

**Staff Council**  
**Minutes of October 12, 2015**  
**Kendall 207-209, 8:30 am – 10:30 am**  
**Approved: November 10, 2015**

**Attendance:** Jim Aird, Sarah Balana Molter, Rebecca Belser, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Melissa Cheatham, Don Converse, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Dana Francis, Chris Gardner, Kathleen Hassig, Annette Heileson, Michelle Holmes, Deanna Jarquin, Cindy Kelly, Eva Kennedy, Kara Maas, Rena Marino, Lynn Maurer, Jackie McMillan, Russ Mills, Melanie O'Connor, Jene Rabo, Lori Rice, Jen Ross, Erin Tarabini, Scott Taylor, Katherine Tilman

**Absent:** Gale Carillo, Margie Mitchell, Andrew Nichols, Cari Phipps, Michael Pratt, Rachelle Sousa, Sheryl Woodward

**Meeting Commence:** 8:37 a.m.

**Call To Order:** Annette Heileson

**Approval of meeting minutes from June 2015 & September 2015:** June approved; September approved.

**Open Forum for staff members regarding the recent campus climate survey:** We have been asked to host a staff review of the Campus Climate Survey. Please send any questions you would like addressed to Annette.

**Chair's Prerogative:** Staff Council members to go around the room and say what Department you are from and one thing about yourself.

**Announcements:**

- JoAnn Bradley will be retiring at the end of December after 25 years of service to the University. Kayla Whitehead from the Library is interested in Staff Council and will be sitting in on today's meeting.

**Human Resources – Sheryl Woodward:** absent; no report

**Payroll & HRIS - Rebecca Cagle:**

- Working on wrapping up the student reports 2 project.
- Next big project is the paperless student employment project.
- Working on filling the Payroll Tech 1 position.

### **Associated Students – Deanna Jarquin and Michael Pratt:**

- Deanna and Michael have staff meeting at this same time so they will be switching off each meeting.
- The AS is a non-profit corporation whose board is comprised of students elected at general elections in April. They pass policies and work on bettering the AS and the University. They have three standing committees.
- AS provides opportunities for students such as funding councils that give money for events on campus, internships and they employ over 500 students on campus and 100 career staff.
- Represent students on campus and provide student support.
- AS passed several resolutions last year; one to advocate to adopt a dream center on campus, one to support shared governance practices on campus and another to look at space for the CLIC on campus.
- AS Represents Chico State at the system wide level. This past weekend they attended the California State Student Association in San Francisco. Just had a bill for open learning resources signed by Governor Brown.
- Student Involvement and Representation Fee (SIRF) is an opt out fee for students where they pay \$2 each semester and have the opportunity to pay for CSSA.
- Looked at the rough draft for sustainable funding models this past weekend.
- Within the AS Business they have a new Associate Director Jamie Cameron Clyde.
- Performing a study of feasibility study of our lower level of the BMU to see how we can make it more accessible to students and how we can allocate space in a more equitable way to programs.
- Just did their audit committee and no significant findings were found.
- Strategic Plan for AS that includes language about technological literacy and diversity strategic plan goals.
- Passed two career staff policies regarding sick leave and bereavement policy.
- All committees are currently up and running and have staff representation.
- Over 1000 people attended the free Labor Day events. Over 30 events during the three weeks of welcome week and 9 events during Labor Day weekend.
- Collected 2301 non-perishable food items for the Hungry Wildcat Pantry. Goal this year is 4000 non-perishable food items.
- Michael Pratt chairs the student academic senate which is comprised of one senator from each of the 7 colleges. Focus this year is internalized structure and supporting shared governance on campus.
- Thank you to all staff for helping to make our students successful.

