Changes to the University Writing Requirement
c. Discussions on two action items will be continued at the May 11 meeting:
   i. Proposed Significant Change to the B.A. in International Relations
   ii. Proposed EM: Workplace Abusive Conduct
d. Academic Senate approved two resolutions:
   i. The Resolution of Commendation of President Gayle E. Hutchinson for Acknowledging the Contributions of the Mechoopda Maidu People to CSU, Chico
   ii. Academic Senate Resolution in Support of Undocumented Students and Students from Mixed-Status Families
e. Academic Senate expressed support for the Shared Governance Statement that will be signed by Betsy Boyd, Academic Senate Chair, Annette Heileson, Staff Council Chair, Michael Pratt, Associated Students President, and Gayle Hutchinson, President.
f. Presentations were delivered to the Senate on:
   i. Dear World
   ii. The North State Public Radio (KCHO) and the University Mission
   iii. The Library Strategic Plan
   iv. The United Library Management System (ULMS) providing a system wide common platform of operations for the CSU libraries
   v. University Advancement Update
   vi. Staffing changes in the Provost’s Office and concomitant consultation
   vii. The search committee for the Vice President for Student Affairs
   viii. Our Democracy (A message from President Gayle Hutchinson)
   ix. WASC Senior College and University Commission Accreditation Update
g. Annual reports were presented by the following committees:
   i. Service Learning Advisory Committee
   ii. Faculty Recognition and Support (FRAS) Committee
   iii. Enrollment Management Advisory Committee
   iv. Executive Management Evaluation and Development Committee
h. Academic Senate will meet on May 11 for its final meeting of the year.

VII. Office of the President – Brooke Banks

a. Position description for the Vice President of Student Affairs went out recently. There is still time to provide feedback to the committee about how to improve that position description.
b. Yesterday we hosted the Department of Finance and some people from the Governor’s Office.
VIII. Standing Committee Reports

a. Ways & Means – Rachelle Sousa
   i. Ad-Hoc Ways & Means meeting summary – suggested changes to the by-laws. We will still do the spring fundraiser and decide on which University project or program the proceeds will go to. Opportunity for campus groups to apply/present to us in order to be the recipient of the funds. It makes it much easier for staff to sell tickets to the fundraiser when they know it is going to a good cause. Suggested that we donate 75% of the proceeds to the program selected.
   ii. Luncheon video filming is this Thursday, May 11. Please come to one of the locations to participate. Theme is tie die and “Happiness, pass it on”.
   iii. An email will go out to all the Chairs and Deans to donate a gift basket for the luncheon raffle. Alcohol cannot be included.
   iv. Sign-up sheet for luncheon help passed around. We will need you there on Thursday, May 25 at 10:45am for a debriefing. Helpers will eat lunch at 11:00am. Looking for seating sign-holders, prize runners, flower runners, etc.

b. Staff Recognition – Erin Tarabini
   i. Staff Excellence Award nomination period closed. Notifications to those nominees will go out today and later this week an announcement will go out acknowledging the nominees.
   ii. Committee will meet on Thursday to review the applications and make selections. We will make accommodations for those that would like to attend the video filming at that time.

c. Service Projects – Cindy Kelly
   i. Art show will take place in the fall and dates are being confirmed. More information to come.

d. Governance – Cari Phipps
   i. **Action Item:** Mission & Vision Statement – approved
   ii. **Introduction Item:** Proposal to add a co-chair to Staff Council’s Ways & Means and Service Projects Committees. Melanie suggested also adding a co-chair to the Staff Recognition Committee. These committees have all grown so much and it would be a huge help to the chairs to lighten the load and have another person to attend Executive Committee meetings. This will be especially helpful for the Services Projects Committee since we have moved the Art Show to the fall and will be gearing up for the UNCP around the same time. Erin suggests that since Staff Recognition is still a fairly new committee we wait to discuss some of the details of the committee before voting on adding a co-chair. Jim Aird motioned to waive the rules and move this to an action item. A vote was taken and passed unanimously.
iii. **Introduction Item**: Proposal for by-law change in Section 1a: “Members of Staff Council” – Addition of FMS Warehouse (formerly Area 15) into FMS-Maintenance and Clerical, Boiler-chiller Plant, & Grounds (formerly Area 14); new addition would become Area 14 and change the area numbers for BMU, Sierra and SAPP Halls, 25/35 Main and Passages and SSC. Jim Aird motioned to waive the rules and move this to an action item. A vote was taken and passed unanimously.

iv. Staff Council 2017-2018 service notifications and officer nominations will be sent out by Melanie. You can also nominate people from the floor at the June 13 meeting when we vote. Rachelle Sousa and Cindy Kelly will be stepping down as Chair of their committees (Service Projects and Ways & Means). Melanie will also send out emails to members whose term will expire on June 30.

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

   a. 

X. **“Getting to Know You”**: Dana Francis from the Testing Office, Rebecca Belser from the College of BSS Dean’s Office, Holly Ferguson from Academic Publications & Scheduling Services, Kara Maas from the Office of the Registrar

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

XII. **Adjournment**: 10:10 a.m.