

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, February 2, 2012

ATTENDANCE

Members Present: Jennifer Alberti, Kat Cannella, Janet Crane, Amber Dees, Nicole de Vries, Annette Evans, Susan Henderson-Smith, Laurie Jones, Jay Knape, Christine Murphey, Patsy Redmond, Libby Smith, Eric Van Bibber, Cynthia Winkles, Bethany Yandell

I. CALL TO ORDER

Jay Knape presided over the meeting and called the meeting to order at 10:04 AM.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of previous meeting were approved as earlier submitted.

III. FINANCIAL REPORT

Book Scholarship - \$538.25

Foundation - \$550.85

Jay Knape reported for Amanda Adams that the account balances have remained the same as there have been no expenditures and the donation which was made is not yet showing. Amanda has not been able to obtain regular monthly statements from accounting; this will hopefully be resolved shortly.

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE (Laurie)

Laurie Jones reported that there will be a New Employee Welcome Tour the end of February or beginning of March.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Christopher)

No report.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE (TBA)

Jay Knape asked for a volunteer to chair this committee. Nicole de Vries and Kat Cannella agreed to co-chair. They will check on the available budget and announce an event at the next meeting or before.

E. FUNDRAISING COMMITTEE (Bethany)

Bethany Yandell reported that she e-mailed the committee members with ideas for fundraisers, including a March Madness Bracket Competition. She suggested a \$10 donation per bracket from anyone who would wish to take part. She also suggested that a webpage be created on the Staff Council website to track the information and teams. Bethany also suggested that there be donations for prizes. Laurie Jones will ensure that this is an allowable fundraiser based on USG regulations. A Boston butt sale was still discussed as an option, as well as using Chill (a local business) that would provide a fundraising kit for sale of their product.

F. STAFF SERVICE AWARD COMMITTEE (Laurie)

Laurie Jones reported that a call for nominations will be sent out very shortly.

V. PRESIDENT'S COUNCIL REPORT

See new business, below.

VI. OLD BUSINESS

A. RIVERPARK PLANT OPERATIONS – ON-CALL PAY DEFINITIONS

Jay Knape reported that the on-call pay policy is a departmental one. Any questions or concerns regarding this policy need to be discussed directly with the department. Contact Laurie Jones if an issue is not resolved by speaking with the department. Laurie indicated that the issue in question was resolved.

B. UNIVERSITY COUNCIL/SHARED GOVERNANCE

Jay Knape reported that he and Nicole de Vries represent Staff Council on this Faculty Senate Committee. Jay indicated that University Council is a new council on campus to bring Staff Council, Faculty Senate, and Student Government together. They handed out a draft document for review by Staff Council which included three documents in one: (1) changes to the Faculty handbook (2) University Council By-Laws (3) University By-Laws. This draft document will be presented to Faculty Senate next week, with it being implemented in fall 2012 based on the decision of the Faculty Senate. He also stated that it is important that Staff Council has been given 5 seats on the

University Council and there is a need for people who are willing to serve. The 3-year term of membership was discussed. Since this is a long-term project, the terms of membership are also longer. It was suggested that the rotation/terms of Staff Council positions be clarified since 5 positions are not easily divided by 3-year terms. Jay stated that Staff Council By-Laws would need to be updated to include Senate members. Jay indicated that this will be reviewed further and discussed at the next meeting. Jay also indicated that he pushed for staff academic freedom, that staff should have similar freedom of speech opportunities as faculty and should be able to voice their thoughts without concern for reprimand.

VII. NEW BUSINESS

A. SUSTAINABILITY COMMITTEE

Nicole de Vries reported as a member of this committee that this involves commitment to behaviors that recognize and respect our environmental context. She suggested that Staff Council pick up an idea to support and promote once she has provided more information on projects that the committee will handle. One project idea consists of "opting out of trash". This would consist of offices having only small trash cans and taking their own trash to a central location within a building from where custodial services would empty the trash. This would save custodial services time and money as they would not have to enter each individual office. Staff Council members expressed interest in supporting a sustainability project. Nicole will e-mail a list of project ideas to members for their review. Laurie Jones indicated that a "myth buster" is going out to all faculty/staff about this committee. Jay stated that he is on the planning committee for a Sustainability Week which dates are currently being finalized. Nicole stated she also discussed with Troy Keller, the chair of this committee, the future possibility of having an Office of Sustainability on campus since they can each only commit a small amount of time to this committee.

B. ARAMARK – LESLIE EVERS

To be re-scheduled.

C. BUSINESS INTELLIGENCE PROJECT

Jay reported that a steering committee has been set up for this project, with Nicole de Vries as the Staff Council representative. Nicole reported that CSU has a partnership with Oracle to develop a business intelligence dashboard where Admissions, Financial Aid, and other departments can easily access student information and statistics. The dashboard will allow individuals to select specific items they wish to view in report format as needed. At present they are going through various databases to build the reports. Nicole asked members to submit information on what they would like to see in such a database. Libby Smith asked if this would include room occupancy information. Nicole responded that this is currently being done through Cougar Scheduler. A study is currently being done on campus on this as well.

D. WINTER BREAK

Laurie Jones reported that a tentative schedule is being discussed for the 2012 winter break as follows:

December 17 – 21 (Vacation Time to be used)
December 24 – 28 (Paid holiday time)
December 31 (Vacation Time to be used)

This would mean that staff would be required to use 6 of their leave days (an increase of one day over last year). It was mentioned that this may set a negative precedent since staff have to save several months of vacation days in order to take 6 days of leave. Laurie is asking for feedback before the schedule will be confirmed. Libby Smith indicated that HR assisted individuals in their department last year in using comp time, etc., so that employees would be best served. Bethany Yandell stated that, as a new employee, saving 6 vacation days for this one holiday is a struggle. It was asked if information could be provided regarding how much money is saved by closing campus for two weeks. Laurie also stated that, over the vacation week it is the discretion of each department whether or not to close. To avoid having to take an additional day of leave, it was asked if staff could have the option of working Mon., 12/17/12 and taking off 12/31/12. Laurie indicated that she would present this option and update the membership at the next meeting.

VIII. ANNOUNCEMENTS

Jay Knappe announced that the deadline for completing the Ethics Refresher Course is 10 February.

Jay Knappe announced that the Open Forum for the final provost candidate is 2 February at 4pm in the CCT Auditorium. He asked for feedback to be given to the search committee on the candidates. The committee will meet 8 February and will then provide a recommendation to President Mescon on 9 February.

Kat Cannella announced that there will be a Sherlock's Mystery Dinner Theatre on 16 February through Continuing Education. CSU employees will receive a discount, with tickets costing \$41.25 each, which includes 2 drink tickets.

IX. ADJOURNMENT

Meeting adjourned at 11:00 a.m.

Respectfully submitted by Christine Murphey