Staff Council
Minutes of September 13, 2016
Kendall 207/209, 8:30 am – 10:30 am
Approved October 11, 2016

Attendance: James Aird, Brooke Banks, Sandra Barton, Rebecca Belser, Rebecca Cagle, Mario Chandrakumar, Mariam Chatila, Melissa Cheatham, Laura Cox, Joe Crotts, Nicole Davis, Tamara Fleet, Erin Forberg, Laurie Hansen, Annette Heileson, Barbara Johnson, Cindy Kelly, Kara Maas, Mike Mandry, Lynn Maurer, Jackie McMillan, Margie Mitchell, Cari Phipps, Michael Pratt, Jené Rabo, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Katrina Cunningham, Holly Ferguson, Dana Francis, Rena Marino, Tawnie Peterson

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – Annette Heileson

a. Call to order
b. Announcements:
    i. Welcome/introductions
c. *Action item* - Approval of meeting minutes from June 2016: approved
d. Chair's prerogative:
    i. President Hutchinson's listening tour – The Executive Committee is meeting with President Hutchinson later in the month to discuss the needs, wants and challenges of staff on campus. We represent staff in all capacities except for collective bargaining. If you have anything you would like us to address please contact any of the executive committee.
    ii. Staff Council Mission & Vision Statement revision, Ad-Hoc Committee: Please contact Annette if you would like to be a part of this committee to expand on our current Mission & Vision Statement.

II. Guest Speaker: none

III. Human Resources Services – Sheryl Woodward:

a. Working with Public Relations on a welcome back newsletter. This should be sent out in about 3 weeks.
b. Compiled the IRP and class review data for the last fiscal year. 60 IRPs completed with a 75% approval rate and 42 class reviews completed with a 76.2% approval rate. The timeline for completion associated with both have been drastically improved upon this last year.
c. With the new administration Sheryl has been given very close access to cabinet. When the President is done with her listening tour one of her plans is to put together a task force to talk about salary.
d. Interim Vice President for Business & Finance Jim Hyatt has been looking into the funding for Staff Council. Sheryl met with Annette and Melanie to discuss the

funding needs of Staff Council. Hopefully cabinet will help out with our funding in the future.

e. Overview of the Human Resources Service Center website: http://www.csuchico.edu/hr/

IV. Payroll or HRIS – Rebecca Cagle:

a. Currently processing faculty appointments.
b. All of the salary increases were processed over the summer. Still working on the MPP and C99 increases and those should be done by the end of the week.
c. Everyone can see their increases and compensation and paycheck information in HR self-service.
d. Benefits open enrollment opened September 12. Info session tomorrow, Sept. 14, 10:30-11:15 and 11:30-12:15. Open door walk in sessions on MWF from 9-11am. Can also make appointments with benefits benefits@csuchico.edu. Open enrollment ends October 7 at noon. There is no flexibility on that deadline.
e. HR Liaisons meeting will be October 26 or 27. Will send out more information when that date is set.

V. Associated Students – Michael Pratt, President & Tamara Fleet, Director of University Affairs:

a. The AS committees and councils are getting up and running. Looking for staff that might want to serve as advisors to those committees.
b. October 24 is the date of a mass effort to register students and provide non-partisan information about propositions. This is also the last day to register to vote in CA.
c. Dream Center is moving forward and will be in Siskiyou. Resources and information there.
d. Zen Den grand opening is on September 22, 2-4pm in BMU 301. This is for students but also looking to create one for staff.

VI. Academic Senate – Joe Crotts:

a. Senate began the 2016-2017 AY on September 1 with a retreat focusing on shared governance. First regular meeting is September 15.
b. Graduation Initiative Plan originates from the Chancellor's Office and entails reducing the time to graduate and eliminating the achievement gap between underrepresented students and the remaining student body.
c. EO 1071: Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors. This was revised September 7, 2016 and the Chancellor's Office is asking for feedback by October 15. Concerns over the proposed revisions have been discussed in EPPC on September 8 and the Executive Committee on September 9. Proposed changes to Executive Order 1071:
    i. Subprograms must require less than half the discipline-related credits in degree major programs.

ii. New subprograms must be proposed to the Chancellor's Office and receive confirmation of policy compliance prior to implementation.
iii. Self-support concentration proposals must include a detailed cost-recovery budget.

VII. Office of the President – Brooke Banks:

a. The President's Listening Tour is about half way through the 100 day timeline. A report of the first 50 days will be out by the end of the month. An on-line survey was sent out to provide feedback. Currently, there is a group analyzing the survey data.
b. The searches for Provost and Vice President for Business & Finance are starting now and will be about 3 weeks apart. The candidates will come to campus in late January/early February.
c. Preparing for the fall reception this Friday, September 16.

VIII. Standing Committee Reports

a. Ways & Means – Rachelle Sousa
   i. Nothing to report

b. Staff Recognition – Melissa Cheatham
   i. Committee will be meeting in the next few weeks to go over the applications for the Fall Staff Academic Award. The recipient will be announced at the October meeting.

c. Service Projects – Cindy Kelly
   i. Fall Staff & Faculty Art Show information: 9/26/16 – 11/3/16 show dates, 11/3/16 Reception 4:30-5:30. Art will be on display during Chico Experience Week. Artists can bring their pieces in early if that works best. You could also donate your piece for the UNCP raffle. At the reception you can bid on auction items. Please inform artists of the new wire hanging for their pieces.
   ii. University's Needy Children Program – Working on revising the family form. Donation letters will be sent out to businesses by the end of the month. This fundraises for the grocery gift certificates for all the families. Family forms will go out to campus in October. Mark your calendar for December 7, 5-6pm at the University Farm Pavilion for the UNCP Reception. Sandra Barton comments that the Theater Department is always looking for opportunities to perform so they might be an option for entertainment at the reception.

d. Governance – Jene Rabo
   i. 2016-2017 At Large openings on Staff Council – 3 openings.
   ii. *Action Item (With James Aird, former Governance Chair):* Proposal to change the Staff Council bylaws. The change adds a constituency group

(MPPs) to the current definition of membership. Discussion took place over allowing a limited number of MPPs on Staff Council. Council votes unanimously to include MPPs in the Staff Council by-law definition of Staff Council constituency.

iii. Area lists will be sent out in the next weeks for updating.

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

a. Dutch flower bulb fundraiser- please share the link. Bulbs are mailed directly and are 100% guaranteed. This is an easy fundraising opportunity for Staff Council.
b. Upcoming athletics events for Staff/Faculty – Women's volleyball this Saturday, September 17 at 7pm. Next is men's and women's soccer games.
c. Relay for Life team participation 2017 – any help is appreciated!
d. Blood Drive: October 10 & 11, BMU Auditorium
e. Annual Halloween Costume Contest – looking for a different way to vote other than through the Facebook page. If you have suggestions please contact Melanie.
f. Melanie is working on a consistent Staff Council Newsletter.
g. Melanie and Rachelle attended a first generation faculty & staff association meeting.
h. Staff Council group photo will be taken at the October meeting.

X. Intent to raise question:

a. *Introduction item*: Potential addition of two Ex-Officio seats to Staff Council (AS Administration and Research Foundation Administration). Discussion on the role of the Ex. Officio members. Do we need AS Administration since we already have AS President? It would be more of a business level report as opposed to the student related report that the AS President provides.

XI. Adjournment: 10:10 a.m.