

# 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 Minutes 3/20/18

**Date:** Tuesday, March 20, 2018 from 1pm – 2:30pm  
**Location:** Library Fishbowl (LIB 209)

**Present:** Terri Georgopoulous, Pamela Kirschner, Marguerite Powers, Samantha Pace, Jyll Jackson, Mona Mazotti, Alex Gradine, Rob Keever, Suzan DiRicco, Tina Georganas, Julia Heatherwick, Michele Miyamoto, Grant Scott-Goforth, Paul Vrabel, Jessica Welch, Erika Wright

**Guest:** Mike Le

### Action Items, Decisions, and Significant Issues

- Approval of 2/22/18 minutes
- How do we want to spend the revenue from the duck sales
- Approval of by-laws
- Voting for new Staff Council members

#### I. Call to Order/Welcome (5 minutes)

- 1.1 Check for Quorum (11 members)-put off check for quorum until Rock make presentation

#### II. Announcements - Overview (15 minutes)

- 2.1 University Senate Report (Mike Le) Staff Senator
- Update and question to pose to Staff Council Speakers come to Senate to air grievances and while senators are sympathetic they do not have lots of power; can't make decision on budget. As a senator, one of his goals is to get feedback from Staff Council on policies
  - Department Chair Assigned Time Policy- requesting feedback on head count of staff counts in formula (see attached policy), formula indicates that an ASC or ASA is a burden to the department. Suggestion made to include Bargaining Units in discussion. Send your feedback to Mike Le. Senate will vote a week from today and President has 2 weeks to respond.
  - Per discussion, "Panic" after firing, and lack of communication: where can employees make suggestions? Perhaps add section to Staff Council Website
    - Budget website
    - University Senate
    - Ombudsperson
    - other
- 2.2 Open Announcements
- Sign thank you notes to Center Arts and Dining for Spring Potluck
  - CTL-call for presenters for April 26 Teaching and Learning Innovation Showcase
  - ACAC-next week in KBR, Educator's Job Fair
  - ACAC-Springboard is changing to Handshake
  - Housing-student summer jobs available, 48 summer custodial positions
  - HR-Events Planning Resource <https://procurement.humboldt.edu/fac-staff-admin>
  - HR-Sign up for Professional Development Newsletter

- Library-March 26 is last day to sign up to present at 4/19 IdeaFest; house party on all three floors

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

- 3.1 President – Terri
  - Thank you for the Spring Potluck. Great attendance.
- 3.2 Vice-President – Pam
  - Please sign thank you cards
- 3.3 Secretary – Marguerite
  - Table approval of 2/22/18 minutes
- 3.4 Treasurer – Samantha
  - Will check OBI for payments from staff who ordered ducks but no delivery was made

### IV. Staff Council Standing Committee Reports (15 Minutes)

- 4.1 Fundraising Committee (Mona & Alma)
  - Per Terri: Staff Appreciation Event – May 17, 3pm
    - Updated donation solicitation spreadsheet. Sign up within one week please.
    - Links
      - [Donation Solicitation Spreadsheet](#)
      - [Donation Request Sample Letter](#)
      - [Preparation Duties Sign-Up Sheet](#)
      - [Event Staffing Sign-Up Sheet](#)
    - Committee to do tax letter
    - Revenue from duck sales can be spent on prizes for Staff Appreciation. How do we want to spend it.
    - Has KBR been reserved? Terri will meet with committee to confirm event details.
    - Education Awards-Terri will email application to all staff.
  - Per Terri: New Storefront
    - People are ordering gnomes and she has been delivering gnomes so the time is right to create new page for Gnoming
    - She has updated website
    - Waiting for Travis to do storefront update
- 4.2 Governance Committee (Alex)
  - By-Law Change Proposals-Line by line changes (copied from Google Doc created by Alex Gradine.)
 

**Change:** Article I: Members. Who is a staff member, and who can be a voting member of Staff Council?

**Rationale:** Lots of discussion, few definitive answers. Discussion **TABLED**.

**Change:** Changed most instances of “Staff Council member” to “Staff Council voting member.”

**Rationale:** Encourages more non-voting member participation and volunteering. **PASSED**.

**Change:** Removed language regarding specific divisions and constituents represented within those divisions.

**Rationale:** This has never been followed and would be difficult, if not impossible, to really keep

track of. The point was raised that language should be added to reflect greater efforts to recruit from underrepresented divisions. **PASSED.**

**Change:** Removed HSU Bookstore from Constituency of Staff Council (I.2.A)

**Rationale:** The Bookstore employees are not employees of HSU or an associated auxiliary. **PASSED.**

**Change:** Moved the coordination of Welcome Baskets from Vice-President duties to Recruitment Committee duties.

**Rationale:** This allows our designated experts at recruitment to welcome new staff members. **PASSED.**

**Change:** Cleaned up language and added clarifications to the Treasurer duties.

**Rationale:** Is the Treasurer role compliance or record-keeping? Discussion **TABLED.**

**Change:** Changed Service Projects language (coordinate “at least” two events; and replace “potlucks” with “gatherings.”)

