Staff Council
Minutes of October 10, 2017
Kendall 207/209, 8:30 am – 10:30 am
Approved 11-14-17

Attendance: Tami Adams, James Aird, Brooke Banks, Rebecca Belser, Mary Bowman, Katherine Bruce, Karla Camacho, Joe Crotts, Nicole Davis, Holly Ferguson, Dylan Gray, Barbara Johnson, Cindy Kelly, Heather Kilcoyne, Kara Maas, Mike Mandry, Lynn Maurer, Jackie McMillan, Margie Mitchell, Melanie O’Connor, Curtis Pahlka, Claire Pelley, Tawnie Peterson, Jene Rabo, Jen Ross, Katie Salcido, Linda Schurr, Sandra Scholten, Amanda Taylor, Scott Taylor, Sheryl Woodward

Absent: Angela Bledsoe, Rebecca Cagle, Alison Christensen, Laura Cox, Katrina Cunningham, Laurie Hansen, Elaine Kramer, Rena Marino, Rachelle Sousa, Erin Tarabini

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – James Aird
   a. Call to order
   b. Matthew Miller & MUTA – Green Day’s American Idiot opening tonight, October 10 at 7:30pm in Harlen Adams Theater and runs until Sunday, October 15. Play opens in November called Dancing in Lughnasa. Shakespeare’s A Midsummer Night’s Dream will be playing in March. Avenue Q will be playing the first week of May in Laxson.
   c. Action item - Approval of meeting minutes from September 2017: approved

II. Guest Speakers:
   a. Ann Schwab & CAVE – 2017 United Way Our Promise 2017-2018 Campaign. Last year this campaign raised about 6.2 million. United Way of Northern California’s focus is on education, financial stability and health. The campaign is to increase funding for local non-profits such as CAVE which is one of the recipients of the campaign. CAVE has 68 student staff members who are placing 410 volunteers this semester who will impact about 6000 people in our community with the programs they run. A few of the programs are Senior Circle, Adopt a Grandparent, Adopt a Park, Animal Connection and Community Outreach Ambassadors (COA). One of the programs that is in need of additional funding is the Senior Circle Program which works at senior facilities to run games and activities. Kids Educational Programs include Helping Hands, Special Pals and EO Connections, Noontime and After School Activities (NASA), Classroom Aide, Excel and Tutorial program. Three additional programs are Alternative Spring Break, Weekend Wildcat Program and Chico Make a Difference Day. Campaign pledge forms will come via intercampus mail. You can sign up for a one-time payroll deduction. There is now an option to continue giving into retirement.
   b. Katie Sibley & FMS – First annual Veteran’s Day 5K at Chico State Saturday, November 4, 7am packet pick-up and race begins at 8am. 100% of the proceeds
are going to a Veteran student award. We have already surpassed our goal so the more we get to register we are hoping to add an additional award. Can help by registering to run/walk, volunteer or donate. Can do this all through the FMS website. This will be the kickoff to Veteran’s Day events, partnering with the office of Veteran’s Affairs.

III. Human Resources Services – Sheryl Woodward:
   a. Email was sent out regarding Mandated Reporter. 1083 was revised by the Chancellor’s office. Previously we were all considered mandated reports but with the revision there are three groups; general reporters, limited reporters, and no responsibility. We need to be compliant by October 31. An email went out that included a link to the updated policy and another email was sent directly to each person that is a mandated reporter along with a link to training. Training is not required but is highly recommended.
   b. Open enrollment ended last Friday, October 6. The benefits team is working hard to get everything up to date in the system.
   c. Common Human Resource System – system that The Chancellor’s office put together as a database for all HR data. It is a system wide project. Rebecca Cagle can present on this at the next meeting on what CHRS is and how to find the info on the website. We are about 4-5 years out from implementation.

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

V. Associated Students – Dylan Gray, President & Karla Camacho, Director of University Affairs
   a. AS Event on October 23 Cal State Contact Congress. Karla made a proposal for each CSU to work on a civic engagement project on their campus on October 23. On our campus this event will take place in the BMU Auditorium from 10-2pm and they will be doing letters, phone calls and faxing our congress members to stand in support of the DREAM act. System wide effort to contact our congress that was spearheaded by Chico State. Everyone is invited to come help and spread the word about this event.
   b. Going down to Long Beach tomorrow and Thursday to talk about Grad Initiative 2025 with the President and team. There is a resolution to postpone implementation to fall 2019.

