

HUMBOLDT STATE UNIVERSITY

The mission of Staff Council is to provide staff with an effective process of selection for participation in campus governance, and to facilitate communication and cooperation across the campus on issues of interest and concern to staff.

Staff Council Meeting Agenda 11/30/17

Date: Thursday, November 30, 2017 from 1pm – 2:30pm

Location: Library Fishbowl, 2nd Floor

I. Call to Order/Welcome (5 minutes)

1.1 Check for Quorum (11 members)

- Present: Grant Scott-Goforth, Julia Heatherwick, Alma Zechman, Erika Wright, Vickie Thornburgh, Liz Deck, Suzan DiRicco, Kim Coughlin-Lamphear, Mona Mozzotti, Paul Vrabel, Jessica Welch, Jyll Jackson, Michelle Miyamoto, Terri Georgopoulos, Pamela Kirschner, Marguerite Powers
- Visitor: Tim Combs, Academic Programs

II. Announcements - Overview (15 minutes)

2.1 Open Announcements

- Next University Senate Meeting - Tues., Dec. 5th, 3-5 PM Goodwin Forum
- Budget Reductions Phase 2 Open Forum - Fri., Dec. 8th, 1-3 PM Goodwin Forum
- HSU Faculty & Staff Holiday Party - Thurs., Dec. 14th, 4:30-6:30 PM KBR. Alcohol after 5pm, no craft fair this year.

2.1 Guest Speaker-University Senate Staff Representative: Eli Pence

- For detailed information on University Senate agendas and minutes <https://www2.humboldt.edu/senate/node/314#overlay-context=node/296>
- Interactive Budget Open Forum on Friday, Goodwin Forum December 8th at 1pm
- Passed two part animal policy-staff and student. Will be on policy site soon.
- State Senate local enrollment concern-best outreach to local schools(no resolution)
- Follett Corporate presentation-how to make text books more affordable, management issues, wine and dine faculty with new ideas like Follett Discover
- Presidents report on flag policy <https://policy.humboldt.edu/emp03-03-campus-bereavement-lowering-flag>
- Athletics-programs in jeopardy, no resolution yet on football. Academic programs are priority. General Fund cover football expenses not covered by student fees.

III. Staff Council Officer Reports (10 Minutes) - Overview

3.1 President - Terri

- University Policy Committee - Alex Gradine, Staff Representative(not present)
- Informal Vote: [Staff Service Participation Program Proposal](#) by Jyll Jackson
 - Possible edits to include: staff buddies, link to 2025 & strategic plan, update letterhead
 - Two hour model might need to be increased to a range of two to ten hours
 - Anyone can submit ideas; on campus proposals & building with community partners
 - Look into bargaining unit regulations & on and off campus liabilities
 - Proposals should be per fiscal year and not academic year
 - Limit the scope; promote and focus on one project

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- Dean Lisa excited about pairing staff member with student because transfer students would feel like they belong while promoting retention.
 - Supervisor approval discussion.
 - **Action-**
 - All Staff Council members will edit proposal & discuss at next meeting
 - Seek feedback from bargaining units, HR, Risk Management
- 3.2 Vice-President – Pam
- Sign potluck thank you notes to Dining and President
 - Ducks for fundraiser are \$0.75 each
- 3.3 Secretary – Marguerite
- Terri would like more time to review minutes so approval of minutes will be tabled until next meeting.
- 3.4 Treasurer - Samantha (Terri will proxy)
- I. Reimbursement Procedure
 - Treasurer’s intentions are to protect staff council & no mistrust intended. We will move forward following established University guidelines.
 - A. Follow standard University guidelines
 1. Obtain pre-approval for purchases from Treasurer - ensures that purchases made are within budget
 2. Complete [Payment Request Form](#) and attach: HMADV, Hospitality, promotes morale on campus, have to have number of participants to justify expenses
 - a) Original itemized receipt(no photo of purchase required)
 - b) Copy of event flyer
 - c) Copy of event sign-in sheet
 3. Obtain authorized signature on Form (Treasurer or President)
 4. Submit documents to Accounts Payable
 - II. Meeting with SFS
 - A. Cash Handling Procedure for **FUNDRAISING**, not Donations
 1. Obtain deposit bag from SFS (not mandatory, but helpful)
 2. Log of cash received (perhaps on sign-in sheet, add fundraising amount column?) - log should be sealed in deposit bag with cash, maybe use contribution sign in sheet.
 3. Less than \$300, 1 person can deliver funds to SFS; more than \$300, 2 people deliver.
 4. Prefer same day delivery - allowed up to 1 week
 5. Each year, SFS will re-authorize “Acknowledgement of Departments Receiving Payments Form” to permit all Staff Council members to collect cash.
 - B. CashNet link for Gnomes, etc...simplify process, individuals and staff council will get reports. Link should be available by January.

IV. Staff Council Standing Committee Reports (15 Minutes)

4.1 Fundraising Committee (Mona & Alma)

- Friends Day Fundraiser(valentine's day)-Lumberjack Rubber Duckies
 - Too late to advertise for craft fair, so will not happen at this year's holiday party.
 - Looking into different ways to raise money; Administrative Day (April 25) fundraiser idea that supervisors could support,
 - Maybe wine and cheese fundraising in future
 - Off campus events such as "pints for nonprofits
 - Jazz up Spring into Green and Gold
 - Gnoming is labor intensive, so ducks good idea,

4.2 Governance Committee (Alex)-will be asking for volunteers for Spring elections

4.3 Service Projects Committee (Suzan & Vickie)

- Spring Potluck
- Spring into Green & Gold - Date?
 - Ideas to jazz it up - new theme? New location? Off campus? After work? Does it have to be during work hours, could double as fund raiser,
 - Would people come back if they worked early shift,
 - Library had success at HumBrews-no set up etc..get, YES also had success at Six Rivers
 - Staff Council has \$550 budgeted for mixer,
 - Bring device so people can donate on the spot
- **ACTION**-look into pints for nonprofits even for next year, or years beyond
- **ACTION**-date of spring mixer, discuss with Pres Office new idea

4.4 The Recruitment Committee (Rob)-Julia reporting for Rob

- Missed November spotlight but back on track for December.
- More Welcome Bags, check shared drive for list
- Staff council brochure-email Rob with edits
- Potential members-invite them to meetings. Staff Council announced in new employee orientation,
- Big mentoring program ideas for Staff Council to possibly take on; new employee buddy at orientation, Campus buddy vs office buddy (match.com)

V. Discussion/Action Items (25 Minutes)

5.1 December meeting

- Next meeting will be a potluck - Dec 19

5.2 Thank you cards - donors

5.3 [Calendar of Events](#) - Spring Planning-Spring potluck need date, maybe April 26th

VI. Adjournment

6.1 Motion from the floor to adjourn meeting (Pam)

- Move-Paul Vrabel
- Seconded-Jessica Welch
- Vote was affirmative (unanimous)

VII. Committees Meet/Plan (20 Minutes)