**Rationale:** This will give the Service Projects Committee more flexibility in event planning. **PASSED.**

**Change:** Changed the Staff Appreciation Luncheon to an Event in the Fundraising Committee.

**Rationale:** This event is no longer necessarily a luncheon. **PASSED.**

**Change:** Updated the timeline for voting on new Staff Council voting members and Standing Committee Chairs. Staff Council members will be selected at the April meeting, and Standing Committee Chairs selected at the May meeting.

**Rationale:** These changes give new Staff Council members the ability to chair a committee in their first year, which we’ve already done this year. **PASSED.**

**Change:** Added language regarding the option to return for a third year term as an officer or standing committee chair.

**Rationale:** This has always been the tradition for Staff Council but was not reflected in our by-laws. **PASSED.**

**Change:** Added a clause to allow Staff Council to extend the twenty-member limit by a two-thirds vote.

**Rationale:** This has also been done before by past Staff Councils, but never allowed by the by-laws. Would it be simpler to just raise the hard cap? Discussion **TABLED.**

**Change:** Attendance policy; removal is no longer automatic but at the discretion of the Staff Council President.

**Rationale:** This gives folks who have trouble attending many meetings an opportunity to serve in other ways. **PASSED.**

**Change:** Changed the language in IV.3.B regarding standing committee membership to better reflect language earlier in the by-laws (specifically, II.1.B)

***Rationale:*** These sections were, as written, contradictory. **PASSED.**

- Staff Council Elections-Google Form for nominations. Will vote on new members at the April meeting

4.3 Service Projects Committee (Suzan & Vickie) – no report

4.4 The Recruitment Committee (Rob)

- Staff Council Elections-Google Form for nominations. Will vote on new members at the April meeting

**V. Discussion/Action Items (25 Minutes)-**

**VI. Adjournment**

6.1 Motion from the floor to adjourn meeting (Pam)

- Samantha Pace moved to adjourn the meeting. Jessica Welch seconded the motion.

**VII. Committees Meet/Plan (20 Minutes)**

7.1 Announcements - what is on deck? [Staff Council Event Calendar](#)

## Department Chair Assigned Time Policy [XXX]

### Office of the Provost

Applies to: All academic department chairs, academic Deans and Provost

Issued:  
MM/DD/YYYY  
Revised:  
MM/DD/YYYY  
Edited:  
MM/DD/YYYY  
Reviewed:  
MM/DD/YYYY

The role of the department chair occupies a singularly difficult roll on University Campuses. Chairs have enormous responsibilities, but nearly zero authority. A thorough report written for the Chancellor's Office in 2002 on Department Chair Duties<sup>1</sup> concluded, "Chairs are expected to shuffle mounds of paper and respond to a multitude of requests from all levels, the administration, faculty and students. Chairs are expected to guide their departments in the present and help plan for the future, yet often they do not have the fiscal authority to distribute resources to best support these expectations...Chairs not only do not have the authority to do more than 'respond' to the requests of others, they do not have the time." This report acknowledged the increased workload expected of chairs at the time. Without question the expectations and complexity of CSU chair workload has only increased over the last decade and a half. Likewise, HSU has also seen a dramatic increase in Chair Duties over the last 15 years. In particular the frequency and number of reports due through PREP far exceeds the expectations of a once every 7 years program review. Likewise, as the tenure track density has fallen on our campus, chairs spend a significant portion of their time finding and evaluating temporary faculty. While the duties of department chairs has evolved over the years, the way in which assigned time for those duties is allotted on our campus has not. At HSU, each chair must negotiate with their Dean an FTE percentage of their chair duties. Some chairs (and deans) may not even realize that these appointments are negotiable and simply agree to the historical assigned time allotted to previous chairs for that department. This type of historical compensation model clearly leads to inequity amongst chairs, particularly those who are willing to negotiate and those who don't know that they can.

#### Purpose of the Policy (required; include regulatory or legislative references)

The purpose of this policy is to eliminate the inequity amongst department chairs by establishing a method to determine the base assigned time for department chair duties. The FTE percentage of a faculty member workload for chair duties shall be based on a 15 wtu/semester workload and be calculated using simple metrics obtained from the office of Institutional Effectiveness. This model uses both FTE and headcount data for faculty, students and staff and is based upon the relative size of each measure to that of the largest department on campus for that measure, e.g., if the largest department has 35 Tenure line FTEF, then the FTEF TT score for a department with 15 tenure line FTEF would be  $15/35 = 0.429$ .