### **Academic Senate - Joe Crotts:**

- Senate met on August 25, September 17 and October 1.
- August 25 meeting was planned as a retreat but after the President's announcement of a permanent appointment of a Provost the meeting was changed to an Open Forum on Shared Governance and the Campus Climate Survey Report.
- September 17 meeting began with an announcement that nominations for two faculty to serve on the Advisory Committee to the Trustees Committee for the Selection of the

President. The Board of Trustees Policy for the Selection of Presidents was reviewed and commented upon. There is concern over the prohibition of campus visitation by candidates (closed vs. open search). Senate passed a resolution on the search calling for “an open and transparent search process for the next president”. A synopsis of the Resolution Response Full Committee Retreat was also reviewed at this meeting followed by a reading of the response from the chancellor from September 15 to a letter from the Academic Senate Executive Committee officers to the chancellor on September 3, Recommended Actions in Response to the Open Forum on Shared Governance and the Campus Climate Survey. The chancellor sent the Executive Vice Chancellor for Academic Affairs and the Vice Chancellor for Human Resources to our campus who then reported back to the Chancellor’s office. The Resolution Response Full Committee has a meeting scheduled on October 27.

- October 1 meeting Senate reviewed and approved several proposals. Minor changes in the Bachelors of Science degree in biochemistry were approved as an introduction item. These changes will revise the curriculum to improve written and oral communication in biochemistry and chemistry. In addition, the results of the election of two faculty members to serve on the Advisory Committee to the Trustees Committee for the Selection of the President were announced, with Chuck Zartman and Academic Senator Paula Selvester being elected.
- Next Senate meeting will be this Thursday, October 15. Everyone is invited/encouraged to attend the Senate meetings.
- Deanna Jarquin comments we are the only campus that has both a faculty and student trustee as part of the presidential search.
- Annette adds that three staff names were submitted to Lori Hoffman for her to pass on to the Chancellor’s office to choose one staff member to serve on the Advisory Committee to the Trustees Committee for the Selection of the President. We should be hearing in the next couple of days who was chosen.

#### **Office of the President – Russ Mills:**

- The presidential search open forum will be held on November 10. Please attend to have an opportunity to express concerns and things that you would like to see in the next president to the search committee.
- Ombud search announcement went out. We hope to have two people selected and in place by beginning of spring semester. The ombud will serve as an informal place where faculty, staff and students can go and address concerns they have about campus, employment, etc. This does not replace normal personnel processes on campus.
- WASC – there is a small group working on preparations.
- Russ comments that the Chancellor is supportive of the Climate Survey process. The Chancellor’s response was to a letter from the officers of the Senate. At the Senate meeting where the Chancellor’s letter was provided the original letter was not provided to senate. After that meeting the senate released the letter.
- Joe adds that the Chancellor is complimentary on our processes and hopes that we continue and make it work.

- Annette comments that the letter Russ referred to actually had already gone out to campus. Russ responds that an email was sent out that talked about the climate survey but that is not what the Chancellor was addressing. There was a separate letter that was not revealed to the campus until later.
- Joe notes that in the past 42 years there have only been 4 presidents and since 1952 only 5 presidents.

**Staff Council guest speaker – Mimi Greminger & Tila Guizar-Powell, Butte County Children’s Services; 2015 University Needy Children’s Program:**

- Cindy Kelly comments that the University Needy Children’s Program has been going on for 30 years with Chico State and 25 of those have been with Staff Council.
- Mimi & Tila are social workers with Butte County Children’s Services. They would like to express their sincere gratitude for Chico State’s generosity through the UNCP. The reactions of the families when they receive their gifts are priceless and they appreciate everything that is given to them.
- Throughout the year donations can be made to Butte County Children’s Services (books, clothes, etc.) and to local foster family agencies such as Youth & Family and Environmental Alternatives. There is an Independent Living Program (ILP) store on Morrow Lane that also accepts donations. More information can be found on the Youth & Family website <http://youthandfamily.info/butte-ilp/>