VI. Academic Senate – Joe Crotts:
   a. Senate met on September 14 and October 5.
   b. Following items were approved by the Executive Committee during the 2017 summer and ratified by Senate on October 5: Campus Response to EO 1100 General Education Breadth Requirements, Campus Response to the Chancellor’s Office on Competence in English and Mathematics/Quantitative Reasoning, Campus Response to the Proposed Intellectual Property Policy, Temporary
Suspension of FPPP 13.1.2e.6 Notification to Faculty of the Awarding of Leave Positions, Changes to Commencement 2018.

c. Approved as an introduction item: New Certificate in Data Science.

d. The following items were approved as action items: Revisions to the EM on Course Numbering Policy, Degree Name Change from B.S. in Recreation Administration to B.S. in Recreation, Hospitality, and Parks Management, Discontinuation of the M.A. in Geography, Discontinuation of the Minor in Information Technology, Resolution in Support of CSU Students, Staff, and Faculty Admitted or Employed Under the Deferred Action for Childhood Arrivals (DACA) Program and in Support of the DACA Program, Resolution on EO 1100 (General Education Breadth Requirements) and EO 1110 Assessment of Academic Preparation and Placement in First-Year General Education Written Communication and Mathematics/Quantitative Reasoning Courses.

e. Presentations were given on: Campus Safety, University Budget Committee Update, EO 1000 Faculty Use Fees, University Diversity Council, Ombuds Report, Academic Calendar, Blackboard Learn December Migration, Responding to Changing DACA Policies and Graduation Initiative 2025.

f. Next meeting will take place on October 26.

VII. Office of the President – Brooke Banks

a. Search for Vice President of Student Affairs ended last week. Campus should receive an announcement in the next few weeks.

b. Recap on President’s Reception.

c. Working on plans for the Halloween Koffee & Kudos and costume contest event.

d. Hoping to get a message about campus safety out in the next few days.

e. Working on assistance with the recent fires. We are reaching out to Sonoma State to see if there is anything we can do to support them.

VIII. University Shared Governance Committee Reports:

a. Melanie O’Connor, University Diversity Committee report – Met yesterday and Melanie will email the summary.

b. Melanie O’Connor, Staff Development Committee report – Currently working to create a staff development day. More info to come.

c. Melanie O’Connor, 1st Generation Faculty & Staff Association report – provide opportunities for 1st gen students to connect and support them. Working on 2nd annual 1st Generation Symposium. Working on tabling for spring semester. Also hosted 1st Generation Welcome Reception last week.

d. James Aird, EMEDEC – Committee for executive searches. Last two are VP for Student Affairs and VP for Academic Programs.

e. James Aird, Enrollment Management Committee report

IX. Standing Committee Reports

a. Ways & Means – Tawnie Peterson, Chair & Margie Mitchell, Co-Chair
i. Staff Luncheon will take place on May 24 and will consist of an awards ceremony in Laxson and then buffet style lunch on the Kendall Lawn.

ii. Committee will meet today to work on the application for campus programs to apply for the spring funds.

b. Staff Recognition – Erin Tarabini
   i. Absent; no report.

c. Service Projects – Cindy Kelly
   i. Staff & Faculty Art Exhibition update – The art has all been hung. We had a total of 50 pieces this year. This year the artists have the opportunity to sell their pieces with a 70/30 split with Staff Council. The reception will be on October 26, 4:30-5:30 in Kendall Hall.
   ii. University’s Needy Children Program update – letters have been sent out to local merchants for raffle prizes. Proceeds of that raffle will go toward the grocery gift certificates for the families. Raffle packets will be handed out today. Ticket sales will go until November 17. Family request forms will go out on October 30. December 6 will be the UNCP reception at the farm pavilion.
   iii. Kendall Hall display case for Staff Recognition - on hold for now.

d. Governance – Barbara Johnson
   i. Working on wording changes to the Request to Serve form.

X. Executive Committee business/new Staff Council business/office reports
   a. Staff Council office closed Monday and Tuesday next week.
   b. Staff Council office is looking into hiring a student worker.
   c. Halloween festivities - Koffee & Kudos on October 31. Voting will change to a panel of judges instead of Facebook voting. Three perpetual trophies; best theme, show stopper, most creative and also a people’s choice award. It will be in the BMU Auditorium.
   d. Dutch Bulb fundraiser still going on. Easy way to send out link and make money.
   e. Keep working on you area lists and send those to Melanie.
   f. 50th Anniversary of Staff Council is next June. Coming up with ideas on how to honor this big milestone.
   g. Staff Excellence Reception – looking at a November date.

XI. “Getting to Know You”:

XII. Intent to raise question: none

XIII. Adjournment: 10:12 a.m.