<sup>1</sup> The California State University Department Chair Survey Report, Chu & Veregge, 2002.

#### Definitions:

FTE TT: Relative Full Time Equivalent number of Tenure Track Faculty.  
 HC Temp Faculty: Relative Headcount number of temporary faculty.  
 FTEF Temp Faculty: Relative Full Time Equivalent number of Temporary Faculty.  
 HC Majors: Relative Headcount number of Majors served by department.  
 FTES: Relative Full Time Equivalent number of students served by department.  
 HC Staff: Relative Headcount number of staff.  
 FTE Staff: Relative Full Time Equivalent number of Staff

#### Policy Details (optional)

- I. To calculate base department chair FTE assignment, a composite score based on seven relative measures of department size are weighted by the following expression:

$$\begin{aligned} \text{Composite Score} = & 50[0.7*\text{FTEF TT} + 0.3(0.5*\text{HC Temp Faculty} + 0.5 \text{ FTEF Temp Faculty})] \\ & + 35[0.6*\text{HC Majors} + 0.4*\text{FTES}] \\ & + 15 [0.5*\text{HC Staff} + 0.5 \text{ FTE Staff}] \end{aligned}$$

Once a composite score has been calculated, the base FTE assigned time shall be determined from the following Minimum Chair Support Chart:

Minimum Chair Support

Composite Score range	Time Base
Less than 15	0.375 AY
16-25	0.5 AY
26-35	0.625 AY
36-45	0.75 AY
46-55	1.0 AY
more than 55	1.0 12 mo

- A. The office of Institutional Effectiveness will determine the composite scores for each department based on the prior three year averages.
  - B. The composite scores will be reevaluated every three years to ensure that each department chair's assigned time is regularly adjusted to changes in their metrics.
  - C. The initial evaluation shall be completed by OIE during the Spring 2018 term such that chair appointments based on this policy will be assigned for a three year period, beginning with the Fall of 2018 term.
- II. It is critical to note that this method of determining chair support simply establishes a minimum assigned time FTE. Additional assigned time may be negotiated by each chair and should be supported by evidence of additional complexity, e.g., chairing a department with more than one program (majors, not concentrations), housing a graduate program, external accreditation, having more than 400 majors, FTES above 500, running a facility or institute.

having more than 50 faculty members (both temporary and tenure line), chairing a department that is not your home department, etc.

**History (required)**

*All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section: Issued: MM/DD/YYYY*

Revised:  
MM/DD/YYYY  
Edited:  
MM/DD/YYYY  
Reviewed:  
MM/DD/YYYY

# HUMBOLDT STATE UNIVERSITY

## STAFF COUNCIL BYLAWS

### Spring 18 Revisions Summary

**Change:** Changed most instances of “Staff Council member” to “Staff Council voting member.”

**Rationale:** This helps clarify the difference between a Staff Council voting member and a “non-member”; who may attend Staff Council meetings out of interest or even volunteer to work with specific standing committees.

**Change:** Removed language regarding specific divisions and constituents represented within those divisions.

**Rationale:** This has never been followed and would be difficult, if not impossible, to really keep track of.

**Change:** Removed HSU Bookstore from Constituency of Staff Council (I.2.A)

**Rationale:** The Bookstore employees are not employees of HSU or an associated auxiliary. It was also already removed in Section 3.A

**Change:** Moved the coordination of Welcome Baskets from Vice-President duties to Recruitment Committee duties.

**Rationale:** This allows our designated experts at recruitment to welcome new staff members.

**Change:** Cleaned up language and added clarifications to the Treasurer duties.

**Rationale:** These changes should be self-explanatory.

**Change:** Changed the Service Projects Committee language to be more open-ended (coordinate “at least” two events; and replace “potlucks” with “gatherings.”)

**Rationale:** This will give the Service Projects Committee more flexibility in event planning.

**Change:** Changed the Staff Appreciation Luncheon to an Event in the Fundraising Committee.

**Rationale:** This event is no longer necessarily a luncheon.

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**Rationale:** These changes give new Staff Council members the ability to chair a committee in their first year, which we’ve already done this year.

**Change:** Added language regarding the option to return for a third year term as an officer or standing committee chair.

**Rationale:** This has always been the tradition for Staff Council but was not reflected in our by-laws.

**Change:** Added a clause to allow Staff Council to extend the twenty-member limit by a two-thirds vote.

**Rationale:** This has also been done before by past Staff Councils, but never allowed by the by-laws.

**Change:** Softened the language on the attendance policy, removal is no longer automatic but at the discretion of the Staff Council President.

**Rationale:** This gives folks who have trouble attending many meetings an opportunity to still serve in other ways.

**Change:** Changed the language in IV.3.B regarding standing committee membership to better reflect language earlier in the by-laws (specifically, II.1.B)

**Rationale:** These sections were, as written, contradictory.