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

Attendance: James Aird, Brooke Banks, Sandra Barton, Rebecca Belser, Rebecca Cagle, Mario Chandrakumar, Mariam Chatila, Melissa Cheatham, Laura Cox, Joe Crotts, Katrina Cunningham, Nicole Davis, Holly Ferguson, Tamara Fleet, Erin Forberg, Dana Francis, Laurie Hansen, Annette Heileson, Barbara Johnson, Cindy Kelly, Mike Mandry, Rena Marino, Lynn Maurer, Jackie McMillan, Margie Mitchell, Curtis Pahlka, Tawnie Peterson, Cari Phipps, Jen Ross, Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Matthew Bently, Alison Christensen, Jerry Hight, Kara Maas, Michael Pratt

Meeting Commence: 8:40 a.m.

I. Staff Council Chair – Annette Heileson
   a. Call to order
   b. Announcements:
      i. Seating of new member Curtis Pahlka from UPD.
      ii. Melanie – Refreshment coffer passed around.
      iii. Other announcements from members – Cari Phipps, Ad Hoc Committee for Mission, Vision and Goals statement for Staff Council. The sign-up sheet will be passed around if you would like to be on this committee.
   c. Action item - Approval of meeting minutes from September 2016: approved.
   d. Chair’s prerogative:
      i. President Hutchinson’s listening tour recap - discussed bullying on campus, Staff Council/Academic Senate reception, Staff Council membership, luncheon venue, staff raises, and building maintenance.
      ii. Meeting abstentions during voting follow up. Annette would like to apologize for not asking for abstentions during the vote at the September meeting. Joe Crotts comments that it is at the Chair’s discretion to ask for abstentions.

II. Guest Speakers:
   a. Ann Schwab & CAVE – CAVE is turning 50 this year. CAVE was started by a student in 1966. They started with 20 students and now have over 2,000 student volunteers every year. 3 goals of our local United Way are to improve education, helping people achieve financial stability and to promote healthy lives. CAVE has teamed up with United Way’s ‘Our Promise’ Campaign. Our Promise allows state employees to contribute to charitable organizations through payroll deduction or one time giving. There are about 60 United Way agencies and CAVE is one of those you can direct your donation to. CAVE offers 11 programs that serve a diverse range of populations. They average about 60,000 volunteer hours per
year and each volunteer gets to choose the program they want to work with. The tutorial program is in the BMU 309 every Tuesdays and Thursdays from 5:30-6:30, drop in for free tutoring.

b. Academic Award Presentation: Fall 2016 recipient Janet McCue from Alumni and Parent Engagement.

III. Human Resources Services – Sheryl Woodward:
   a. Abuse in the Workplace training recap – working on next steps.
   b. HR is paying close attention to departments with high turnover and are letting managers or Deans know when they notice this happening.
   c. Recruitment Process Training has been cancelled today due to low enrollment.
   d. Newsletter is in progress and is close to being sent out.

IV. Payroll or HRIS – Rebecca Cagle:
   a. Common Human Resources System (CHRS) – one consolidated PeopleSoft environment for all campuses. Implementation is about three years out. This hopefully will enable some paperless processes and automated approvals with less paper processes. [http://www.csuchico.edu/hr/hris/CHRS.shtml](http://www.csuchico.edu/hr/hris/CHRS.shtml)

V. Associated Students – Tamara Fleet, Director of University Affairs:
   b. Presidential debate watch party for the first and third debates. Voter registration event on October 24, 6-8pm in the BMU. Lots of other important propositions to vote for. The school debate team will be there.
   c. Elected a new ECC Senator. All officer seats are now filled.
   d. Halloween event on October 29 with pizza and water for the students.

VI. Academic Senate – Joe Crotts:
   a. Senate met on September 15 and October 6.
   b. On September 5 two documents from the Chancellor’s Office were discussed: the Graduation Initiative 2025 and EO 1071 Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors. The outcomes of the Academic Senate retreat on Visioning Shared Governance were reviewed.
   c. On October 6 a presentation was given on the “Chico State Rental Housing Program.” Also, the draft of the Academic Calendar for 2017-2018 was reviewed. The following items passed as introduction items: Proposed EM on Grant Related/Specially Funded Instructional Faculty Classification Policy, Proposed New Undergraduate Certificate Program in Interreligious and Intercultural Relations, revision to the EM on final exams, and three revisions to the FPPP regarding hiring procedures for tenure-track faculty, evaluation of tenured faculty, and leaves without pay.
d. Next meeting is Thursday, October 20. Everyone is welcome to attend.

VII. Office of the President – Brooke Banks:
   a. Working on the Provost and Vice President for Business and Finance searches. The firm Academic Search was here on September 29 & 30 and met with the search committee. Held an open forum on September 30 but was not well attended. Academic Search understands that we are looking to hire two vice presidents that want to collaborate with all on campus. The search committees each consist of 18 people. In the open forum it was brought up that there should be more staff representation on the committees so they are adding another staff member to the committee and are currently accepting self-nominations. The Provost position posted on Monday and the VP of Business and Finance announcement is out. Everyone that has worked with Academic Search firm has had very positive feedback. These two positions will be open for about 4-6 weeks and on campus interviews with be in January-March.
   b. Presidents Office is hosting Koffee & Kudos on October 31st.

VIII. Standing Committee Reports
   a. Ways & Means – Rachelle Sousa
      i. Nothing to report
   b. Staff Recognition – Melissa Cheatham
      i. Nothing to report
   c. Service Projects – Cindy Kelly
      i. Fall Staff & Faculty Art Show update: 9/26/16 – 11/3/16 show dates, 11/3/16 Reception at 4:30-5:30. 51 pieces from over 20 artists. 12 to auction and 13 to sell. People’s choice voting box will be out soon and auction will take place at the reception.
      ii. University Needy Children’s Program – raffle tickets will be handed out today. Donations are coming in. Family forms will be sent out by tomorrow and are due by November 4th. December 7 is the UNCP reception at the Farm Pavilion.
      iii. October Greek Week Blood Drive – Tuesday, October 11 in the BMU Auditorium.
      iv. November Blood Drive – Wednesday, November 9th in the BMU Auditorium.
   d. Governance – vacant position
      i. Governance Chair officer election – unanimous vote for Cari Phipps.

IX. Executive Committee business/new Staff Council business/office reports
   a. University Diversity Committee met with President Hutchinson last week. Working on updating the Diversity Action Plan.
b. Staff Development Advisory Committee coordinates the trainings that are offered to campus.
c. Newsletter was sent out to all staff, faculty and administration.
d. First Generation Faculty & Staff Association

e. Annual Halloween Costume Contest on October 31. Facebook voting again this year.
f. Relay for Life Bingo & Spaghetti Feed Fundraiser on December 4. Tickets are being sold now.
g. UNCP Raffle Ticket distribution

h. Staff Council photo – Kendall Hall steps immediately following general meeting

X. “Getting to Know You” – Rachelle Sousa

XI. Intent to raise question: none

XII. Adjournment: 10:10 a.m.