**Staff Council Guest Speaker – Ann Schwab, CAVE; United Way Campaign:**

- The “Our Promise” California State Employees Giving at Work is an annual campaign that has been going on since 1957. They are in collaboration with Human Resources Service Center to rollout the campaign this year.
- The United Way Giving Program has 50 agencies in the Northern CA area. You can donate to general United Way fund or to a specific agency such as CAVE.
- State employees can contribute using payroll deduction.
- Letters and pledge forms will be mailed out this week to campus zip.
- CAVE is Community Action Volunteers in Education and is the largest student run organization on campus. 70 student working for the program, 11 programs that students can volunteer through. Student volunteers get 30 hours of service equal to one credit toward graduation. Last year they had almost 2000 Chico State students volunteering their time in the community. Programs serve a broad base of community needs such as working in the classroom for Chico Unified, working in assisted living/retirement homes and cleaning up the park.
- This year they are doing a pilot program with the Esplanade House. Student volunteers go to the Esplanade House to play/do activities with the children. This semester they have 20 volunteers going there with 4 site supervisors and there are 28 kids signed up through the program. Next semester they have an estimated 50 children with the program. They are working on a carnival for the children for Thanksgiving and would like funding for this.

- It was asked if there are things that staff/community members can volunteer for. Right now they are only serving Chico State students but there might be opportunities for collaboration with staff in the future.
- CAVE will be celebrating its 50<sup>th</sup> anniversary next October.

### **Standing Committee Reports:**

#### **Governance Committee – Jim Aird:**

- Official seating of Staff Council member Jene Rabo
- Shared governance update – all staff positions have been filled.
- Area list reminder – please continue to update and send to Melanie.
- Introduction item: revision of by-laws to include addition of the Staff Recognition Committee.
- Lynn asks about sending out minutes – we should send out the minutes to our areas after they have been approved. Can send a summary to their area and then follow up with the approved minutes.

#### **Service Projects – Cindy Kelly**

- UNCP update – raffle proceeds will go toward food certificates for all the families and last minutes gifts for the children. Gifts are due on Wednesday, December 9. There will be a reception at the pavilion with a Christmas tree, children’s choir/music, raffle and refreshments. This year is our 25<sup>th</sup> anniversary. We will email out the flyer so that each member can distribute to their areas. Everyone gets 100 tickets but if you need more please ask Melanie. All of the information is on your packet. Don’t tear apart your tickets. The email for adopting families will go out next week.
- October Blood Drive sponsored by Chico State Greek Community is today. Next Blood Drive is Tuesday, November 17. Email Melanie to set up and appointment to get through faster.

#### **Ways and Means – Rachelle Sousa**

- Rachelle absent; no report.

#### **Staff Recognition Committee – Melissa Cheatham**

- Committee will meet today.

#### **Executive Committee Business/New Staff Council Business**

- **Don Converse, Bike & Board Safety Project:** Power point presentation next month. Just got lollypops in and will talk about it in detail at next meeting.
- **Melanie O’Connor**
  - Refreshment Coffer collection - \$10.00/person. Please place donation in the envelope that will be passed around.
  - Staff e-newsletter - every month or every other month. Melanie is working to get the first one out by the end of October. Please send ideas to Melanie to include.

We could include a welcome to new staff and farewell to staff retiring or leaving campus.

- Distribution of UNCP raffle tickets & envelopes – please pick up before you leave
- Distribution of See's candies & envelopes – please pick up before you leave. 24 bars per box. Raised price this year \$2 per bar and \$1 per lollypop. Flyer to attach to box. Proceeds of see's candy sales go to the Ways & Means Committee, Halloween costume contest and awards, decorations and incidentals for the staff luncheon. Erin comments that if you have extra money left over after shopping for your UNCP family you can donate it to go towards last minute gifts.
- Halloween costume contest again this year on Friday, October 30<sup>th</sup>. Prizes to the top three winners.
- Friday Oct 30<sup>th</sup> Koffee & Kudos at Warner Center sponsored by the Office of the President, 10-2 p.m. Wear your costume!
- There will also be a November and December Koffee & Kudos. Look for those announcements.

**Intent to Raise Questions:**

- AS to author a letter for presidential search about the 4-5 traits they find most important for the next president. The more unified campus groups can be would be great. Staff Council Execs will put forward suggestions on behalf of Staff Council. Email suggestions to Annette, Jim and Melanie.

**Adjournment:** 10:18 a.m.